

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### Minutes of the 9<sup>th</sup> Coordination Meeting

6 April 2018

Time: 2.30 p.m

Venue Conference Hall, SMIMS

Vice Chancellor welcomed to all participants present in the meeting.

Vice Chancellor insisted to take a lookback the budget of the last financial year and find out what we missed out and take it forward in the next financial year.

Review of the previous meetings

- a) **NAAC:** VC Congratulated each and every departments of constituent units of SMU particularly NAAC team for their fabulous job and achievements within six months.

SSR has been accepted by NAAC and the next step will be student satisfactory survey and peer team visit. NAAC has requested for suitable dates for peer team visit. Our preferred choice for peer team visit has been communicated to NAAC Office.

Last visit by the HOI and VC to examine the progress of the NAAC in the department will be starting from 22 April 2018.

Mock online student satisfaction survey conducted successfully: Details of student responses are:

|                    |       |
|--------------------|-------|
| SMIT               | : 647 |
| MBBS               | : 233 |
| SMCON              | : 311 |
| SMCPT              | : 100 |
| HSS                | : 167 |
| M.Sc Biotechnology | : 23  |

**a. Online Admission Statistics 2018 as on 5th April 2018.**

Candidates Successfully (Completed) Applied to SMU: **1124**

Candidates Successfully (Completed) Applied for B.Tech : **497**

Candidates Successfully (Completed) Applied for MBBS : **408**

Candidates Successfully (Completed) Applied for MD/MS : **90**

Candidates Successfully (Completed) Applied for B.Sc Nursing: **13**



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Candidates Successfully (Completed) Applied for M.Sc Nursing : **07**  
Candidates Successfully (Completed) Applied for Five Years Integrated M SC  
Biotechnology: **23**  
Candidates Successfully (Completed) Applied for MBA: **28**  
Candidates Successfully (Completed) Applied for BBA : **37**  
Candidates Successfully (Completed) Applied for BCA : **20**  
Candidates Successfully (Completed) Applied for BPT : **14**  
Candidates Successfully (Completed) Applied for MPT : **05**  
Candidates Successfully (Completed) Applied for M Com : **02**

**b) MCI**

Preparedness is going on with regard to forthcoming MCI visit.

**c) IT census**

Updates on IT census by Mr Avijit Karmakar, SMU IT: 27 systems of library were upgraded and handed over to library, 9 desktop upgraded and kept ready apart from computers which were discarded from CRH. The upgraded computers will now be given to the other departments of SMIMS. .

VC insisted IT SMU to ensure that all the computers, printers are kept in proper working condition and obtain certificate of its functioning from each and every department and also to deliver what was promised.

From next year onwards, all the computes are to be replaced once in every 5 years in a phased manner and shall be an ongoing process. This exercise to be supervised by Registrar, SMU along with the IT team. All the institutes to align with other institutes and follow this exercise.

**d) SIS**

Mr Avijit Karmakar, SMU IT visited SIS at MAHE Manipal. It was felt that whatever is readily available there to be used by SMU in the first phase. Replacement / configuration of hardware to be managed from the existing server and the server have been handed over to MAHE for configuration. Presently University is not going to procure any new product and manage from existing server of SMU.

Demonstration of finance module with the finance people was successful. Within 7 working days they will upload it in the server.VC emphasized to make sure that the format to be shared by all the units. From next year onwards SIS to be implemented for three important purposes which are

1. Attendance
2. Internal assessment exam
3. Student finance





## **Deadlines for SIS**

Mr Avijit ensured that by the end of this month, the systems will be at place and will provide the outcome. By the end of May 2018, SIS will be completed. The month of June would be trial period and by July it will go live with actual system.

**f) NAD:** Mr Avijit visited SMIT to inspect the progress of NAD. NAD will be completed within this month and training workshop for faculty and students will be at the end of May 2018.

**g) Engineering Section, SMIMS:** Relocation of MHA will be completed within 15<sup>th</sup> of May 2018.

**h) Website:** Registrar requested all HOIs and HOOs that the entire internal faculty and staff to be informed about visiting website frequently, any updates, additions, and deletions are to be communicated from all ends to the IT department for necessary updates.

No pending agenda from the previous meetings was placed for further discussions and all the pending objectives have been cleared. VC thanked all the departments for their hard work to make the year very productive.

VC instructed all the units/departments of SMU to maintain as a good academic department.

Sign posting for all departments have been already been approved by the VC and insisted to go ahead for further necessary action.

