

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**  
**MINUTES OF THE 53<sup>rd</sup> COORDINATION MEETING**  
**8<sup>th</sup> June 2022**

The 53<sup>rd</sup> Coordination Meeting with the undermentioned Heads of Institutions, Heads of Offices & Unit Heads, including concerned officials was held on 8<sup>th</sup> June 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, SMCPPT
12. Dr Mallikarjuna, SMU DDE (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.

Firstly, Vice Chancellor informed the house about the appointment of Dr. Keerthilatha M Pai in the capacity of Controller of Examination & Director- Quality (Assurance & Reputation). He appreciated and complimented her for her commendable contribution towards growth and development of the Manipal College of Dental Sciences, Manipal. He further informed that Manipal College of Dental Science is ranked number one in the country across various ranking agencies, especially the very renowned and acclaimed NIRF and the credit goes to her for her contribution in bringing the college to such curious heights.



Registrar informed the house about the appointment of Dr. Gopal Thapa in the capacity of Deputy Registrar (Administration & Academics).

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

S.No	Agenda	Performance Objective	Discussions/suggestions	Action to be taken by	Timeline
1.	Vision Document	Long term planning and its achievement	HOIs, HOOs & HOU's of all the constituent units of SMU are requested to prepare long term i.e 5-year Strategic Plan. Director, SMIT has already submitted the Vision Documents of SMIT. Vice Chancellor emphasized on common format for all the units and requested Director, SMIT and Dean, SMIMS to refer Vision Document of MUJ and MAHE and prepare a Vision Document template which will be shared with all the constituent units of SMU. All the units will prepare their Strategic Plan Document based on the template provide as per the given timeline. Deputy Registrar(A&A) under supervision of Registrar to coordinate inputs, prepare and compile all contents of the Strategic Plan Document by due date.	Dean, SMIMS Director, SMIT Dy. Registrar (A&A)	1 July 2022
2	SWOC Analysis	Highlight Strengths, Minimize weaknesses, Leverage opportunities and Mitigate challenges	Vice Chancellor reiterated to HOIs, HOOs and HOU's to conduct SWOC (Strengths, Weakness, Opportunities and Challenges) analysis of their respective units. He emphasized that analysis of our Strength, Weakness, Opportunity, and Challenges helps us to introspect, synergize and leverage the resources to work towards achieving goals. The quarterly feedback on how the weakness, threats and challenges have been mitigated and how strength and opportunities have been leveraged should be shared. All units to submit SWOC analysis report as per the timeline.	HOI, HOU's HOO's,	15 July 2022
3	Admissions		It was decided to have separate discussion on admission related issues with Admission Chairman/Coordinators of all units. However, Vice Chancellor expressed serious concern that admission response much less than expectation, compared to D-4 status last year. There is need to have aggressive multidimensional strategies to increase the admissions. Low	Admission Chairman and In-charge of all units	Weekly progress update





			admissions will further have financial implications on university and its constituent units. Hence maximum impetus to be given.		
4	Excellence in Academics	Student Satisfaction Score	Vice Chancellor emphasized on need of Student Satisfaction Survey. He informed the house that Student Satisfaction Survey is long overdue and need to undertake this in right earnest with due diligence. This give a real feel of how the students think we are doing. All the members unanimously agreed to carry on the said survey. Further house agreed that it is important for NAAC also.	HOIs, ADs(Acad)	20 July 2022
		Create Centre of Excellence	Plans to create Centre of Excellence to be ready by the given timeline.	HOIs, HOUs	1 Oct 2022
		Curriculum Conclave	Vice Chancellor advised Dean, SMIMS, all HOU's and DHSS to conduct Curriculum Conclave at the earliest to align with NEP 2020.	HOI, HOOs	
		NEP Implementation	Dean, SMIMS informed the house he is planning to conduct and will announce the date in near future.		
		Academic Audit	Director, SMIT & NEP Cell/Committee were requested to prepare and upload a YouTube video about the NEP 2020 implementation at constituent units of SMU.	Director, SMIT & NEP Cell	30 Jun 2022
5	Build National and Internationals with Superior Universities	Strengthen networking and collaboration	Vice Chancellor requested all HOI & HOUs to perform Academic Audit. The Experts for the same may be from academia, industry/alumni. During NBA visit, the Inspection Team advised Academic Audit from the academia/industry or external university.	HOI, HOUs, AD(Acad)	
		Status of all MOU signed	Dean, SMIMS informed the house that there is a proposal for collaboration from the University of Exeter, UK which is number 6 in rank in UK and Kings College ranked 23 in the world. Vice Chancellor appreciated the initiative and suggested to fast track the process on priority	Dean, SMIMS	01 July 2022
			Vice Chancellor requested to review status of all the MOU signed by the university and its constituent units and submit the report on actions taken & plans for Academic Year 2022-23.	HOIs, DoR, HOOs	15 July 2022



