The 57th Coordination Meeting was held on 1st December 2022 under the Chairmanship of the Hon'ble 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. Keerthilatha M Pai, Controller of Examination & Director- Quality (Assurance & Reputation)
5. Dr Yogesh Verma, MS, CRH
6. Col Virendra Yadav, HGS (Joined Online)
7. Mr. SV Ravi Sankar SFO, SMU (Joined Online)
8. Mr Subramanian Balakrishnan, Head HR, SMU
9. Mr Anand Ruhela, Head IT, SMU
10. Prof Champa Sharma, Principal, SMCON
11. Dr Mallikarjuna, SMUDDE (Joined Online)
12. Dr T Ramu, DCE TECH, SMIT (Joined Online)
13. Ms Srijana Sharma, Convenor, H&SS, SMU
14. Mr. Premendra M Pradhan Dy Registrar (IQAC).
15. Dr. Gopal Thapa, Dy Registrar(A&A)

Leave of absence was granted to Dr Nikita Joshi, Principal, SMCPT.
Hon'ble Vice Chancellor welcomed all the members to the meeting.

Before starting the meeting One Minute silence was observed in honour of Late Dr. P. K Mitra, HOD, Bio-Chemistry. Vice Chancellor expressed his deep condolence and informed the house about the active involvement of Dr. P.K. Mitra in all the responsibilities bestowed upon him. He was very keen in establishment of Skill Development Cell in the university.

Hon'ble Vice Chancellor expressed his happiness on the achievement of SMU and its constituents Units this year. He expressed his gratitude and appreciation to all the HoIs/ HoU/ HoOs for their support and working as a team in achieving NAAC A+ Accreditation, NABH Accreditation and good ranking by various ranking agencies. He further requested HoIs/ HoUs/ HoOs to cascade his

appreciation and gratitude to the lowest level of employees for their praiseworthy contribution towards these achievements.

The following points were discussed at length and the minutes of the discussion along with actionable imperative are as follows:

S.No	Points	Discussions/ Decision	Action to be taken by/ Timeline
1	**Vision Document/ Strategic Plan Document**	Chairperson of the Editorial Team informed the house that the draft will be ready by 7th January. Vice Chancellor expressed requested to follow the template in align with MAHE & MUJ.	**First draft: 15 Dec 22**
2	**SMU Calendar**	Chairperson, Calendar Committee informed the house that all the formalities for printing the calendar has been completed. Constituent units' structural photos and quotes have been selected and the printed Calendar would be ready second week of December.	**12 Dec 2022**
3	**Lessons Learnt & Mitigation Measures on NAAC Peer Team Visit, Convocation & Admissions**	All the units were requested to submit a report on lessons learnt and mitigation measures undertaken and planned to address them, on the following to the university: a. NAAC Peer Team Visit b. Admission Cycle c. Convocation d. Academic Audit Vice Chancellor emphasized on not only submitting the report but more importantly the implementation plan to mitigate the issues in foreseeable future. He also emphasized the need to conduct Academic Audit with coopted External Members/ Experts as advised during NAAC/ NBA visit	**1st December 2022**

4	**Website Update & Review**	Dr. Mousumi Gupta, (Associate Professor, SMIT) Coordinator SMU Webpage informed that the SMU web page is updated on regular basis. However, she said their there is need to work on look and feel of the web page and this she wish to have separate meeting with HoIs. Vice Chancellor approved the request and requested HoI cooperation in achieving the effective & ease of content along with ease of navigation.	**HoIs/ HoUs/ Website Coordinator/ IT Head** **15 Nov 22**
5	**Rate Contract**	Vice Chancellor requested HGS and all the HoIs/HoUs to coordinate finalise the process as it is very important in savings on economy of scale & monitoring the cost of items leading to reduction of budgeted costs.	**HGS 28 Dec 22**
6	**CRH Revival & Review of free beds**	Vice Chancellor informed the about the meeting with Leadership on CRH revival. He requested Dean SMIMS, MS: CRH & Head Operation to plan and work as per the outcome of the meeting.	**DEAN, SMIMS, MS: CRH, HO: CRH**
7	**Free OPD for Senior citizens, Differently Abled & OBG & Laparoscopic Surgery Camps**	The scheme on proposed free OPD for Senior Citizens, Differently Abled & OBG to be reviewed and recalibrated to minimize losses which should be reduced considerable. Vice Chancellor requested financial implications analysis of the scheme for its proper implementation. On Laparoscopic Surgery Camps, Vice Chancellor requested MS: CRH to give due importance to this as it was decided in the meeting between Dr. Ranjan Pai & Hon'ble Chief Minister of Sikkim. We must be answerable to Leadership of question is raised on the camp. Dean: SMIMS informed the house that CRH	**MS: CRH DEAN: SMIMS 25 Dec 22**

		has completed 25 years of service to the state of Sikkim. On this occasion various health camps and public health services may be organized to celebrate Silver Jubilee. Vice Chancellor acknowledged the proposal and suggested CRH to come up with a booklet to highlight on the achievements of CRH and its services to the state of Sikkim. He further suggested to organize the Laparoscopic Surgery Camp as a part of the celebration. MS: CRH suggested to have some cultural programs for the CRH staffs. Vice Chancellor approved the proposals and requested MS: CRH to initiate the process with financial due diligence.	
8	**Major works at Units**	Vice Chancellor informed the house that henceforth all the major proposed work at constitution units must be accompanied by the detailed need analysis and financial implications. Proposal without need analysis and financial implications wouldn't be entertained.	**HoIs/ HoUs/ HoOs**
9	**SMU Admission Prospectus**	Dr. A P Tiwary, Associate Director (SA) informed the house that the Prospectus 2023 is in final stage and would be ready by 10 December 2023. With respect to the course fee, the house agreed not to increase the fee for Academic Year 2023-24. However, Vice Chancellor requested HoIs/ HoUs to be ready with plan be if the Leadership favours/ direct the increase in the course fee.	**HoIs/ HoUs 20 Dec 22**

