INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF THE 54th COORDINATION MEETING

6 July 2022

The 54th Coordination Meeting with the undermentioned Heads of Institutions, Heads of Offices & Unit Heads, including concerned officials was held on 6 July 2022 under the Chairmanship of the Vice Chancellor, SMU at SMIMS Conference Hall.

Members present: -

1. Dr. Dr MV Pai, Dean, SMIMS
2. Dr. G.L. Sharma, Director, SMIT (Joined Online)
3. Prof (Dr) KS Sherpa, Registrar, SMU
4. Dr. Keerthilatha M Pai, Controller of Examination & Director- Quality (Assurance & Reputation).
5. Dr. Bidita Khandelwal, Director, DoR (Joined Online)
6. Dr Yogesh Verma, MS, CRH
7. Col Virendra Yadav, HGS (Joined Online)
8. Mr Chandra Rai, SMU
9. Mr Subramanian Balakrishnan, Head HR, SMU
10. Prof Champa Sharma, Offg Principal, SMCON
11. Dr Nikita Joshi, Principal, SMCPT
12. Dr Mallikarjuna, SMUDDE (Joined Online)
13. Mr Anand Ruhela, Head IT, SMU
14. Dr T Ramu, Dy Registrar, SMU DDE & Evaluation (Joined Online)
15. Dr Madan Chettri, Coordinator, HSS (Joined Online)
16. Mr Premendra M Pradhan, Dy Registrar, IQAC
17. Ms Srijana Sharma, Convenor, H&SS, SMU
18. Dr. Gopal Thapa, Dy Registrar(A&A)

Vice Chancellor welcomed all the members present in the meeting. Before starting the meeting, a two-minute silence was observed to pay homage to untimely demise of Late Raj Kamal Sarma, a final year student of Sikkim Manipal College of Physiotherapy.

Following points were discussed in length and the minutes of the discussion are as follows:

S.No	Points	Discussions/ suggestions	Action to be taken by	Timeline
1	**Patient Satisfaction Survey**	MS CRH informed the house that there change in CRH perception among the people of Sikkim because of good work done by CRH in handling some of the accident cases and patient care. CRH is well received in social media because of these works. He further informed that immediate appropriate actions are taken on issues raised by patients in the Patient Satisfaction Survey. Dean SMIMS suggested to have patient friendly working environment so that the patient / patient party do not have to run around for medicines or billings. Chairperson requested MS CRH to develop a system with the available resources to address the issues raised by patient party in Patient Satisfaction Survey. He further requested to share the top 10 question for such survey.	**MS CRH, OH CRH** **MS CRH**	**08 Aug 2022** **08 Aug 2022**
2	**Vision Document/ Strategic Plan Document**	Chairperson requested all HoIs and HoUs to speed up preparation of 5 years strategic plan. The document will be released on 22nd university convocation.	**HoIs, HoUs**	**05 Aug 2022**

3	**SWOC Analysis of Unit / Office**	Vice Chancellor reiterated that HOIs and HoUs should conduct SWOC (Strengths, Weakness, Opportunities and Challenges) analysis of their respective units. All HoIs and HoUs should analyse on how the weakness, threats and challenges have been mitigated and how strength and opportunities have been leveraged. Strategic plan must contain the SWOC analysis of the respective units.	**HoIs, HoUs & HoOs**	**05 Aug 2022**
4	**Student's Satisfaction Survey**	Chairperson requested all units to complete Student Satisfaction Survey for the current Semester / year before the MEMG NAAC Peer team visit.	**HoI & HoUs**	**04 Aug 2022**
5	**FDP on Leadership**	Chairperson requested Head HR to arrange a FDP on Leadership in consultation with Prof.(Dr) Ajeya Jha and Dr. Mingma Lamu Sherpa.	**Head HR**	**10 Aug 2022**
6	**Town Hall meeting**	Chairperson requested Head HR to organize Non-Teaching Staff Town Hall meeting at both campuses. He further requested Head HR to organized Town Hall meeting bi-annually for both teaching and non-teaching staffs of the university.	**Head HR**	**12 Aug 2022**
7	**NAAC Preparedness Certification**	Chairperson requested the house to give top priority to NAAC visit preparation. All the units must be prepared in all aspects and must submit NAAC Preparedness Certificate.	**HoIs, HoUs, HOOs**	**06 Aug 2022**
8	**Visit by NAAC Internal Peer Team**	Registrar informed the house about the visit by NAAC Internal Peer Team from MUJ & MAHE from 24 – 26 July 2022. Chairperson requested all HoIs, HoUs and HOOs to submit feedback & action taken report with confirmation of preparedness as specified by Mock Peer Review Team.	**HoI, HoUs, HOOs**	**06 Aug 2022**

