

GATEWAY EDUCATION

INTERNAL QUALITY ASSURANCE CELL (IQAC)

GE/IQAC/26/1

Date: 05.01.2026

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 03-01-26 Time: 3:30 PM – 5:00 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: 03-01-26 Time: 3:30 PM – 5:00 PM
Location	Room No. 209, GIET
Attendees	All Members of IQAC Cell (Attendance List Enclosed).
Agenda	To discuss the Followings Action Plans
Agenda 1.1	1. Academic Planning Audit (APA)
	<p>Objective: To evaluate course preparation and planning at the start of each semester.</p> <p>Key Areas to be Evaluated:</p> <ul style="list-style-type: none"> • Lesson plans (Theory and Lab) • Stock Registers and Attendance Records • Actions on low attendance and slow learners • Evidence of course outcomes and alignment with Program Outcomes (POs) <p>Decision Taken:</p> <ul style="list-style-type: none"> • Ensure that course files, lesson plans, and practical files are updated and aligned with university standards. <p>Deadline: 25th January 2026</p> <p>Responsible: Dean A.</p>
Agenda 1.2	Agenda 1: Stakeholder Feedback Review Process
	<p>Objective: To review and assess the current processes for collecting feedback from various stakeholders, including students, faculty, staff, alumni, and industry partners.</p> <p>Decision Taken:</p>

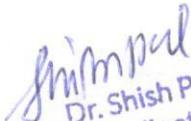
Shish Pal

Sunny Singla
Sunny Singla
Dean Academic

1. IQAC will ensure that feedback is collected from all key stakeholders in a structured format.
2. Create a system for capturing detailed feedback at different levels (course, faculty, department, administration & infrastructure).

Deadline: 30th January 2026

Responsible: Coordinator, IQAC


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


Sunny Singla
Dean Academics
Gateway Education
Mr. Sunny Singla
Dean Academics
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Dr. (Col.) A Garg
Director General
Gateway Education
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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).