

Post Name	Internal Quality Assurance Cell (IQAC)- Coordinator
Introduction	GSFC University is incorporated under the Gujarat Private Universities (Second Amendment) Act 2014. The vision behind establishing this distinct University is societal development through relevant and cutting edge knowledge in frontier areas of professional growth. GSFC-U presently offers courses in Engineering, Science, and Management with major emphasis on skill development and producing industry ready manpower. Individuals with strong inclination towards academics and having an innovative approach to develop industry- ready talent are invited to join our endeavor. Explore a wide spectrum of opportunities ranging from administration to academics at GSFC University.
Roles & Responsibilities	The recruit shall be responsible for: - • To coordinate the dissemination of information on various quality parameters of higher education • To coordinate the documentation of the various programmes / activities leading to quality improvement • Coordinate the collection of data on academic, administrative, and financial tasks to evaluate their efficiency and effectiveness. • To coordinate the quality-related activities of the QC cell. • To coordinate in preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters. • To coordinate the timely and efficient execution of the decisions of IQAC committee. • To prepare agenda, minutes and action taken reports and maintain the same in DCS and physical files. • Establish a feedback system to gather input from students, parents, faculty, and other stakeholders on quality-related processes. • Coordinate with various departments to ensure timely and efficient execution of quality-related decisions. • Assist in developing strategic plans for quality enhancement and ensure their effective implementation. • Facilitate collaboration with other institutions and organizations to share best practices and research findings. • Any other task assigned by reporting authority or Provost
Qualification	Master's degree in any discipline with at least 55% marks or its equivalent Grade
Experience	At least 5 years of experience in education or a related field, preferably with a background in quality assurance.

Skills

- Excellent communication, interpersonal and writing skills
- Excellent computer skills in MS-Excel, MS-Word, Emails etc.
- Drive, competence, flexibility and a willingness to learn
- Excellent organizational and time management skills with the ability to multitask
- The ability to cope with pressure
- Good teamwork, analytical and problem-solving skills

Reporting

Provost, GSFCU

Remuneration

Pay and other remuneration shall be commensurate with skills, qualification, experience and market trends.

The salary shall have following components -

- A. The core salary
- B. PF as per applicable statutory norms
- A. Increment based on PMS score as per the PMS policy for Non Teaching staff

Other Benefits

- Group Medclaim Insurance Policy and Group Personal Accident Policy
- Treatment at GSFC Medical Center on applicable terms
- Gratuity payable as per the Payment of Gratuity Act, subject to eligibility and completion of minimum service period.

Selection Procedure**Stage 1 - Written Ability Test**

HR will conduct a written ability test of all present candidates. As a part of the procedure, you will be required to write an application/Essay/Paragraph on a given topic. This test shall comprise a weightage of 50 marks which will be required to be completed in 20 minutes. This test is to analyze the content for grammar, punctuation, and handwriting. Committee will assess the content.

Stage 2 –Personal Interview

Interviews of the short listed candidates will be conducted by the committee members.

HR shall share Case Study/Assignment through mail in advance. The candidate is expected to complete the given case studies in PPT form and submit the same before the interview. This case study is specially designed to gauge the candidate's skills, competencies & how he/she approaches tasks and solves emerging issues relevant to his. /her field. The solved case study will be extensively discussed with the Selection Committee during the interview (if required).

Tenure of Appointment

The shortlisted candidate shall be given a regular appointment of 5 years. Initially, he/she will be on a probation/observation period of 1 year. The appointment may be extended/ renewed based upon the assessment of performance in accordance with the Performance management policy i.e. PMS for Non Teaching staff.

Location

Vadodara, Gujarat.