GATEWAY EDUCATION

INTERNAL QUALITY ASSURANCE CELL (IQAC)
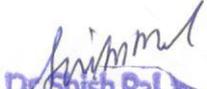
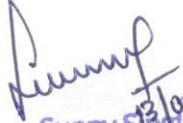**GE/IQAC/26/4**   **Date: 12.02.2026**

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 Education on 7.02.2026 (Saturday) at 2:30 pm in room no. 209 GIET. Following agenda items were discussed and action were taken.

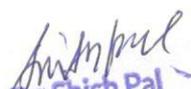Dr. Shish Pal, Coordinator of IQAC, began by welcoming all attendees and outlining the purpose of the meeting.

Minutes of the Meeting (MOM)

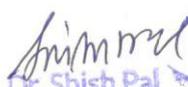| Date & Time	Date: 7.02.2026 (Saturday) Time: 2:30 pm
Location	Room No. 209, GIET
Attendees	All Members of IQAC Cell
Agenda	To discuss the Followings Action Plans
	Agenda 1. To discuss pending agendas of 2025.
Agenda 1.1	**Agenda 1.1: To motivate students and faculty members to apply for grants from government and non-governmental agencies for research projects/endowments in the institution.** **Decisions Taken:** 1. All Ph.D. faculties must submit at least one funded research proposal per year. for the academic year 2025-2026, by 30th June 2026. 2. One workshop will be conducted for guidance in proposal preparation. **Responsibility:** Under the arrangement of respective Principals & HODs in coordination with Dean R&D. **Time:** 15th April 2026 (First Review)
Agenda 1.2	**Agenda 1.2: To motivate students and faculty members to research for papers publication in journals peer reviewed and as book chapters.** **Decisions Taken:**

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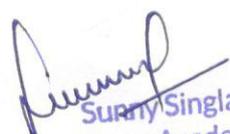Dean Academics
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	1. Students must target publication in UGC CARE, and faculty members must target publication in Scopus-indexed journals.
	2. Every student of second and final year must publish a research paper in a peer reviewed journal in a year.
	3. Every faculty member must publish a research paper in a Scopus-indexed journal in a year, as mentioned in the appraisal form circulated by Head HR.
	Responsibility: Principals under the coordination of Dean R&D, Dean A.
	Time: End of each academic session.
Agenda 1.3	**Agenda 1.3: To start functional MoUs/linkages with institutions/industries in India and abroad for internships, on-the-job training, project work, student/faculty exchange, and collaborative research.**
	Decisions Taken:
	1. Design the Internship & Placement brochure for students.
	2. Sign at least one functional MoU per department with companies for internships and placements every quarter.
	3. The MoU must include a list of activities for at least one year.
	4. Each completed activity should have the signing of both party representatives.
	Responsibility: Respective HODs under the coordination of concerned Principals & TPO.
	Time: 30th June, 2026.
Agenda 1.4	**Agenda 1.4 (NAAC Criteria 5.4.1): To register an Alumni Association.**
	Decisions Taken:
	1. An Alumni Association will be established at the earliest.
	2. A Student Ambassador will need to be identified.
	3. At least one alumni talk per department per month has to be conducted in hybrid mode.
	Responsibility: TPO for 1 or 2 point and for 3 point all HoD in consultation with TPO.
	Time: 12 March 2026.

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Agenda 2	**Agenda 2: To discuss Stakeholders (Alumni, Students & Parents) feedback analysis.** **Actions Taken:** 1. To update the resources as per current knowledge and trends. 2. Reducing the burden of overlapping exams (assessment plan needs to modified) 3. To introduce more practical-based learning methods, including workshops and internships. 4. To address the transportation issues for students. **Responsibility:** Dean Academics and Head Admin & EEM Cell in coordination with the Transport in charge. **Deadline:** Implementation of changes by the start of the upcoming academic year (2026-2027).
Agenda 3	**Agenda 3:** To discuss the Vision & Mission statements of each department. **Action taken:** 1. Each department must approve Vision & Mission statement from BOS. **Responsibility:** HoD of respective departments **Deadline: 12.03.2026**
Agenda 4	**Agenda 4: To discuss the progress of NBA.** **Decision taken:** 1. A complete Self-Assessment Report (SAR) for B.Tech. (CSE) Programme to be presented on 07 March, 2026 in IQAC Meeting **Responsibility:** Dean Accreditations **Deadline:** 07 March 2026
Agenda 5	**Agenda 5: To discuss the progress report on ISO stage-2 Audit NCs.** **Decisions Taken:** 1. Immediate action must be taken to mark emergency exits and improve awareness regarding QEMS policy. 2. Loose electrical contacts will be repaired. 3. Earth pit details to be updated and displayed near the earth pits, with periodic checks documented.

	4. Revision numbers to be properly mentioned in all SOPs and discrepancies in management review frequencies will be addressed. 5. A follow-up meeting will be held in the next quarter to assess the implementation of these changes. **Responsibility:** MR **Deadline:** 07.03.2026
Agenda 6	**Agenda 6:** Presentation on Academic Planning Audit Report Even Semester 2025-26. **Decision Taken:** 1. Corrective actions must be taken on Gaps identified in academic activity delivery and documentation and Non-compliance with prescribed formats and standards **Responsibility:** Dean Academics **Deadline:** 20.02.2026

Dr. Shish Pal

IQAC Coordinator
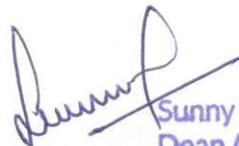
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Mr. Sunny Singla

Dean Academics

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16 Feb 26

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).