

**GATEWAY EDUCATION**  
**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

GE/IQAC/25/12

Date: 11.12.2025  
*hds*

A meeting of Internal Quality Assurance Cell (IQAC) with all faculty members, was held under the chairmanship of Dr. (Col.) Amik Garg, Director General, Gateway 12th December 2025 at 3:45 PM. Following agenda items were discussed and action were taken.

Dr. Shish Pal, Coordinator of IQAC, began by welcoming all attendees and outlining the purpose of the meeting.

**Minutes of the Meeting (MOM)**

<b>Date &amp; Time</b>	<b>12th December 2025 at 3:45 PM</b>
<b>Location</b>	Bhaskar all, GIET
<b>Attendees</b>	All Members of IQAC Cell (Attendance List Enclosed).
<b>Agenda</b>	To discuss the Followings Action Plans
<b>Agenda 1</b>	<p><b>1. Discussion on Observations from Stage-2 Certification Audit (ISO)</b></p> <p>The IQAC Coordinator shared an overview of the observation. Followings are observations and actions taken</p> <p><b>Strengths:</b></p> <ul style="list-style-type: none"> <li>Highly motivated team for ISO implementation.</li> <li>Access to parents through the Digii campus system, digital boards in classrooms, and centralized internal assessments.</li> </ul> <p><b>Common Issues:</b></p> <ul style="list-style-type: none"> <li>Emergency exits and way signs not marked.</li> <li>Loose electrical contacts at multiple locations.</li> <li>Missing revision numbers in Standard Operating Procedures (SOP).</li> <li>Fire safety deficiencies, including unmarked or non-functional fire extinguishers and lack of proper signage near DG sets.</li> <li>Unclear aspect/impact analysis and outdated significance criteria in documentation.</li> </ul>
<b>Decision Taken</b>	<p><b>Decision Taken:</b></p> <ul style="list-style-type: none"> <li>Mark emergency exits and update the QEMS policy awareness.</li> <li>Ensure documentation corrections, including the addition of revision numbers and proper management of fire safety measures.</li> </ul> <p><b>Responsibility:</b> Dr. Shish Pal and Dean R&amp;D for oversight and implementation.</p> <p><b>Deadline:</b> 31st January 2026</p>

*Shish Pal*  
Dr. Shish Pal  
Coordinator IQAC  
Gateway Education

*Sunny Singla*  
Mr. Sunny Singla  
Dean Academics  
Gateway Education

*hds 12 Dec 25*  
Dr. (Col.) A Garg  
Director General  
Gateway Education

All are requested to ensure a time bound action.

**Distribution:**

All Members of IQAC Cell, Director Admissions & Placements, Principal GCAD, Principal GIET, Academic Coordinator (GCAD), Administrative Officer (GCAD), HoD DCS (GIET), HoD DMS (GIET), Hod DCA (GIET) Registrar (GE), Head Administrations (GE), Head HR(GE), Dean Academics (GE).