



Minutes of the Meeting

Meeting Name:	3rd IQAC Meeting (May-August, 2025)		
Date of Meeting: (DD/MM/YYYY)	15th September, 2025	Time:	03:00 PM to 04:00 PM
Minutes Prepared By:	Dr. Jahanvi Bansal	Location:	Conference Room, Anviksha GF/ Hybrid Mood
1. Meeting Objective			
The objective of the IQAC meeting is to review and strengthen academic and administrative quality initiatives, including policy revisions, feedback mechanisms, and stakeholder engagement. It also seeks to deliberate on institutional achievements, faculty development programs, and suggestions from NAAC perspectives, ensuring continuous improvement in the university's quality assurance processes.			
2. Chaired by:	Prof G R Sinha, Provost		
3. Attendance at Meeting			
Name	Designation/Department	E-mail	Mobile No.
Prof. G R Sinha	Chairperson	provost@gafcuniversity.ac.in	+91-8827411550
Mr. Naren Acharya, Assistant Director	Member	assistant.director1@gafcuniversity.ac.in	+91-9979853452
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Prof. Ranjita Banerjee, Dean, SOM&LA	Members	ranjita.banerjee@gafcuniversity.ac.in	+91-9724927708
Dr. Akhilesh Prajapati, Associate Dean, R&D Cell	Members	akhilesh.prajapati@gafcuniversity.ac.in	+91-9428216262
Prof. K Santoshkumar, HoD, Chemical Science	Members	hod.chemicalscience@gafcuniversity.ac.in	+91-9825741479
Dr. Prabal SenGupta	Members	hod.lifescience@gafcuniversity.ac.in	+91-9825463719
Dr. Vidhita Sinha, HoD, SOM&LA	Members	hod.mba@gafcuniversity.ac.in	+91-9265099187
Mr. A Srikrishnan, HoD, FEHS and Chemical Engg	Members	hod.fehs@gafcuniversity.ac.in	+91-9712484227
Ms. Shweta Rajput, HOD, CSE,SOT	Members	shweta.rajput@gafcuniversity.ac.in	
Prof. Amarnath Singh, Professor, CSE NAAC Coordinator	Members	amarnath.singh@gafcuniversity.ac.in	+91-9337881763
Mr. Pritesh Darji	Alumni	pritesh.darji@gafcuniversity.ac.in	
Tiya Patel, Student, SoS	Student Member	23sc04039@gafcuniversity.ac.in	+91-9328303565
Dr. Jahanvi Bansal, Associate Dean, R&D	IQAC Coordinator - Member Secretary of IQAC	assocdean.iqac.internationalcell@gafcuniversity.ac.in	+91-9717666515



4. Agenda and Notes, Decisions, Issues

Sr. No.	Topic / Item	Action by	Target Date
1.	Update on the revision of Mentor–Mentee Policy The IQAC presented the revised Mentor–Mentee Policy before the committee. Members discussed the importance of structured mentoring and proper documentation.	Deans	
2.	Update on the revision of the Student Feedback implementation process. IQAC presented updates on the revised student feedback implementation process. The committee deliberated on digitizing the feedback system.	IQAC IT Team	
3.	Discussion on Action Taken Report (ATR) of Stakeholders’ Feedback IQAC presented the analysis of stakeholders’ feedback. The committee reviewed the importance of feedback-driven improvements. All Schools/Departments shall prepare and submit program-wise Action Taken Reports (ATRs). Feedback reports shall be shared with all concerned stakeholders.	Deans Heads of Departments	
4.	Update on GSFC University submission of nomination for IDA Education Awards 2025 It was noted that GSFC University has successfully submitted its nomination, and further follow-up shall be undertaken for subsequent stages of the evaluation process.	IQAC	
5.	FDPs Proposed Under Academic & Administrative Development Center (AADC) The committee reviewed the schedule and implementation plan. FDPs proposed by SoT, SoS, and SOM & LA shall be conducted during November–December 2025. The FDP proposed by the R&D Cell shall be organized in January 2026.	Associate Dean (R&D) IQAC	



6.	Suggestions by IQAC form NAAC perspectives Workshops on patent filing and IPR awareness shall be conducted. Faculty members shall be encouraged to publish in reputed journals. Dedicated time shall be allocated for NAAC-related activities. NAAC Committees and Sub-Committees shall actively work towards compliance and documentation.	IQAC Deans HoDs	
7.	Any other item with the permission of the Chair		
	Miscellaneous <ul style="list-style-type: none">• Use of interactive panels should be optimized for academic purposes.• Minimum of 3 working days to be allocated for faculty and staff to compile NAAC data.• Obsolete or irrelevant signage must be removed.		