INTERNAL QUALITY ASSURANCE CELL (IQAC)
MINUTES OF THE 59th COORDINATION MEETING

The 59th Coordination Meeting was held on 04 April 2023 under the Chairmanship of the Hon'ble Vice Chancellor, SMU at SMIMS Conference Hall at 2:30 PM.

Members present: -

1. Dr. Sanjiba Dutta, Officiating Dean, SMIMS
2. Dr. G.L. Sharma, Director, SMIT
3. Prof (Dr) KS Sherpa, Registrar, SMU
4. Dr Yogesh Verma, MS, CRH
5. Dr. Luna Adhikari, Officiating Controller of Examination
6. Col Virender Yadav, HGS (joined Online)
7. Mr. SV Ravi Sankar SFO, SMU (Joined Online)
8. Dr Mallikarjuna, Director, SMU, DDE (joined Online)
9. Mr Subramanian Balakrishnan, Head HR, SMU
10. Mr Anand Ruhela, Head IT, SMU
11. Prof Champa Sharma, Principal, SMCON
12. Dr Nikita Joshi, Principal, SMCPT
13. Col Navneet Singh Chhabra, Additional MS, CRH
14. Ms Srijana Sharma, Convenor, DHSS, SMU
15. Mr. Madan Chettri, Coordinator, DHSS
16. Mr. Premendra M Pradhan Dy Registrar (IQAC).
17. Dr. Gopal Thapa, Dy Registrar(A&A)

Hon'ble Vice Chancellor welcomed all the members to the meeting.

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	**Relieving of Employees: MS CRH, OS CRH**	Vice Chancellor on behalf of SMU expresses high appreciation & places on record the remarkable services rendered to *CRH, SMIMS & SMU by:*	

		➤ Dr Yogesh Verma in the capacity of MS, CRH & Professor, Pathology, SMIMS. He also appreciated the noteworthy research projects of international repute. ➤ Mr Yogesh Choubey in the capacity of Head Operations (Officiating), CRH	
2	**SMU is the first among the Group Universities to avail FCRA**	Vice Chancellor informed that house that SMU is the first among the Group Universities to avail FCRA. He appreciated the consistent & relentless efforts by SFO & Team. He further emphasized having a robust SOP for handling FCRA and suggested a committee to draft the SOP under the Chairmanship of SFO. He requested suitable nomination each from SMIT and SMIMS as member of the	**Dean SMIMS, Director, SMIT Committee members 25 April 23**

		committee. The committee should submit the first draft by 25 April 23.	
3	**FDP on 'Competency Based Assessment'**	Registrar informed the house that Faculty Development Programme on **'Competency Based Assessment'** is scheduled on **05 & 06 May 2023 and a** Core Committee with Dean, SMIMS (as Chair) has also been formed. Vice Chancellor requested the Committee to take all the necessary measure to make this FDP a grand success as Honorable Pro Chancellor has personally taken initiative to conduct this FDP. He further requested to have maximum participants from the host institute and 05 participants may be from the North East region.	**Dean: SMIMS**
4	**DHSS: Infrastructure Requirement**	Updating on the infrastructure of requirement of DHSS, Convenor informed that Dean, SMIMS offered some rooms at Polyclinic and demo	**Dean, SMIMS Convenor: DHSS**

	for AY 2023-2024	classroom at SMIMS building. These rooms would fulfill the infrastructure needs of the department. She further requested the house to consider beautification of the DHSS building as it looks more like a residential house than a college building.	
		Vice Chancellor acknowledged the request; however he said there is financial implication involved and hence required proper planning and budget for the same.	
		He further requested DHSS to focus on the admission and think of leveraging NEP 2020 maximally to attract more students.	
5	**Disposal of Items BER**	Registrar requested the Office of Head, General Services & Engineering, to initiate disposal based on stock verification report from all units. Disposal shall include the items for e-disposal also.	**HGS, HoIs, HoOs, Coordinators 27 April 23**

