

INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF THE 6TH COORDINATION MEETING

10 Jan 2018

Time: 2:30 p.m

Venue: Conference Hall, SMIMS

The 6th Coordination Meeting with all the Heads of Institutions and Heads of Offices was held on 10 Jan 2018 under the Chairmanship of Hon'ble Vice Chancellor, SMU

Following members were present:

- 1 Dr G S Joneja, Dean, SMIMS
- 2 Dr Gautam Dey, Medical Superintendent CRH
- 3 Col Sadasivan Thekkey Veetil, Joint Director, SMIT
- 4 Dr Luna Adhikari, Registrar In-Charge, SMU
- 5 Col Umakant Singh, Head General Services, SMU
- 6 Prof. Mridula Das, Principal, SMCON
- 7 Dr. Nikita Joshi, PT Principal, SMCPT
- 8 Mr M S Sridhar, Head, HR, SMU
- 9 Mr. Pradeep Kumar Chaturvedi, Finance Officer, SMU
- 10 Dr Manoj Kumar Nagasampige, Coordinator, IQAC
- 11 Mr Yumnam Surjajeevan, I/c Coordinator, Humanities & Social Sciences
- 12 Mr Avijit Karmakar, IT

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

Firstly Vice Chancellor highlighted the importance of Coordination Meeting. Coordination meeting is held on every Wednesday of the month to review the academic process, documentation updates and welfare of the student, faculty, staff and Institution as a whole. Further, he highlighted the meeting will also be documented as Internal Quality Assurance Cell (IQAC) for future plans for submission of NAAC. Hon'ble Vice Chancellor stressed that documentation needs to be looked at, monitored and put in action; and it should be a realistic plan.

All HODs are informed to have their own departmental meeting held before the coordination meeting.



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Review of the previous meetings held on 2nd August; 6th September; 4th October and 1st November 2017

- a) All institutes are to devise short term, mid-term and long term objectives and set timelines to achieve the same. Time duration for Short- term objectives would be 1 year, Mid-term 2 years and long term 3 years.

Draft policies submitted by SMIMS, SMIT, SMCON, SMCPT Dept of HSS, SMU. The policies will be finalized by respective Institute Heads after discussing with their respective faculty members; and final policy will be ratified in the next meeting for implementation.

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.

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.

Dr Ashim Mishra, Asst Prof. FMT will frame road map and hold discussions with MS, CRH. The initial preparation of 6 months for pre-accreditation will be treated as short term objective.

Action: MS CRH/Dr Ashin Mishra

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

A fresh application to be submitted to DC for further action.

Action: Director SMIT/HGS SMU

- f) Security of Building, Equipment, 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. Unauthorized parking of vehicles to be stopped.

SOP for security services to be documented and well publicized to all the security personnel. Gate at entrance of SMU premises to be built in order to prohibit unauthorized thoroughfare. Gate pass system to be introduced.

Exercise mock drill for evacuation of staff and patients at SMIMS and CRH in every 3 months. Organize workshops for employees of critical areas on Fire safety and disaster management

Action: HGS, 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 organizational structure.

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

Action: All HOIs/ Head HR, SMU

- h) Nepali classes for MBBS students and B.Sc Nursing students.

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

Under process

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

- i) Monitoring of Academic Progress of Students

All institutions to practice structured monitoring of academic progress of students. Special emphasis may be given to weak and slow learner. 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, SMIMS, SMCON, SMCPT and Dept of HSS, SMU. The draft to be finalized by respective Institutes Heads and submitted before the next meeting for ratification.

This is to be implemented and practiced by all the departments. Attendance monitoring of students to be accessed every month. Every department should have student coordinator. Attendance and examination details need to be published in the website. Replicate a module of SMIT-e Examination system.

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

Action: Mr Avijit/Dean, SMIMS

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

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.

Meeting to be convened with Secretary, Labour Department along with Vice Chancellor, SMU and Dean SMIMS

Action: MS, CRH



Review of the minutes of 5th Coordination Meeting

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

Decision: Noted

Action: Principal SMCPT

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

Decision: Noted

Action: All HOIs

Item 5: Grievance Committee

Grievance/complaint boxed to be placed at outside the HOIs office especially for students and Non-teaching staff .All grievances to be examined before being placed before the authority for consideration.

