



**INTERNAL QUALITY ASSURANCE CELL (IQAC)
MINUTES
5TH COORDINATION MEETING
20 DECEMBER 2017**

TIME: 2:30 P.M

Venue: Conference Hall, SMIMS

The 5th Coordination Meeting with all the Heads of Institutions and Heads of Offices was held on 20 December 2017 under the Chairmanship of Hon'ble Vice Chancellor, SMU.

Members present:

1. Dr GS Joneja Dean, SMIMS
2. Prof (Dr) Ashis Sharma, Registrar, SMU
3. Dr Amit Garg, Director, SMIT
4. Dr Gautam Day, Medical Superintendent, CRH
5. Col Balwant Singh, Director, General Services
6. Col Umakant Singh, Head General Services
7. Prof Mridula Das, Principal, SMCON
8. Dr Vijay Pratap Singh, Officiating In-Charge Principal, SMCPT
9. Mr MS Sridhar, Head HR, SMU
10. Mr Pradeep Kumar Chaturvedi, FO, SMU
11. Dr Manoj Kumar Nagasampige, Coordinator, IQAC
12. Mr Madan Chettri, I/c Coordinator, Humanities & Social Sciences
13. Mr Avijit Karmakar, IT

The Hon'ble Vice Chancellor welcomed all the members present.

Vice Chancellor felt the need to review few points from the previous meetings held on 2nd August; 6th September; 4th October and 1st November 2017 and the action on the decisions of which were not strictly adhered to by the Institutions.

Few points discussed with regard to previous meetings are:


- a) All institutes to devise short term, mid-term and long term objectives and set timelines to achieve the same.

Decision: documentation for the policies to be submitted by 10 Jan 2018. Time duration for Short- term objectives would be 1 year, Mid-term 2 years and long term 3 years.

Action: All HOIs

- b) NABH for CRH and NABL accreditation for labs (starting with Bio Chemistry Lab) also to be taken up in a time bound manner.




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Decision: Gap analysis to be done followed by preparation of pre accreditation status and then move to the next level for NABH accreditation. To achieve the same, set a target for 3 years.

Action: MS CRH/Head HR

- c) Welfare and employee grievance committees in the University and all constituent units to be set up. The members should represent the different levels in the organisational structure.

Exercise austerity measures: Travel movement to be proposed and approved only if the same is inevitable and essential beyond the scope of convening the meeting through Tele Con and Video Conferencing.

Decision: Campus wise Non Teaching Staff Grievance Committee to be constituted

Action: Dean SMIMS/Director, SMIT

- d) Manpower Rationalisation:

It was felt that manpower deployment and appointments to be in compliance with the MCI requirements. Since CRH is also catering to super speciality 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 in commensurate to MCI norms.

Decision: all non PG JRs and SRs during their rotational posting will work in ICUs and Casualty under the direct control of MS, CRH

Action: implemented

- e) A person by name Bhagawati Agarwal who has a shop within the shopping complex of SMIT is refusing to vacate the premises despite number of notices issued to her. .

Decision: The matter is to be pursued with the help of SDM Rangpo. Letter to be sent to Panchayat / Nagar Palika requesting not to issue NOC in favour of the concerned for further renewal of trade licence.

Action: Director, SMIT/HGS, SMU

- f) Security of Building, Equipments, Students and documents: to follow SOPs, review them regularly to check if the same is being adhered to.

The authority to be more vigilant with regard to student's security and safety and reinforce as and when required security.

Decision: Unauthorized parking of vehicles to be stopped. Gate at entrance of SMU premises to be built in order to prohibit unauthorised thoroughfare.

Action: DGH, SMU



- g) Welfare and employee grievance committees in the University and all constituent units to be set up. The members should represent the different levels in the organisational structure.

Decision: Non-teaching welfare committee to be constituted at institute level as well as university level apart from other statutory committees.

Action: All HOIs.

- h) Reception for SMCPT at CRH

Decision: To be appointed by 10 Jan 2018

Action: Head HR, SMU

- i) Nepali classed for MBBS students and B.Sc Nursing students.

Decision: Proposal to be submitted in the next Academic Senate Meeting in coordination with Department of HSS, SMU.

Action: Dean, SMIMS and Principal SMCON, Coordinator Dept of HSS, SMU

- j) Monitoring of Academic Progress of Students

All institutions to practise structured monitoring of academic progress of students. Special emphasis may be given to weak and slow learner.

Decision: Monitoring of students performance be made a continuous process.

The Institute needs to assess the clinical evaluation of the Medical students to assure further progress of the students.

Draft policy for monitoring of academic progress has been submitted by SMIT, SMCON, SMCPT Dept of HSS, SMU Draft to be finalized by respective Institutes Heads and submitted before the next meeting.

Action: All HOIs

- k) Personal meeting of MS/Head Operations CRH with Labour Secretary, GoS

Decision: One more meeting to be convened with State Government officials. Credit facility to be made available only up to 15 January 2018. Cashless facilities will be stopped unless 50% of dues payable by the State Government is not replenished.

Action: MS, CRH

AGENDA FOR THE 5TH COORDINATION MEETING

Agenda Item 1: Continue preparation of NAAC

Application for IIQA has been accepted on 8th Dec 2017.



Decision: SSR to be uploaded by 31 Dec 2017. All departments to initiate documentation process.

As per NAAC requirement new examination cell is ready. IT cell will replace the exam cell. Update of departmental website to be done on priority.

Action: All HOIs and Mr Avijit, IT

Agenda Item 2: Quality of Academic Process especially for Physiotherapy
Vice Chancellor stressed on giving special emphasis to Physiotherapy Department.

Decision: Pro-active measures to monitor progress of students specially the weaker ones. Coordinate regularly with other Departments of SMIMS who are involved in teaching the physiotherapy students.

Action: Dean SMIMS/Principal SMCPT

Agenda Item 3: Transparency and courteous behaviour:
Transparency at all level. Bring courtesy back to the workplace.

Action: All HOIs

Agenda Item 5: Grievance Committee

Decision: Grievance / Complaint boxes to be placed within premises of SMU and all its units. All grievances to be examined before being placed before the authority for consideration.

Action: All HOIs

Agenda Item 6: Prospectus

Hardcopy of the prospectus will be ready by 3rd Jan 2018.

As on date, 63 online applications have been received. 10 for SMIMS and rest for B.Tech

Decision: Mr Avijit to rectify the gaps on the existing online prospectus

Action: All HOIs and Mr Avijit, IT

Agenda Item 7: Preparation for Admission

Online admission has already started for the session 2018-19..

Decision: Prepare critical SOP for admission of students of foreign national for B. Sc. Nursing Course.

Action: Dean SMIMS and Principal SMCON

Agenda Item 8: Budget forecast

Decision: Realistic budget estimate to be prepared by 10 Jan 2018



Action: All HOIs in coordination with FO, SMU

Agenda Item 9: Update MCI and functioning of MCI cell

Decision: One coordinator to be appointed for STNM to oversee the regularity of classes and bio-metric attendance of the faculty at STNM.

Action: Dean, SMIMS and Head HR, SMU

Agenda Item 10: UTSAV- Annual Cultural Festival of MU

Decision: One team from SMIT and SMIMS will be sent for participation at UTSAV Manipal.

Action: ALL HOIs

Agenda Item 11: Any other item with the permission of the chair.

- a) BSNL dues of Rs. 8.79 lakhs is on the verge of being recovered-SMIT
- b) Electricity tariff for SMIT to be finalised: HGS to coordinate
- c) Water problem at CRH/SMIT: To discuss with the concerned Department to find solution.

Action: Director, SMIT/ MS CRH




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