		HGS informed that necessary measures shall be taken once his office receive the disposable item list. All units & offices were requested to share the list of disposable items to the Office of HGS.	
6	**Option of Availing Higher Pension Scheme to Employee**	HR Head informed the house that employees on EPF before 01/09/ 2014 but have not excersised the joint option can excersie it withing 03/ 05/ 2023. For such emploees, a higher EPS contribution will be calculated from the date of their joining. • Employees can opt for higher pension from EPS within 4 months of the date of judgment. Date for applying is upto 03/ 05/ 2023 • It is proposed to enable employees to opt for higher pension scheme. This will have	**HoIs, HoUs, HoOs & Convenor: DHSS**

		no financial implication on the University. Vice Chancellor requested HoIs, HoOs to cascade the information to all the employees of the respective units.	
7	**Provision of Optional Mess Facility for Students**	Director, SMIT informed that house that lot of students (including some faculty members) are opting to stay outside the campus due to: (a) High messing rates (b) Poor hostel food quality He proposed that the messing rate be made optional which would help improve the food quality and increase hostel occupancy. On deliberation on the proposal the house expressed concern on the a. Safety of the students b. Quality of the food as the institute has no control over the quality of the food offered outside.	**Director, SMIT**

		c. Hygienic condition of the food provided Vice Chancellor informed that all the above concerns must be addressed if students are allowed to have food outside instead of food at mess.		
8	**COVID Advisory & Follow – UP**	The house observed that on account of increased COVID cases within the state & the country, it is advised to all units & offices of SMU to strictly implement & follow the COVID advisory issued time & again from the University. Vice Chancellor informed Officiation MS that the COVID related infrastructure & services at CRH to be up and ready.	**MS CRH** **OH CRH**	
9	**Partnering with Zolo**	Registrar informed the house that MEMG Leadership suggested for enhanced students living environment in the campuses and suggested to explore with Zolo. According to an	**AD(SA), SMIMS** **28 April 23**	

		official release, under the partnership, Zolo Scholar exclusively manages three MAHE campuses in Bengaluru, Mangaluru, and Manipal, with more than 20,000 beds. The experience is designed to create a comfortable and supportive student living environment, focusing on amenities promoting wellness, learning, and socialising. Vice Chancellor requested Dr. Sanjiba Dutta (AD (SA)) to explore the collaboration with Zolo, its feasibility & benefits for SMU and its students.	
10	**Information Brochure of SMU Units & Offices**	Registrar requested to forward a copy of ready & handy information brochure about the SMU Units (SMIMS (including HA, Medical Biotech & Paramedical), SMIT, SMCON, SMCPT & FHSSLA. Similar brochures required from CoE, DoR, CEO (AIC-SMUTBI), Chair &	**HoIs/ HoOs/ Coordinators 30 April 23**

		Co-Chair SFCDC, IQAC & International Collaboration Cell. There brochures are required to update government official or other dignitaries visiting the university.	

The following are the deliberation made by Mr. PM Pradhan, Dy Registrar, QA&RA, SMU:

S.No	Points	Discussions/ Decision	Action to be taken by/ Timeline
1.	Reporting of Events Organised at different Units	Dy Registrar, QA&RA requested all the units to submit the report of events (Extension activities, Conferences, Webinars, Seminars, FDPs, Health Camps, Celebrations, Competitions & etc) as per: **Ref: 192/SMU/Reg/STP/05/2021 dated 05th Jan 2021**	After completion of every event
2.	Organising events with G 20 logos	Dy Registrar, QA&RA requested all the units to organise events with G20	After completion of every event till September 30

		logos till September 2023 and must submit the report of events as per Ref: 192/SMU/Reg/STP/05/2021 dated 05th Jan 2021. He, further requested all the units to forward list of events organised by different units monthly with G20 logos	
3	**Recommendation of NAAC Peer Team**		
a.	Identification of slow learner should be done within 30 days of the joining the course and remedial processes should be outlined with documentary evidence	✓ SOP for Identification of Slow & Advanced learners ✓ organising Quizzes/tests after Induction/ bridge courses ✓ Implementing corrective measures & evaluating the performance of slow learner year/ semester	30th April 2023 Yearly Every Semester Director, SMIT; Dean, SMIMS;