Decision: Noted

Action: Boxes to be arranged by HGS, SMU

Item 6: Prospectus

Hardcopy of the prospectus is sent for printing. **Total online application received as on date is 128 out of which 107 for B Tech, 22 MBBS and 2 Nursing/MBBS.**

Decision: Noted

Item 7: Preparation for Admission

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

Included SOP in prospectus for admission of students of foreign national for B. Sc. Nursing Course.

Decision: Noted



Item 9: Update MCI and functioning of MCI cell

Identify one coordinator from our own faculty on priority to oversee the regularity of classes and bio-metric attendance of the faculty at STNM.

Noted

Action: Dean, SMIMS and Head HR, SMU

Item 10: UTSAV- Annual Cultural Festival of MU

Decision: One team each from SMIT and SMIMS will be sent for participation at UTSAV Manipal. To be decided the actual number of people participating at UTSAV and formulate travel plan accordingly.

Noted

Action: ALL HOIs

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.

Noted

Action: Director, SMIT/ MS CRH

AGENDA for the 6TH COORDINATION MEETING

Agenda Item 1: NAAC update: plan for future

SSR successfully uploaded on 10 Jan 2018. The Vice Chancellor applauded Mr. Manoj and his team for their personal indulgence and tremendous progress of the NAAC work.

All Institute heads are to be more involved and diligent towards NAAC related work in their respective institutions. It is a group activity and the success of NAAC will have huge impact on future of the University.

Mr Manoj thanked all for their cooperation and requested to sensitize all faculty and students, make them aware of NAAC visit. All PPP and notes to be uploaded at SMUERP for access by the student. Apprise students regarding the accessibility of PPP, notes, departmental activities from SMUERP. Keep posting documents frequently at SMUERP and make SMUERP student friendly.

HOIs, Faculty, Staff and Students to visit website and NAAC link habitually to familiarize the link. Faculty to upload detailed work on NAAC. Make every employee understand mission, vision and core values and perspective plan of the organization.

Action: All HOIs and Mr Avijit



Agenda Item 2: Budget exercise: budget diligence

Every department should be little more diligent towards preparation of Budget. Budget to be prepared institution wise. .

Action: All HOIs

Agenda Item 3: Progress in infrastructure

- a) Exam Cell - will be shifted to new venue by 25 Jan 2018.
- b) CRH – New OT to be started from May 2018. Upgradation of level 6 and 7 is in progress.
- c) SMUDE– will be shifted at SMIT by end of February 2018. SMUDE building to be utilized by HSS and same building will be available for physiotherapy.
- d) Installation of Fire Hydrant at SMIT – is in progress. Work order has been issued to the contractors.

Noted

Agenda Item 4: SMCON accorded Sikkim Nursing Council (SNC) recognition

Vice Chancellor praised the Principal Nursing for obtaining SNC recognition for SMCON.

Noted

SMCON compliment for student strategic plan

Vice Chancellor praised principal college of Nursing for excellent strategic plan framed by the College. Other departments to follow the same effective plan in future.

Noted

Agenda tem 5: HR – faculty position –AICTE norms, additional specialist at CRH – manpower planning for 2018-19

As per AICTE norms for teacher student ration is 1:20. There is no need for appointment of additional faculty at SMIT.

Appointment of additional specialist viz urologist and one nephrologist for CRH required.

Action: Head HR

Agenda Item 6: Annual sport meets – Tech campus vs Med campus

Inter College Sports carnivals will be introduced including student team and faculty team activities at SMIT as well as at SMIMS.

Action: All HOIs



Agenda Item 7: Biometric attendance – in SMIT

Biometric attendance to be introduced at SMIT. At least two biometric machines to be installed at present in the SMIT premises.

Action: Director SMIT/Head HR

Agenda Item 8: Points of Head General Services, SMU

Obtaining NOC for firefighting from Directorate of Fire Services, GoS is imperative on a yearly basis. Refilling of fire extinguishers to be taken up on priority at CRH/SMIMS/SMIT before the next inspection by the Directorate of Fire services, GoS.

Meeting ended with vote of thanks to the Chair



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