		Students Research	A detailed report on Student Research, exchange programs needs to be submitted to SMU.	HOIs, HOOs, Dy. Registrar(A&A) to coordinate	7 July 2022
6	R & D	DoR to fulfil its roadmap as per timeline	Vice Chancellor express his concern over the research being undertaken by large number of faculty. There is need to work on driving research, particularly amongst the non-researching faculty and incentivize high performing faculty and also utilize them to drive the non-researching faculty.	DoR, HOIs, HODs	Monthly Update: 1 <sup>st</sup> Week July 22
		Corporate Collaboration for Research and Consultancy	Vice Chancellor requested HOIs to take the ownership to motivate faculty in transdisciplinary research and collaborations.	DoR, HOIs, HODs	Monthly Update: 1 <sup>st</sup> Week July 22
7	Faculty & Staff Development	Conceive and Organize FDPs	Vice Chancellor requested Director, SMIT for pilot project on this as highlighted by Honourable Pro-Chancellor during his visit. He was requested to cascade the process along with Prof. Ajeya Jha, Dean SMIMS and Dr. Mingma L Sherpa. A pilot project plan should also be prepared for Non-Teaching Staff development, as suggested by Honourable Pro-Chancellor. He further informed the house that there should be at least some preliminary actions and data to start with. GFSDC & SMUFSDC to be given impetus.	Director, SMIT Dean, SMIMS Prof.(Dr.) Ajeya Jha Dr. Mingma L Sherpa	1 August 2022
		Faculty Mentorship development to face future challenges.	HOIs, HOOs must define and work on healthy mentor mentee relationship for a healthy ecosystem to grow. Senior faculty must take the ownership of mentorship of new/young faculty.		
8	Symbiotic Relations with	Maintain high levels of rapport with all	Registrar updated the house with the current status and further expressed need to further leverage.	Registrar, SMU HOIs, HOOs	Quarterly update





	Governance and Agencies	regulatory bodies, Govt functionary	Vice Chancellor requested the house to understand the importance of good networking, harmony, and synergy in relationship with Government of Sikkim and all the stakeholders in a private-public partnership. All concerned must work accordingly.		
9	Brand Management Leadership	Enhance brand and public profile. Create a conveyer belt of leaders as role models to mentor and nurture second rung leadership.	On this, Vice Chancellor informed the house that there is need to do much of the work to increase the brand value of SMU. This is important in the perception space in the public and all responsible must drive the process to build our brand in the society and public domain.  Vice Chancellor informed the house that HOIs, HOOs and HODs need to understand the growth trajectory of employs and encourage them to take responsibilities.	HOIs, Registrar, SMU Media and PR Committee	Quarterly Update 1 August 2022
			HR to conduct on FDP on Leadership in consultation with Prof. Ajeya Jha and Dr. Mingma Lhamu Sherpa.	Head HR	30 July 2022
10	Technology	Hardware & software standardization Obsolescence Management	Vice Chancellor suggested to have a separate meeting to review the Technology infrastructure with Dr. Rustam, IT Head, SMIT and his team	Head IT Dr. Rustam Ali SMIT	15 Jul 2022
		Implement ERP modules in HR, Finance and Procurement	Head IT informed the house about the problem in integrating the software.  Vice Chancellor expressed his concern and requested the house for due diligence in decision making as this will have financial implications.	Head IT Head HR SFO	1 Oct 2022
11	Annual Endowment Grant	Proposal request	Vice Chancellor expressed his interest to have a focussed meeting on Endowment Grant and all the funds for R & D. DoR to fix the meeting.	DoR	7 Jul 2022



12	Employee Branding	Town meeting	Hall	Head HR was advised to complete pending action primary report by timeline mentioned. Also advised to organize Town Hall program for non-teaching staff.	Head HR	30 June 2022
13	NAAC Visit	NAAC Preparedness certificate	NAAC	Vice Chancellor advised all HOI and HOOs to submit NAAC preparedness certificate to Registrar stating completion of NAAC visit preparation and complete readiness for inspection.	HOIs, HOOs, HOUs, Director (QA), DR (QA)	1 July 2022 Weekly updates
14	RMS and Coursera	Updating RMS and Coursera data.	RMS	Regarding RMS Dy. Registrar (IQAC) informed that house that RMS update process has been transferred to the office of DoR. Now onwards, office of DoR (DoR office representative) would be updating the RMS.	DoR, Registrar (IQAC)	Dy. Registrar Progress update by 07 July 22
15	Examination fee Biotechnology			On low enrolment of faculty and students against 600 registered learner, Vice Chancellor suggested Dy. Registrar (IQAC) to fine thrice the fee amount if a faculty failed to enrol and if it is student then fine amount should be two times the course fee. The same should be deducted from the salary of the faculty and for students from their caution deposit.	HOI, HOUs, DR(IQAC)	20 July 22
				Dean, SMIMS brought up a case of high Dissertation fee for final year Biotechnology students. He informed that house that Final year Biotechnology students are charged Rs 20000 as fee towards Dissertation presentation fee which he feels is too high.	Dean, SMIMS	Completed
				Vice Chancellor considered the request as valid and genuine and advised to put up note sheet with approval to his office.		



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