

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**  
**Minutes 12<sup>th</sup> Coordination Meeting**

**4 July 2018**

**Time: 2.30 p.m**

**Venue Conference Hall, SMIMS**

The 12<sup>th</sup> Coordination Meeting with all the Heads of Institutions and Heads of Offices was held on 4 July 2018 under the Chairmanship of the Hon'ble Vice Chancellor, SMU.

Members present

1. Dr GS Joneja, Dean, SMIMS
2. Prof (Dr) BB Pradhan, Director In-Charge, SMIT
3. Prof (Dr) KS Sherpa, Registrar, SMU
4. Prof Mridula Das, Principal, SMCON
5. Dr Nikita Joshi, Principal, SMCPT
6. Mr MS Sridhar, Hear HR, SMU
7. Dr. Mingma Sherpa, HOO, CRH
8. Col. Umakant Singh, Head General Services, SMU
9. Prof Luna Adhikari, Dy Controller, Exam – Med
10. Dr Manoj Kumar Nagasampige, Coordinator, IQAC
11. Mr Madan Chettri, Coordinator In-Charge, HSS
12. Mr Chandra Rai, FO In-Charge, SMU
13. Mr Avijit Karmakar, IT, SMU

Hon'ble Vice Chancellor welcomed all the members present.

Review of the 11<sup>th</sup> Coordination Meeting held on 6 June 2018

**Website Update:**

HoIs to assure the update of website during monthly meeting  
Feedback on status of Institute / Department website

**Head Operation CRH informed that the update on CRH is in progress. Mr Avijit briefed on the website modification in respect of BPT and Nursing College. As per details and communication received from various departments, updating work is in progress.**

**Wi Fi monitoring:**

Wi Fi monitoring and recording at selected points in and around SMIMS/CRH /SMU by IT staff  
Connectivity is not satisfactory; compliance must as per signage "WI FI"

**Wi Fi monitoring is undergoing on a daily basis. Mr Avijit will review and follow it up for smooth connectivity at SMU and SMIMS hostels.**

**Hon'ble Vice Chancellor suggested to create separate fund for maintenance of hostel and for further improvement of facilities to be utilized from hostel maintenance fund.**



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

Hon'ble VC advised to SMU IT to prepare wi fi utilization report in near future.

#### IT Update

- (i) Status on SIS readiness to go live by July 2018.  
**Mr Avijit informed that MAHE has handed over the system to SMU. From next week onwards go live to the end-users. Hon'ble VC insisted that all departments should start together.**
- (ii) Action on maintenance of log book for computer labs to record the attendance of students using IT equipment at least for last 2 years to keep the records of lab census ready.  
**Mr Avijit informed that the Physical log book has been maintained for last 2 years. Dos and Don'ts boards to be placed in the computer labs.**
- (i) Detailed report on IT equipment and installed capacity in SMU.
- (ii) Procurement plan of all IT equipment for 2018-19.

IT Department started survey of the feasibility of IT equipment in various department at SMIMS & CRH and consequently IT department will project future procurement plans.

Work Order has been placed for Cannon Xerox machine.

#### NAD Update

- (i) Data upload from SMIT

Data upload from SMIMS

**SMIT- Completed, SMIMS - pending**

- (ii) Training / workshop for faculty and students by end of May 2018 - Pending After completion of NAD training will be done.

**Mr Avijit assured that the NAD will go live within 3-4 days.**

#### NAAC Update

HoI to ensure compliance on observations made during Mock Peer Team visits.  
HoI to confirm that SSR is complied in all respects.

**Dr Manoj has expressed his concern and requested to conduct sensitization program for faculty and staff to read and understand SSR to a greater degree.**

DVV documents have been successfully uploaded.

