



**GSFC**  
**UNIVERSITY**

EDUCATION RE-ENVISIONED  
An ISO 9001:2015 Certified

**Re-composition and Restructuring of  
the Internal Quality Assurance Cell (IQAC)  
at GSFC University**

**GSFC University**

Academic Division

Office Order No. Provost/042024/65

26.04.2024

**1. Preamble:**

The UGC's XII Plan Guidelines mandate the establishment and monitoring of Internal Quality Assurance Cells (IQAC) in all universities. The primary objective behind this requirement is to cultivate a culture of quality consciousness within institutions, which is crucial for enhancing overall quality. The effectiveness of external quality assessments by bodies like NAAC hinges on the robustness of institutional internal quality systems and processes. IQAC serves as the institutional body responsible for ensuring an accurate and consistent flow of information regarding the quality and assurance measures undertaken by the institution. Its role extends to various aspects of education, including research, development, and record-keeping, thereby benefiting the overall academic environment. Drawing from the successful experiences of universities that have established IQACs as a post-accreditation quality sustenance activity, NAAC strongly advocates for the establishment of IQACs in all universities.

**1.1 The objective of Re-composition and restructuring:**

As part of our commitment to continuous improvement and adherence to quality standards, GSFC University recognizes the need to periodically review and optimize the composition of its Internal Quality Assurance Cell (IQAC).

The re-composition of the IQAC is necessitated by the following factors:

- Evolution of regulatory requirements and quality assurance standards.
- The emergence of new challenges and opportunities in higher education.
- Need to enhance diversity and inclusivity in IQAC representation.

**2. Decision:**

It has been determined to reconstitute an Internal Quality Assurance Cell (IQAC) at GSFC University consisting of the following members and the concepts of rubrics and the 7Es fall under the purview of the IQAC. as duly approved by the President.



**The composition of the IQAC is as follows:**

Sr. No	Name & Designation	IQAC Designation	Email
1	Dr. G R Sinha, Provost	Chairperson	provost@gafcuniversity.ac.in
2	Dr. Saurabh Shah, Dean SoT	Members	dean.sot@gafcuniversity.ac.in
3	Dr. Nishith Parikh, Associate Dean, SoT		associatedean.aa@gafcuniversity.ac.in
4	Dr. K Santoshkumar, Associate Dean, SoS		associatedean.sos@gafcuniversity.ac.in
5	Dr. Chetna Parmar, Associate Dean, SoM		associatedean.som@gafcuniversity.ac.in
6	Dr. Abha Kalaiya, Assistant Professor, SoM		associatedean.mba@gafcuniversity.ac.in
7	Dr. Sanjukta Bose Goswami, Assistant Professor, SoT		associatedean.chemical@gafcuniversity.ac.in
8	Mr. A Saikrishnan, Associate Dean, FEHS		associatedean.fehs@gafcuniversity.ac.in
9	Mr. R B Panchal, Director & Registrar		Member from the Management
10	Mr. Naren Acharya, Assistant Director	Member from Administration	assistant.director1@gafcuniversity.ac.in
11	Dr. Pujan Vaishnav, Head R & D, GSFC Ltd.	Member from Trust/Local Society	pujan.vaishnav@gafcLtd.com
12	Bhrgu Yagnik, CSE	Student Members	22BT04015@gafcuniversity.ac.in
13	Tiya Patel, SoS		23SC04039@gafcuniversity.ac.in
14	Ms. Nandini Ahuja, TA, SoS	Alumni	nandini.ahuja@gafcuniversity.ac.in
15	Mr. Pritesh Darji		pjdarji@gafcLtd.com
16	Ms. Prapti Patel, HR Manager, Alembic Pharmaceuticals Ltd.	Member from Employer/ Industry	prapti.patel@alembic.co.in



17	Ms. Dhara C Panchal, HR Manager, Deepak Group, Vadodara	Member from Employer/ Industry	dcpanchal@godeepak.com
18	Dr. Devjani Banerjee, Associate Dean, SoS	NAAC Coordinator	devjani.banerjee@gsfconiversity.ac.in
19	Mr. Dhirenkumar P Patel, Deputy Registrar	NAAC Co- Coordinator	deputy.registrar@gsfconiversity.ac.in

All concerned individuals are hereby requested to extend their full support and cooperation to the IQAC in the discharge of their responsibilities. **The QC (Quality Control), the concepts of Rubrics and 7Es all will come under IQAC.** The concerned persons coordinating QC (Quality Control), the concepts of Rubrics and 7Es **currently, will be providing support to the Coordinator and Coordinator of IQAC for 02 weeks** so that the required Knowledge Transfer is done to the new Coordinators; and will report to the Provost regarding the Knowledge transfer.

The functions and responsibilities of the IQAC are attached as *Annexure – 1*.

Provost  
GSFC University

To:

1. All concerned

CC to,

1. President Office, GSFC University - For kind information, Please
2. Director (Adm) & Registrar Office, GSFC University
3. Dept. Dir. (Adm) & Director Campus GSFC University
4. Dean/Associate Deans - GSFC University
5. Finance Division, GSFC University
6. Examination Division, GSFC University
7. HR Division, GSFC University
8. Lab Assistants of Various Computer Labs



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9. Department of Information Technology Enabled Services
10. Department of Computer Science & Engineering
11. Department of Chemical Engineering
12. Department of F & EHS
13. Department of Chemical Sciences
14. Department of Life Sciences
15. Department of Computer Applications & Data Science
16. Department of Management Studies & Liberal Arts
17. Department of Student Affairs
18. Department of Account & Finance
19. Department of Internship & Placement
20. Department of Administration
21. Department of Admission
22. All teaching and non-teaching staff, GSFC University

**Functions and Responsibilities:**

The recomposed IQAC will retain its core functions while incorporating new responsibilities to address emerging needs:

- The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-thirds of the total number of members.
- The Agenda, Minutes, and Action Taken Reports are to be documented with official signatures and maintained electronically and physically in the retrievable format.
- The role of IQAC Coordinators & members is to ensure effective functioning of IQAC.
- The IQAC has to ensure that whatever is done in the institution for higher education is done efficiently and effectively.
- In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on the various aspects of the functioning of the institution.
- Review and refinement of quality assurance mechanisms based on feedback and evaluation.
- The IQAC may create its exclusive window tab on its institutional website for keeping the documents pertaining to NAAC, Peer Team Reports, SSR, Data Templates, AQAR, and Certificate of Accreditation.
- During the institutional visit, the NAAC peer team will interact with the IQAC to know about its functioning, progress, and the quality sustenance initiatives undertaken.
- Institutions are requested to submit the AQAR every year. NAAC has designed a format for online submission of AQAR.
- Advocacy for a culture of quality consciousness and continuous improvement among stakeholders.