

Hon'ble Sir

For your kind approval of MoM of 7th Coordination meeting held on 09/02/18.

 21.02.18

INTERNAL QUALITY ASSURANCE CELL (IQAC)

REGISTRAR
SIKKIM MANIPAL UNIVERSITY
5TH MILE, TADONG
SIKKIM-737102

Minutes of the 7th Coordination Meeting

9 February 2018

Time: 2.30 p.m

Venue Conference Hall, SMIMS

The 7th Coordination Meeting with all the Heads of Institutions and Heads of Offices was held on 9 February 2018 under the Chairmanship of Hon'ble Vice Chancellor, SMU.

Members present:

1. Dr GS Joneja Dean, SMIMS
2. Prof (Dr) Ashish Sharma, Registrar, SMU and Director Designate, SMIT
3. Prof (Dr) KS Sherpa, Registrar In-Charge, SMIT
4. Dr Mingma Sherpa, HOO and Medical Superintendent In-Charge, CRH
5. Col Umakant Singh, Head General Services
6. Prof Rangita Devi, Principal In-Charge, SMCON
7. Dr Vijay Pratap Singh, Principal In-Charge, SMCPT
8. Mr MS Sridhar, Head HR, SMU
9. Mr Chandra Rai, FO In-Charge, SMU
10. Dr Anuradha Parasar, Dy Director, SMUDE
11. Dr Manoj Kumar Nagasampige, Coordinator, IQAC
12. Mr Uttam Upadhyaya, Coordinator In-Charge, Humanities & Social Sciences
13. Mr Phurba Thinley, IT In-Charge

At the outset, the Chairman welcomed all the members present followed with two major announcement of the University.

Hon'ble VC announced the two major appointments of the University:

- 1 Prof.(Dr.) Ashish Sharma taking up as Director, SMIT and
 - 2 Prof.(Dr.) K S Sherpa taking up as Registrar, SMU
- Both appointments with effect from 01 March 2018.

Review of the previous meetings

Hon'ble Chairman instructed that

- a) All HoIs and HoDs under SMU must monitor the action plan and achievements as per the short, mid and long term objectives so formulated.
- b) Gap analysis and preparation of pre accreditation from NABH for CRH and NABL accreditation for labs must be achieved by set target of 3 years. HoDs and Head, HR must plan and execute actions to train atleast 3-4 persons as internal auditors.




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c) All institutions to practice structured monitoring mechanism for academic progress of students. Special emphasis may be given to weak and slow learner. Monitoring of students' performance be made a continuous process.

d) SOPs to be followed on security of buildings, equipment, students and documents and respective HoIs and office concerned must review them regularly. HGS informed that SoP on fire safety is ready for print. However, NOC for firefighting equipment is yet to receive for SMIMS/CRH.

e) HR must plan out for regular sports meet among all institutes under SMU and also plan for inter University sports meet.

Information by the respective HoIs and HoOs to all members:

f) Regarding Bhagawati Agarwal who refused to vacate a shop within the shopping complex of SMIT, DC (East) has summoned the shop owner on 12 February 2018. Brig Surendra Singh, Head (Administration), SMIT and Chief Engineer (SMIT) would attend.

g) Dean (SMIMS) informed that house that Nepali classes for MBBS students, B.Sc. Nursing students and BPT students has been worked out and the syllabus for the course is ready to placed before next Academic Senate Meet for implementation.