**Dr Manoj requested Micro Organization Structure of CRH, Engineering, and Finance etc in terms of Human Resources to be prepared.**

#### Goals & Objectives

Presentation of goals and objectives for next year by HoI –

**To be presented in the next Coordination Meeting by all units of SMU.**





Creation of Master List of on numbering of all classrooms, seminar halls, tutorials, demonstration rooms and laboratories. The Master List so created to be certified by the HoI / Principal / HoO concerned-

**Master list to be kept in Engineering Sections and Institute Heads. Engg Department has to maintain master list and submit it in the next coordination meeting**

Status on asset census, auditing and disposal.  
Disposal policy on e-wastes.

**Mr Avijit stated that all list of e-waste have already been collected from all units. Further the Govt. of Sikkim has to be approached for finding an appropriate place for dumping of the same.**

Status on installation plan of ETP before next visit by Pollution Control Board.  
Discussed with VC.

**HGS informed ETP plan to be considered within one months' time.**

Finance Officer to enquire from HOIs the budget requirement for advertisement in the next financial year within next week and finalize the same in advance.

All the units need to have their own focused advertisements.

**Next year's advertisement budget to be submitted within the next two weeks. A separate meeting will be conducted to discuss this matter.**

**Status on Additional Courses**

- PG Diploma and B Pharma courses in SMIT
- B Ed course and MA English in Department of HSS – plan to launch in next academic session
- New courses in Management, SMIT and MHA
- Course on Bio-Ethics by SMIMS

**Vice Chancellor expressed that B Pharma course is not feasible.**

**Vice Chancellor necessitated Head Operation, CRH to plan within next 2-3 weeks to start Bio ethics course for first year MBBS students and subsequently to be integrated in the induction program for the new batch of MBBS students**

Update from Head, HR and Head, GS

Another 15 days workout

**Policy on SMU Guest House have been worked out and to be place for approval of the Hon'ble Vice Chancellor.**

Update from Dean – SMIMS, Head-GS & Registrar, SMU

**Vice Chancellor insisted to frame Policy manuals on engineering, IT, finance and hospital explicitly on Complain resolution.**

Update from office concerned

**HGS working on it. Provision of maintenance staff for external areas of SMU / SMIMS**



Agenda#1: PhD and NET qualification (for HSS) mandatory for faculty recruitment

**Decision: NET qualification/Ph D is mandatory to be effective for future recruitment for SMIT and HSS.**

**Action: ALL HOIs and HODs**

Agenda#2: Feasibility of implementation of "COLLPOLL"

**Decision: Mr Avijit assured that the basics for COLL POLL to take place within next 6 months. Documentation have been done.**

**Action: Registrar/SMU IT/All HOIs/FO**

Agenda#3: Gender Champion at each units of SMU

**Decision: Registrar, SMU to share Notification with all constituent units of SMU accordingly feedback from all HOIs to be taken.**

**Action: Registrar/HOIs/HODs**

Agenda#4: Financial Issues / Budget (from SMCON)  
To share income / expenditure statement of 2017  
Provision of lump sum budget to SMCON

**Decision: Discussed thoroughly and Dean has agreed a separate provision will be made for SMCON and SMCPT.**

**Action: Dean, SMIMS/FO**

Agenda#5: Consideration of "transfer" in lieu of "resignation" for the staff nurses, CRH joining SMCON as Assistant Lecturer and payment for notice period (from SMCON)

**Decision: Resolved issue**

Agenda#6: Examination Schedule for BSc Nursing Students

Scheduling examination of theory papers on alternate day by giving a one day gap.

**Decision: To be discussed separately with the Dy Controller, Exam**

**Action: Dean SMIMS/Principal SMCON/Dy Controller – Exam (Med)**

#### **Information**

MsSarika Atreya, PRO-SMU as spoc for sharing all major events of SMU / Constituent Units among all group institutions.

Similarly, nominate one spoc at SMIMS/SMIT/SMCON/SMCPT/HSS/MHA to share such information with PRO-SMU every month.

Press release on SMU (with special focus on CRH) is in process. Data / information requested from CRH.



*[Handwritten Signature]*  
REGISTRAR  
SIKKIM MANIPAL UNIVERSITY  
5TH MILE, TADONG  
GANGTOK

