

GATEWAY EDUCATION Delhi-NCR, Sonipat	Office Order Streamlining the Recording of Events and Activities at Gateway Education Campus	DOC: GE/HE/DG OFFICE/2025/172 REV: - DATE: 14 Oct 25 PAGE: 1 of 1
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Dear All,

To ensure comprehensive documentation of all events and activities conducted across the Gateway Education campus—including all constituent colleges—it is essential to maintain proper records. This process is crucial for accreditation purposes, NIRF rankings and enhancing our social media presence.

To streamline the procedure, an Event and Activity Reporting Format has been developed. This format includes all the necessary details required for accurate and standardized reporting.

A copy of the report template is attached herewith.

The following actions are to be undertaken:

1. The Activity Coordinator will be responsible for initiating and completing the event/activity report.
2. Once completed, the report along with all enclosures should be emailed to the IQAC Coordinator, Dean (Accreditation) and Director A&P. These officials will then store the report in their respective folders, specifically created for this purpose, as outlined in the policy letter (Ref. No. GE/HE/DG OFFICE/2025/146, dated 03 Oct 25).

This is an important institutional process that must be adhered to diligently to ensure that no event or activity goes unrecorded. Your cooperation in this matter is highly appreciated.

The Event Coordinator has to keep a copy of complete bill summary and closing report within a week.

For any issues related to creating or maintaining the event/activity record folders, please contact Head ITS for the same.

Head ITS Only - For n/ assistance as above.

Thank you for your continued support.

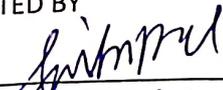


Dr. (Col) A Garg
Director General

Encl: As above

Distribution: Principal GCAD, Principal GIET, Principal GCP, Director Admissions & Placements, Dean Academics, Dean R&D, Dean SW, HoD DCS, HoD DMS, HoD DCA, Head IIC & E, Head Consultancy Cell, Head Admin & EEM Cell, Registrar, Head HR, Estate Officer & Head Maintenance, Head Purchase, Head AS&H, COE, Head ITS, IQAC Coordinator

Copy to: Chairman, Executive Chairman & Executive Directors.

SUBMITTED BY 	APPROVED & ISSUED BY 	CONTROLLED COPY STAMP 
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Dr. Shish Pal
 Coordinator IQAC
 Gateway Education

14 OCT 25
 Dr. (Col) A Garg
 Director General
 Gateway Education

Event/Activity Report

S. No.	Particulars	Remarks / Detail
1.	Name of Event / Activity	
2.	Organizing Department	
3.	Activity Coordinator	
4.	Activity Co-coordinator	
5.	Date and Time	
6.	Target Audience / Participants	
7.	Expected Outcome	
8.	Chief Guest / Other Guest	
9.	Judges Detail	
10.	Total No. of Participants (Please attach a list in encl.)	
11.	Results/Winners detail	
12.	Assessment Criteria	
13.	Rules and Regulations (Attach copy if required)	
14.	Copy of Glimpses (News etc.)	
15.	Bills Details	
16.	Items Received and Issued Records (Attached Annexure if Any)	

Encl: As above

Activity Coordinator Signature

HOD/ FHs Signature

Date:


14 OCT 25
Dr. (Col) A Garg
Director General
Gateway Education