

INTERNAL QUALITY ASSURANCE CELL (IQAC)
MINUTES OF THE 55th COORDINATION MEETING
13 Sep 2022

The 55th Coordination Meeting was held on 13 Sept 2022 under the Chairmanship of the Vice Chancellor, SMU at SMIMS Conference Hall at 2:30 PM.

Members present: -

1. Dr. Dr Muralidhar V Pai, Dean, SMIMS
2. Dr. G.L. Sharma, Director, SMIT (Joined Online)
3. Prof (Dr) KS Sherpa, Registrar, SMU
4. Dr Yogesh Verma, MS, CRH
5. Col Virendra Yadav, HGS (Joined Online)
6. Mr. SV Ravi Sankar SFO, SMU
7. Mr Subramanian Balakrishnan, Head HR, SMU
8. Prof Champa Sharma, Principal, SMCON
9. Dr Nikita Joshi, Principal, SMCPT
10. Dr Mallikarjuna, SMUDDE (Joined Online)
11. Mr Anand Ruhela, Head IT, SMU
12. Dr. Luna Adhikari, DCE, SMIMS
13. Dr T Ramu, DCE TECH, SMIT (Joined Online)
14. Dr Madan Chettri, Coordinator, HSS (Joined Online)
15. Mr Premendra M Pradhan, Dy Registrar, IQAC
16. Ms Srijana Sharma, Convenor, H&SS, SMU
17. Dr. Gopal Thapa, Dy Registrar(A&A)

Leave of absence was granted to Dr Keerthilatha M Pai, Controller of Examination & Director (Quality Assurance & Reputation) and Dr. Bidita Khandelwal, DoR.

Vice Chancellor welcomed all the members present in the meeting. Following points were discussed in length and the minutes of the discussion are as follows:

S.No	Points	Discussions/ Decision	Action to be taken by/ Timeline
1	Vision Document/ Strategic Plan Document	Registrar informed the house that Vision/ Strategic Plan Document of all the constituent Units to be peer reviewed and to be made on common template in align with MAHE & MUJ. Similarly, Vision Document. Vice Chancellor suggested Dr. Bibeth Sharma, Associate Professor, SMIT as Chairman to lead the team for draft of SMU Vision Document and first draft to be ready by 26 Sep 22. He further informed the house that the Vision/ Strategic Documents be ready after 22 nd Convocation.	Reviewed decision: An Editorial Team constituting of Dr. Keerthilatha M Pai (Chairperson), Dr. Bibeth Sharma (Member Secretary) Dr. Mingma Lhamu Sherpa (Chief Coordinator) and one suitable representative from each unit. HoI, HOO & HoU will conduct a comprehensive peer review

2	Curriculum Conclave	Department of Humanities & Social Sciences, SMCON and SMCPT were advised to conduct Curriculum Conclave. They were further advised to take help/guidance from SMIT & SMIMS who have successfully conducted the event.	DHSS, SMCON, SMCPT 31 Oct 22
3	Existing MoUs Update	Registrar informed the house that University had requested on status review on existing active MoUs based on research & other sectors from its constituent units to understand the status of these MoU and the work progress. However, the report has not reached the University. Vice Chancellor requested to give due importance to these MoU and send the status by the given due date.	HoIs/ HoU/ DoR 30 Sep 22
4	Academic Audit	All Units were requested to carry on the Academic Audit regularly the way they have been doing in order to analyze the performance of the students and take appropriate action for the quality/ performance improvement as suggested during NAAC Peer Team visit. All the relevant data to be documented properly.	HoIs/ HoUs 1 Dec 22
5	SFCDC	During the last Monthly Coordination Meeting Head, HR was requested to frame a pilot project on providing suitable trainings to Non-Teaching Staff as it was desired by HPC. Vice Chancellor requested HoIs/ HoUs to take the ownership in providing appropriate training as per the work profile of the NTS.	HoIs/ HoUs Head, HR 30 Sep 22
Fresh Agenda for 55th Coordination Meeting			
6	Birth Anniversary of Dr Ramdas M Pai	All the units were informed to celebrate Birth Anniversary of Dr. Ramdas M. Pai by organizing various events and were requested to share the phot/ video collage for sharing with the Leadership. Further all Units were requested to share name of eligible students for Dr Ramdas M Pai Scholarships.	HoIs/ HoUs 17 Sep 22
7	Agenda & Information Points for Board Meeting	Registrar requested to forward the regular information points that need to be highlighted in the Board Meeting Scheduled on 15 Oct 22 in the form of booklet. He also requested Agenda points for the meeting. The template for submitting this information has been forwarded to constituent units, he informed.	HoIs/ HoUs/HOOs 24 Sep 22
8	Health Camp at Khamdong	SMU to conduct a Health Camp at Khamdong on 24 September 2022 as desired by Hon'ble Health Minister, Govt of Sikkim.	Dean SMIMS, MS CRH 20 Sep 22