9	NAAC Sensitization of Faculty, Students, Staff, Alumni & Parents	Registrar emphasized on sensitization session by Directorate of Research, Human Resources (for faculty & staff) & AD(A). Some focus areas for sensitization are: ✓ Research funds ✓ Gender Sensitization/ Gender Champions and activities conducted. ✓ Various scholarships/ incentives/ stipends to students ✓ Various perks & facilities extended to employees & their family members ✓ Students' & alumni involvement in curriculum formulation ✓ Predatory Research Journals ✓ Students, Faculty & Staff Grievance Redressal Mechanisms Chairperson requested HoIs, HoUs, HOOs to take the ownership and carry on the sensitization on top priority.	HoI, HoUs, HOOs	08 Aug 2022
10	Centralized Rate Contract	Registrar requested the house to bring all high cost & high volume / high consumption, regular / recurring / predictable requirements of vital & essential items / goods / consumables / spares / services under Central SMU Contract Rate. This will ensure economy of scale and significant savings on expenditure. Chairperson requested Col. Manoj Kumar, I & E SMU, to expedite the process and bring all possible items / goods / services under Central SMU Contract Rate.	HoIs, Col. Manoj Kumar, Head IT	31 Aug 2022
11	SWAYAM Courses	Registrar informed the house that University Grants Commission (Credit Framework for Online Learning Courses through Study' Webs of Active Learning for	HoIs, HoUs	10 Aug 2022

		Young Aspiring Minds) Regulations, 2021 facilitates an institution to allow upto 40% (forty per cent.) of the total courses being offered in a particular programme in a semester through online learning courses offered through SWAYAM Platform. Chairperson requested all HoIs and HoUs to leverage the facility specially non regulated courses so that our students have the opportunity to learn from top educational institutions. Registrar informed the house that even regulated course students can avail this opportunity for some value-added courses.		
12	**Fee for Engineering, Management & Computer Applications**	Registrar informed about the need of rationalization of Fee structure of Engineering, Management & Computer Applications as per National Fee Commission Guidelines. Vice Chancellor requested Director, SMIT and Admission Chairman, SMIT to take suitable actions for the rationalization.	**Director SMIT, Admission Chairman SMIT & SFO**	05 Aug 2022
13	**Joint Research Meeting between SMU & SU**	Chairperson requested DoR to work out on modalities of the meeting and focus on HoDs level connect. HoIs & HoUs were requested to direct HODs to ensure timeline-based research proposals drafts to leverage the opportunity and work together. Minutes to be submitted with follow up road map.	**Director DoR, AD(A) SMIMS**	06 Aug 2022

14	CCTV Footage	Registrar requested Head IT to take responsibility of CCTV footage review & archives along with its maintenance. Chairperson reiterated the importance of CCTV footage and requested Head IT to carry out a survey on how the various CCTV equipment can be upgraded to capture footage for longer duration and their archive.	Head IT	10 Aug 2022

Deputy Registrar (Admin & Acad)

Dr. Gopal Thapa
Deputy Registrar (Adm. & Acad.)
Sikkim Manipal University
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Registrar, SMU