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

h) Meeting has been held with the official of the GoS, Department of Labour, MS / HoO (CRH). As per the direction of the Governing Council decision letter has been sent to GoS stating that cashless facilities will not be available for ESIC patients from 15 Feb 2018 till the 50% dues are cleared. This has been communicated to the department. Notice has to be put in the CRH for general public.

i) Dean SMIMS informed that his office has not been able to identify any person who is willing to work as a coordinator to oversee the regulatory classes and bio-metric attendance of the faculty of STNM. Requested to look for senior local non clinical staff to do this job. Identify from non-clinical department. Head HR has assured to find solution within 2-3 days. Identify senior local faculty who is willing to take up additional responsibility. MS (CRH) shall also discuss this issue with Dean (SMIMS).

j) 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.

k) SMIT-e Examination module for SMIMS is under process



Mr Avijit will complete the SMIT-e Examination module for SMIMS by mid-February for attendance and examination.

l) Budget has been catered for provision of a nephrologist and a urologist at CRH as informed by the Head, HR.

m) Biometric Attendance at SMIT

Head HR already discussed with vendor and initially two machines to be procured.

Agenda for the 7th Coordination Meeting

Agenda Item 1: NAAC update: plan for future

Mr. Manoj, Coordinator - IQAC reiterated the importance of NAAC accreditation, informed about successful uploading of SSR and inspection by NAAC peer team visit would be during the last week of April.

All HoIs, HoDs and officials concerned shall organize a series of sensitization program for students, faculty and staff to make them aware of the importance of NAAC and NAAC feedback. Faculty to use only PPT based at least once in two days while delivering lectures and these PPTs shall be uploaded in SMUERP only. Mock online satisfaction survey for students to be carried out by Coordinator – IQAC.

Mr Manoj has already sent Unique ID for all HoDS. He also requested all HoDs to nominate one person as one-point contact for IQAC for smooth passage of messages to everyone.

Agenda Item 2: Budget exercise: Capex/Opex –Review

All HoIs, HoDs and HoOs must review the utilization of budgeted capex/opex and also plan the next year budget.

Agenda Item 3: SIS from MAHE

The Chairman informed that he had personally visited MAHE and discussed with the Vice Chancellor and the Registrar, MAHE and found SIS very user friendly. He desired to adopt the model to implement the same at SMU and try it all for at least one year. The hardware requirements for execution be assessed. Mr. Avijit, SMUIT to assess and visit MAHE for implementation. Though the module was applicable to medical campus, later the implementation could be assessed in technical campus of SMU.

Agenda Item 4: IT progress – procurement of Computers

Mr. Phurba, SMU IT In-charge, informed that all computers would be reaching SMU by next week for use in hospital and library.



Agenda Item 5: Compliment/ CAP

New exam cell has started functioning. The Chairman complimented Dy Controller of Exam for successful implementation of CAP and timely announcement of all exams related information. At the same time, Hon'ble VC expressed concern about cancellation of appointment of an examiner and instructed to issue strict action for such defaulters unless the case considered as emergency.

He also instructed that Dy. Controllers of Examination (Technical & Medical) must be members of monthly coordination meet.

Agenda Item 6: Compliment for sporting activities

The Chairman praised Head HR for starting various sports activities for staff of SMU. He expressed that such events would boost the bond among institutions and would strengthen communication.

Agenda Item 7: Website Review

Everyone must go through website on weekly basis to learn information about Institute/university and Webmaster Mr Avijit Karmakar and Registrar could be contacted for any updation required.

Agenda Item 8: PR/Cientele Satisfaction

Students, parents, patients are our clientele and their satisfaction is the utmost priority. All disciplines must improve the public relation.

Agenda Item 9: Establishment of single point contact for SMIT students/staff at CRH


As informed by HoO, CRH, Mr. Bunty Agarwal would be single point contact person for faculty and students of SMIT for any help at CRH during off working hour and Mr. Remon Chettri during working hour. All patients to be forwarded through SMIT dispensary.

Agenda Item 11: Provisioning of professional counsellor at SMIT

As per the point put forth by Director Designate, SMIT, Dean (SMIMS) informed that two doctors from Psychiatric Department, SMIMS would visit SMIT twice a month for counselling. Emergency helpline would be set up for all. Doctors from Psychiatric Department, SMIMS must conduct workshop at SMIT.

With no issues from the members, meeting thus ended successfully.




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