		<p>Vice Chancellor requested Dean SMIMS, MS: CRH & Department of Community Medicine to work out plan for participation and providing maximum medical care to the residents of Khamdong.</p> <p>The work out plans to reach University by 20 Sep2022.</p>	
9	Academic Bank of Credits (ABC) (IQAC UPDATE)	<p>DR(IQAC) highlighted during the admission process for the ongoing academic session, HEIs may capture the ABC IDs of the students so that credits may be accumulated in their respective ABC account.</p> <p>The house agreed to create academic Bank of Credit for students, however it is of opinion that the same should not be available in open source and this makes data vulnerable to misuse by the external competitors.</p>	
10	Identification of Slow/ Fast Learner	<p>DR (IQAC) informed the house that per the NAAC Peer Team Feedback, institute has to find Slow/ Fast Learner students with 30 days of commencement of the classes and appropriated measures has to be taken and documented to engage such students.</p> <p>Vice Chancellor requested all the Units to take proactive actions in order the identify such students and work out plans for enhancing their academic ability.</p>	HoIs/HoDs
11	Parking Place at CRH	<p>Registrar informed that increasing number of vehicles in Level I and Level III of CRH parking place, doctors (specially senior doctors & doctors on emergency calls) do not find the parking place.</p> <p>Therefore, there is need of inspection of these parking slots & their proper utilization and creation of new parking place.</p> <p>Vice Chancellor requested HGS to look into the matter and solve the problem at the earliest.</p>	HGS 26 Sep 22
12	Study in India Program	<p>Register informed that SMU with A+ Grade is eligible to participate in the Study India Program under the Ministry of Education, GoI. SMU has to sign an MoU with EdCIL (India) Ltd, a public sector company, under the administrative control of MoE, GoI.</p> <p>He further emphasized that to attract foreign students SMU need to have ddedicated hostel for international students. Also tuition fee waiver for meritorious international students</p> <p>Vice Chancellor requested HoIs/ HoUs to leverage A+ grading and look for such avenues. He emphasized on</p>	HoIs/ HoUs

		strategic plan for attracting and admitting the foreign students.	
13	Students' Exchange Program	Registrar informed that house that in the recently held MESVCC Meeting it was decided to permit selected number of students among the Manipal Group Universities for a period of a semester. Credit transfer from the host university may be taken care for the same. He further informed training for allied healthcare students among the group institutes. Vice Chancellor requested all the units to give wide publicity to the scheme so that students can avail the opportunity.	HoIs/ HoUs
14	Summer/ Winter Students' Internship	Registrar informed the house that there is provision exchange of students among the group institutions for Summer/Winter course/project(s). These course/project(s) are of 2- 4 weeks duration and the academic assessment is done as per host institute's examination guidelines. The equivalent credits obtained can be used to waive student's open electives/seminar/industrial training course(s), as deemed fit at the home institute. All the units were requested to leverage the opportunity.	HoIs/ HoUs
15	Revised Budget	With the permission of Chairperson, SFO raise the issue of Revised Budget for the Financial Year 2022-23. He informed that all the HoIs/ HoUs/ HOOs were requested to submit the revised budget with the reduction of 10% in total expenses. However, he is yet to receive the revised budget from all the units. Vice Chancellor requested SFO to consider 19 Sep 22 as the deadline for submitting the revised budget, if any of the units fail to submit the revised budget, 10% deduction is considered by default.	HoIs/ HoUs SFO 19 Sep 22

DR (A & A)

Registrar