10	**Centre of Online Education**	On establishing Online Education, Dr. Mallikarjuna G informed the house that the committee is on track in formulating the policy and the team will present the proposal to house. Vice Chancellor expressed his satisfaction on the progress and requested to complete and present the work. He further informed that establishment of Online Education will be one of the agenda for upcoming Board Meeting.	**Dr. Mallikarjuna & Team 20 Dec 2022**
11	**Digilocker**	Vice Chancellor informed the house that uploading student's documents in Digilocker is pending since long and requested Dr. T Ramu to expedite the process and complete the same by 15 Dec 22	**Dr T Ramu 15 Dec 22**
12	**Agenda for Academic Senate & Board Meetings**	Registrar reminded the house about the next Academic Senate Meeting (ASM) scheduled in the month of Jan 2023 & Board Meeting (BM) in the month of March 2023. Vice Chancellor requested all HoIs/ HoUs/ HoOs to forward the agenda points to the university within stipulated time. He further informed the house to forward out of box agenda also in terms of academic delivery, new courses as per NEP 202 or strategies to improve student performance and improve placement.	**HoI/HoU/ HoIs, HoUs, HOOs ASM Agenda- 15 Dec 2022** **BM Agenda- 01 Jan 2023**
13	**Important information**	Registrar requested all the units to provide/ share information on the following: i. Academic Audit ii. Academic Calendar iii. Research Calendar iv. Conference Calendar v. Examination & Valuation Calendar	**HoIs,/ HoUs/ HoOs** **28 Dec 22**

		Vice Chancellor requested all the units to adhere as per the calendar and share the Academic Audit report	
14	**List of Holidays, Academic Year 2023-24**	The house unanimously approved the List of Holidays for the Academic Year 2023-24 as proposed by Registrar.	
15	**Unutilized research fund**	Vice Chancellor requested HoIs/ HoUs/ Director DoR to analyse the unutilized research funds and close the process before the end of the Financial Year 2022-23. He further informed that this year unutilized funds cannot be awarded to Admission cell.	**Director, SMIT 20 Dec 222**
	New Courses at SMIT	**SMIT proposed the following new courses:** (i) B.Sc(Hons. in Computer Science) with specialization in AI & IoT-3 yrs (ii) B.Sc(Hons. in Computer Science) with specialization in AI and ML-3 yrs (iii) B.Sc(Hons. in Computer Science) with specialization in Data Science and Embedded Systems-3 yrs (iv) B.Sc(Hons. in Computer Science) (Degree with research) with specialization in AI & IoT-4 yrs (v) B.Sc(Hons. in Computer Science) (Degree with research) with specialization in AI and ML-4 yrs (vi) B.Sc(Hons. in Computer Science) (Degree with research) with specialization in Data Science and Embedded Systems-4 yrs (vii) BBA with specialization in Business Analytics and Fintech	**Director SMIT, Admission Chairman SMIT 15 Nov 22**

	(viii) BBA with specialization in Investment Management (ix) B.Sc (Economics) with specialization in Fintech (x) B.Sc (Psychology) **The new Integrated Courses proposed are as follows:** (i) 4 years integrated- BBA with banking (ii) 4 years integrated BCA with banking (iii) 4 years integrated B.Sc with banking **The new Integrated Courses (subject to approval from AICTE) proposed are as follows:** (i) 5 years integrated- BBA with MBA (ii) 5 years integrated- BCA with MBA (iii) 5 years integrated-B.Sc with MBA (iv) 5 years integrated- B.Tech (CSE) with MBA (v) 5 years integrated- B.Tech (CSE(AI & ML)) with MBA (vi) 5 years integrated- B.Tech (ECE) with MBA (vii) 5 years integrated- B.Tech (EE) with MBA (viii) 5 years integrated- B.Tech (ME) with MBA (ix) 5 years integrated- B.Tech (CE) with MBA (x) 5 years integrated- B.Tech (IT) with MBA (xi) 5 years integrated- B.Tech (AI &DS) with MBA	

		(xii) 5 years integrated- B.Tech (CSE) with M.Tech (xiii) 5 years integrated- B.Tech (CSE(AI & ML)) with M.Tech (xiv) 5 years integrated- B.Tech (ECE) with M.Tech (xv) 5 years integrated- B.Tech (EE) with M.Tech (xvi) 5 years integrated- B.Tech (ME) with M.Tech (xvii) 5 years integrated- B.Tech (CE) with M.Tech (xviii) 5 years integrated- B.Tech (IT) with M.Tech (xix) 5 years integrated- B.Tech (AI &DS) with M.Tech	

DR (A & A)   Registrar