

MINUTES
1ST COORDINATION MEETING
AUGUST 2, 2017

Time: 2:30 pm

**Venue: Conference Hall,
Level III, SMIMS**

The first coordination meeting with all the Heads of Institutions and Heads of Offices was held on 2nd August under the chairmanship of Hon'ble Vice Chancellor, Lt Gen (Dr) M. D. Venkatesh.

Following members were present:

- 1 Dr G S Joneja, Dean, SMIMS
- 2 Dr A Garg (Retd), Director, SMIT
- 3 Prof (Dr) Ashis Sharma, Registrar, SMU
- 4 Dr Gautam Dey, Medical Superintendent CRH
- 5 Col Balwant Singh, Director, General Services
- 6 Prof. Mridula Das, Principal, SMCON
- 7 Dr. Nikita Joshi, PT Principal, SMCPT
- 8 Dr Mingma L Sherpa, Head Operations, CRH
- 9 Dr. Srinath PS, Addl. Registrar SMUDDE
- 10 Mr M S Sridhar, Head, HR, SMU
- 11 Mr. Pradeep Kumar Chaturvedi, Finance Officer, SMU

The Hon'ble Vice Chancellor welcomed all and emphasised that the purpose behind this monthly meeting was to discuss common shared objectives and achieve them in a time bound manner.

The issues raised by Hon'ble Vice Chancellor discussed on the meeting is given as under:

- a) Quality of Academic Process being delivered to the students.
- b) Campus up keep: To improve quality of campus life.
- a. Security of building, equipment, students and documents: To follow SOPs, review them regularly to check if the same in being adhered.
- c) Empowering the HoDs while also make them accountable.
- d) All institutes to devise short term, middle term and long term objectives and set the timelines to achieve the same.
- e) NAAC Accreditation for SMU: One of the priority for SMU is to achieve NAAC accreditation. All the Hols and the other stakeholders were requested to extend full support to the committees set up at various levels in order to

achieve the accreditation. 6 weeks' time given to the committee for the draft NAAC SSR.

- f) NABH for CRH and NABL accreditation for labs (starting with Bio Chemistry Lab) also to be taken up in a time bound manner.
- g) Active participation in rankings: All institutes were advised to take part in the rankings in a planned manner and by ensuring all relevant information is collected and projected in proper light to the ranking agencies.
- h) Anticipate challenges; All the stakeholders were advised to anticipate challenges and prepare for the same.
- i) Social interaction: Organise social activities within the campus where all can socially meet. Inter Institutional social activities to be organised.
- j) Transparency and equity in all our decision: All the stakeholder were requested to adhere to the same in all their decisions/activities.
- k) Welfare and employee grievance committees in the University and all the constituent units to be set up. The members should represent the different levels in the organisational structure.

Exercise austerity measures: Travel movement to be approved only if the same is essential and beyond the scope of enabling the concerned meeting through t con or video conferencing. All Hols were expected to exercise economy and review expenditure regularly.

➤ **Points from Medical Superintendent, CRH:**

a. Urgent Requirement of Fire Officer: The hospital needs a fire officer as it is a statutory requirement. The matter was discussed and agreed upon that if the Service of Fire and Safety can be combined and a person can be recruited with the combined job responsibility. The required qualification is certified person for Fire and safety.

- It was decided that the post of Security/Fire Officer to be combined.
- Director General Re Settlement, Army may be requested.
- Dr Srinath, Addl. Registrar, SMUDDE also volunteered to facilitate in providing the shortlists to Head, HR, SMU.

b. Manpower Rationalisation:

It was felt that man power requirement is based on the MCI compliance. Since CRH is also catering to super specialty services and is a 550 bedded hospital with 46 bedded critical care units located in different floors and 24-hour casualty, manpower deployment should be done taking this into consideration along with MCI norms.

Decision: All Non PG JRs & SRs during their rotational posting will work in ICUs and Casualty under the direct control of MS, CRH.

Action by: Dean, SMIMS in coordination with Head HR, SMIMS & CRH.



➤ **Principal SMCON:**

Suggested that most of the official communication be written than verbal.

Decision: Agreed

➤ **Registrar, SMU:**

a. Convocation 2017:

The 17th Convocation of the University will be held on 28 October. Shri Dhiraj Rajaram, Founder and CEO of MuSigma will be the chief guest. List of faculty from the institutes in the various committees was shared with the Hols for changes if any. The first Coordination meeting will be held shortly.

Decision: Noted

b. Leaves:

It was suggested to ensure that all leaves of employees to be pre-approved.

- The flow of leave application to be as under:
- Applicant → HoD → HR → HoI → HR (for record)
- Leaves of clinicians based out of CRH to be routed to the Dean through MS, CRH.
- Online leave application to be encouraged.

➤ **Director, SMIT:**

- ✓ a. A person by the name of Bhagwati Agarwal who has a shop in the shopping complex of SMIT is refusing to vacate the premises despite a number of notices to her.

Decision:

- Liaison with Police, Panchayat and SDM office.
- Explore the possibility of sending legal notice
- Notice to Students and Faculty not be patronise the shop.

b. BSc in Pharma:

SMIT to look into the possibility of offering BSc in Pharma under Chemistry department with support from Manipal University. Requirement of this course for employment opportunities in the pharma companies set up in Sikkim may also be ascertained.

The meeting ended with thanks to the chair.




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