		wise and maintaining the documentary evidence case wise	Principal, SMCPT; Principal, SMCON; Coordinator MHA & Convenor H&SS
b	The library of SMIMS, Tadong Campus, should maintain the data of users login and the number of users of the resources	Addition of compulsory Library classes in timetables of all UG programmes of SMU Compulsory monthly usage of library to be analysed, verified & maintained by HeI	Every Sem/ year Monthly Director, SMIT; Dean, SMIMS; Principal, SMCPT; Principal, SMCON; Coordinator MHA;

			Librarian & Convenor H&SS
c.	Implementation of Promotional schemes of faculty needs for SMIMS Tadong Campus to be more transparent as mentioned in university policy documents for example some professors have not published any paper for several years yet they are being promoted and given higher academic responsibilities. The average rate of publication per faculty	Updating of SoP for promotional schemes & PMS of faculty at Both the campus with more weightage to research	01st May 23

	is very low and this needs to be investigated and linked with promotion to the higher academic grade		
d	It is recommended that the functional and administrative area of statutory committees eg. Internal Complaint committees (ICCS), Human Ethics committees, animal ethics committees and grievance redressal committees need to be streamlined and widely publicized on the University website (sitemap) and through	✓ SOP & list of all the committee members of all the statutory committees need to be updated if any & highlighted on the website ✓ Create individual online portal for all the statutory committee needs to be carried out & same can be linked in website	DR A&A 1st May, 2023 Head IT, SMU & Head IT SMIT IT Council 25th May

	display boards on important places	✓ Time to time proceedings of committee needs to be send to university, if no case semi-yearly update highlighting no case need to be forwarded	Chairman of Committee; DR A&A Semester wise updating
e	The discrepancy in the policy documents and feedback received from the students regarding PhD courses need to be clear whether the PhD course is regular or part time course	✓ Policy for Part time & regular PhD need to be highlighted & updated in website ✓ Induction program for PhD students can be conducted were different offerings (regular/ part time	Semester Wise Before commencement of New Batches

		courses) can be discussed	DoR,SMU
f	If the pass percentage of any courses is significantly very low the responsibility should also be fixed on the respective teachers	➤ Annual Examination Report comprising of all the activities of examination (No of grievances received; No of application for reevaluation/ retotaling received; No of days required for publication of results from last date of examinations; Pass percentage of outgoing students) need to be introduced, published and year on year benchmarked with previous year	Yearly COE, SMU

		➢ Semester wise Result Analysis for all the Courses in Different Programme needs to be analyze with recommended corrective action taken	CoE, HoIs, Principals & Coordinators Before commencement of New Batches
g.	There is need to update research and consultation policy as per current research ecosystem. The faculty and students should be exposed to exchange programme with their parent organization to encourage research and innovation	➢ Comparison of research & consultancy policy with group institution need to be undertaken & necessary amendments to be carried on current policy ➢ Feasibility of collaborative research	DOR, SMU 1st May, 2023

		/ Proper utilisation of TMA Pai Mobility funds to be carried out providing more avenues for collaborative research between group universities	
h.	There is need for independent building / infrastructure for physiotherapy and nursing institute as well for hostel in the Tadong Campus particularly in terms of room sharing and quality of food.	Plan of action need to be prepared considering the space	Dean SMIMS, Head GS Principal Physiotherapy & SMCON
	Sports facilities at SMIMS Tadong		

	campus should be established and upgraded.		
i	The Alumni association should be registered and if it cannot be registered in Sikkim for any reason the same can be registered outside Sikkim.	Feasibility of registering Alumni Association outside Sikkim (University / Unit wise) need to be carried out inline with AIC SMUTBI	Dean SMIMS, Director SMIT; Head AEC SMIT & Coordinator Alumni Association SMIMS

DR (A & A)   Registrar