The Vice Chancellor has given presentation about what we did in last year and asked all institutions to provide aspects on objectives and goals of each department.

VC emphasized on setting goals and objectives for the next five years with the help of HR, Head, SMU. All the institute/department to have very specific goals. Departmental objectives must be in consensus with institutional objectives and institutional objectives to be in consensus with university objectives. HOIs to set goals for the next year and the respective goals to be communicated in the next coordination meeting. There should be generality in institutions. All the HOIs/HODs to confirm their objectives and goals in writing in the next coordination meeting

**HR** – Mr Uma Shankar Mohanty and Mr Sachin Sharma from HR Department gave presentation on digitalization of documentation process. It was appreciated by the VC and the members present.



## SMU

**Agenda Item 1:** Renting tariff details of University premises or auditorium or any other infrastructure to be prepared – proposed by Head, GS

**Decision:** Tariff for renting SMU infrastructure has to be prepared. Specific Tariff rates have to be worked out duly considering the expenses involved stipulating explicitly in exceptional cases. SOP to be prepared on SMU infrastructure to be used by our own students.

**Agenda Item 2:** Annual Report to be prepared by the month of August every year.

**Decision:** Annual report to be completed by the month of August every year and Registrar requested to all HOIs/HODs to provide details by 31<sup>st</sup> May.

## SMIT

**Agenda Item 3:** Reimbursement of travel expenses and DA to students for attending conference/program with prior approval.

A policy for reimbursement of expenses related to student's activity is proposed for students representing the Institute / University in Inter College competition or similar programs and also to extend opportunity to attend conference as a measure of encouragement by providing some financial assistance.

The amounts proposed for reimbursement of expenses are as follows:

|                     | Existing        | Proposed  |
|---------------------|-----------------|-----------|
| 1. Travel Expenses  | : Sleeper Class | AC 3 Tier |
| 2. Registration Fee | : Actual        | Actual    |
| 3. DA per day       | : Rs. 60/-      | Rs. 200/- |

It is also proposed to keep a monetary ceiling for reimbursement.

**Decision:** University policy has to be framed incorporating the items as proposed above. Expenses on these will be used from student welfare fund.

Leave entitlement is maximum 10 days for CAP and any extension will be considered on case to case basis.

**Agenda Item 4:** Strengthen support measures for smooth functioning of SMCON

The services of HR, engineering, finance, academic, administration, hostel, IT etc. are to be combined. To get timely services from these departments is a big challenge for SMCON as these departments are not answerable to the SMCON.

An identified /designated officer/official from each department responsible for SMCON services probably will help obtain timely services from these departments.





**Decision:** Head HR assured to dedicate one person from HR, Engineering and Finance to provide services in dealing with SMCON, SMPT, HSS and SMUDDE.

Engineering Section to ensure store room occupied by Store Department, CRH inside SMCOM complex to be handed over to SMCOM.

**Agenda Item 5:** Observe competitive fee structure

The BSc. N. fees (course, hostel & mess) of other reputed private colleges are at lesser side compare to SMCON. Needless to mention that we are already having competition with public sector institutions in close vicinity (North Bengal, Sikkim Govt.) wherein fees are very nominal. Before fixing the annual fees a market survey by the concerned team will justify the increased amount.

Further the worldwide changing landscape of popularity of nursing profession which is slowing down demands that SMCON take strategic steps to remain competitive. Priority will be to balance program growth with financial stability. Sound financial planning will allow the College to grow, innovate and be more competitive with other institutions.

*This is one of the 'in principle' approved short term action plan of SMCON*

**Decision:** Fees for SMCON to maintain status que for at least one year.

**HSS**

**Agenda Item 6:** Introduction of NSS at SMU: A Progress Report

Brief presentation was given by Prof Madan Chettri, Coordinator, HSS about introduction of National Service Scheme (NSS) cell at SMU.

**Decision:** VC Sir complimented HSS for introduction of NSS cell at SMU incorporating other constituent units. All the details to be communicated in the next meeting

**SMCPT**

**Agenda Item 7:** Requirement of Hostel facility for girls' students.

**Decision:** To be discussed in the next coordination meeting. Details to be carried in the next meeting.



## MHA

### Agenda Item 8: Details of requirement – Budget, BOS Member and faculties.

**Decision:** Registrar will have a budget for MHA.

SMU employee from IT, Finance and administrative who have MBA qualification can become adjunct faculty of MHA.

MS will work out for BOS for MHA. MS has met all the required qualification and experience as per MCI guidelines as an Associate Professor accordingly he can become the internal member of the BOS.



  
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