



## The Internal Quality Assurance Cell (IQAC)

GSFC University  
**Office Order**  
Office Order No. **5588**  
Date: 28.05.2022

### 1.0 Preamble:

The University Grants Commission (UGC) through a gazette notification dated 19<sup>th</sup> January 2013, has made it mandatory for Higher Educational Institutions (HEIs) to undergo National Assessment and Accreditation Council (NAAC) accreditation. The NAAC is an autonomous institution established by the UGC, under Section 12-ccc of the UGC Act of 1956, for assessing and accrediting higher education institutions (HEIs) of the country. In pursuance of its Action Plan for performance evaluation, assessment, & accreditation & quality up-gradation of HEIs, the NAAC proposes that every HEIs should establish an Internal Quality Assurance Cell (IQAC) as an accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system & work towards realisation of the goals of quality enhancement & sustenance. The prime task of the IQAC is to develop a system for conscious, consistent, & catalytic improvement in the overall performance of institutions. For this, it will channelize all efforts & measures of the institution towards promoting its holistic academic excellence.

### 2.0 Decisions:

As per the recent UGC notice dated 29<sup>th</sup> January 2021 (UGC Notice No.F.4-12/2012(IUC)), All HES should be accredited by NAAC and IQAC to develop a system for conscious, consistent, and catalytic action to improve the academic and administrative performance of the institution. GSFC University constitutes the IQAC as per the guidelines of UGC and NAAC with the following members. The IQAC shall be effective from the date of notification of this order.

**Table 1. The composition of the IQAC shall be as under**

Sr. No.	Full Name	Designation	Position held in IQAC	Contact detail (email @gsfcuniversity.ac.in)
1	Prof. Nikhil Zaveri	Provost	Chairperson	provost@ M:9375012584
2	Shri. R. B. Panchal	Registrar & Director (Administration)	Management Representative	registrar@ M:9898300668
3	Dr. Saurabh Shah	Dean, SOT, Alumni Cell Student Affairs, IT Head	Dean & Member	dean.sot@ M: 9426536t06
4	Dr. Nishith Parikh	Associate Dean, SOT	Associate Dean & Member	associatedean.sot@ M:9725669149



5	Dr. K. Santoshkumar	Associate Dean, SOS	Associate Dean & Member	associatedean.sos@ M:9825741479
6	Dr. Chetna Parmar	Associate Dean, SOM	Associate Dean & Member	associatedean.som@ M:9925875319
7	Mr. Nayankumar Patel	Assistant Registrar	Senior Administrative Officers	nayan.patel@ M:9662513531
8	Mr. Manish Pradhan	Assistant Registrar - Examinations	Senior Administrative Officers	exam@ M:7999589520
9	Ms. Shweta Rajput	Assistant Professor (CSE), SOT	Faculty Member	shweta.rajput@gsfccuni versity.ac.in M:9879209842
10	Dr. Sanjukta Bose Goswami	Assistant Professor (Chemical Engineering), SOT	Faculty Member	sanjukta.goswami@ M:6357299469
11	Mr. Meet Panchal	Assistant Professor (F&EHS), SOT	Faculty Member	meet.panchal @ M:9974067088
12	Dr. Saroj Shekhawat	Assistant Professor (Biotechnology), SOS & CEO GUIITAR	Faculty Member	saroj.shekhawat@ M:6357299479
13	Dr. Pujan Vaishnav	Head R&D, GSFC Ltd.	R&D & Industry personnel	pujan.vaishnav@gsfclt d.com M:9998948644
14	Mr. Satyam Chandel	GET, GSFC Ltd.	Alumni & Industry personnel	sasatyam1113@gmail. com M:8460555804
15	Student	Student Representative	Student	21SC01004@ M:9313292590
16	Dr. Devjani Banerjee	Associate Professor (Biotechnology), SOS	Coordinator	devjani.banerjee@ M:9429208205
17	Dr. Ghanshyam Tejani	Assistant Professor (Mechanical Engineering), SOT	Coordinator	ghanshyam.tejani@ M: 9824899801
18	Dr. Abha Kalaiya	Assistant Professor, SOM	Secretary	abha.kalaiya@ M:9978005262

**The IQAC should function with the following objectives:**

- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process
- Arrangement for feedback response from students, parents, and other stakeholders on quality-related institutional processes
- Dissemination of information on various quality parameters of higher education



- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
- Documentation of the various programmes/activities leading to quality improvement
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices
- Development and maintenance of institutional database through Management Information Systems to maintaining/enhancing the institutional quality
- Development of Quality Culture in the institution
- IQAC shall act as the Documentation and Record-Keeping cell, including assistance in the development of the Academic / Research Score (ARS) proforma using the indicative template separately developed by the UGC
- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC

**It is notified that:**

1. The IQAC should meet at least once every quarter.
2. The quorum of the meeting shall be two-thirds of the total number of members called for the meeting.
3. The Agenda, Minutes, and Action Taken Reports are to be documented with official signatures and maintained electronically and physically in the retrievable format.
4. The role of IQAC Coordinators & Secretary is to ensure effective functioning of IQAC.

**Registrar**  
**GSFC University**

To:  
All concerned

Copy to:

1. President Office, GSFC University - For kind information please.
2. Provost Office, GSFC University
3. Director (Adm) & Registrar Office, GSFC University
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