

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**  
**Minutes 11<sup>th</sup> Coordination Meeting**

**13 June 2018**

**Time: 2.30 p.m**

**Venue Conference Hall, SMIMS**

The 11<sup>th</sup> Coordination Meeting with all the Heads of Institutions and Heads of Offices was held on 13 June 2018 under the Chairmanship of Hon'ble Vice Chancellor, SMU.

Members present

1. Dr GS Joneja, Dean, SMIMS
2. Prof (Dr) Ashis Sharma, Director, SMIT
3. Prof (Dr) KS Sherpa, Registrar, SMU
4. Dr Gautam Dey, Medical Superintendent, CRH
5. Prof Mridula Das, Principal, SMCON
6. Dr Nikita Joshi, Principal, SMCPT
7. Mr MS Sridhar, Hear HR, SMU
8. Mr Pradeep Chaturvedi, FO, SMU
9. Dr. Mingma Sherpa, HOO, CRH
10. Col. Umakant Singh, Head General Services, SMU
11. Prof GC Mishra, Dy Controller, Exam – Tech
12. Prof Luna Adhikari, Dy Controller, Exam – Med
13. Dr Anuradha Parasar, Dy Director, DDE
14. Dr Mallikarjuna G, Addl Registrar- Evaluation, SMUDE
15. Dr Manoj Kumar Nagasampige, Coordinator, IQAC
16. Mr Madan Chettri, Coordinator In-Charge, HSS
17. Prof Samarjeet Borah, Dept of CA, SMIT
18. Mr Avijit Karmakar, IT, SMU
19. Dr Asim Mishra, Member, IQAC

Chairman welcomed all the members present. Hon'ble Vice Chancellor thanked all the members present for successful completion of his one year tenure and complimented all staff member of SMU for their support and good work.

He also informed that for the first time GC/EC has passed resolution complimenting all the staff of SMU for excellent job done in various activities. On behalf of GC/EC Hon'ble Vice Chancellor complemented all the staff of SMU for their relentless contribution towards the growth of SMU. The committee members were requested to communicate this message to the all staff of SMU and its constituent units

Review of the 10<sup>th</sup> Coordination meeting held on 2 May 2018. Following points were discussed.



  
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(a) IT Census Update

**(i) Health of IT infrastructures at SMIMS / CRH:** Update from Mr. Avijit

All IT equipments are working satisfactorily in all the departments. Currently there is requirement of 6 printers at SMIMS/CRH.

**(ii) Website Update:** Website of Departments / Institutes update / Faculty profiles update

All HOIs are required to make it a point to update their departmental websites on a monthly meeting. The Hon'ble Vice Chancellor asked the HOIs to submit feedback on website updation.

Dean, SMIMS desires to have SMUERP accessibility at SMIMS hostels. Mr Avijit informed that the SMUERP is provided only for official use. Due to some security related issues SMUERP is not accessible at hostel. However Dean insists on providing limited access in certain areas. LAN connection to be extended to SMIMS hostel.

**(iii) Photocopier Machine in SMU office:** Vendor (Canon) approached and networked photocopier machine proposed with contract of 60 months underway.

### **Proposal approved for installation.**

**(b) SIS Update** (i) Completion of SIS by end of May (ii) Scheduling trial period in the month of June (iii) Readiness to go live by July 2018

Mr. Avijit informed that in the first week of July it will go live. Training will be provided to the faculty, staff and students from 22<sup>nd</sup> July 2018 onwards.

**(c) NAD Update :**

(i) Date upload from all Institutes

(ii) Training / workshop for faculty and students by end of May 2018

Under process.

**(e) NAAC Update**

**(i) Online student survey:** On 21<sup>st</sup> May NAAC administered online survey. Met the NAAC requirement achieved more than 10.5% till 28<sup>th</sup> of May,.

**(ii) DVV compliance:** Data Verification Validation (DVV) process to be carried out before 22 of this month.

**(iii) Robustness of IT, its documentation and auditing:** Mr Avijit to provide updates on IT equipment and the installed capability of SMU as of date in the next coordination meeting.

Hon'ble VC suggested IT Department to maintain 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

Mock visit by Hon'ble VC and Dean SMIMS will be held from 25<sup>th</sup> of this month. Hon'ble VC informed all HOIs to go through the feed backs and observations received earlier and address all the issues before the next round of visit.





**(f) Goals & Objectives: Goals and objectives for next year by HOIs**

All HOIs are requested to align their Goals and objectives for the next one year based on what we have present in the 44 GC/EC to be submitted in the next coordination meeting. Head HR shall share the PP slide presentations on SMU goals and objectives of the 44 GC/EC with all HOIs.

**(g) Strengthen Support for Smooth Functioning of SMCON:** Handing over of store room occupied by Store Department, CRH inside SMCON complex to SMCON.

Completed

**(h) Common Holiday Calendar across all Constituent Units**

**(i) Virtual Class Rooms – Student Project**

Presentation on virtual class rooms with regards to overall expenditure was given by Mr Samarjeet Borah, SMIT. VC insisted to work on to find solution, in addition Mr Avijit to share proposal of MaGE and other vendors.

**(j) Bio Medical Society**

**(k) Numbering of classrooms, seminar halls, tutorials, demonstration rooms and laboratories:** All classrooms, seminar halls, tutorials, demonstration rooms and laboratories to be serially numbered and create master list of the same. HOIs to physical verify and certify the list.

**(l) Asset census, auditing and disposal**

Check list to be maintained by all the HODs. Physical verification and certification of assets to be carried out by the HODs on a yearly basis. Master laser to be maintained for all assets by each department and updated regularly periodically.

Prepare disposal policy for e-waste

**Update from Head, GS**

**(m) Bio Medical Waste Management**

- (i) ETP
- (ii) Incinerator

ETP – Prepare a plan for installation of ETP. Finalize the plan before the next visit of Pollution Control Board.

Incinerator is working satisfactorily

**(n) Admission Status of Constituent Units**

- Regular meeting of Admission Committee by Hols / Principals / Coordinators
- SOP on admission procedure to be shared among SMIMS, SMCPT, SMCON, MHA and HSS Admission Committee would be constituted in line with SMIT.
- Limited decentralized admission budget for marketing / advertisement.



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. This will help in focus advertisement of the respective department. 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.

**(o) Introduction of new program and courses and foreign language courses:**

SMIT is working out for PG Diploma courses and B Pharma courses. HSS is working out for B.Ed course and MA in English. Proposal to be submitted in the next Academic Senate meeting.

Hon'ble VC suggested to look into the UGC mandated courses and foreign language courses to B.Tech and Nursing students.

Head Operation, CRH to take initiative for starting of Bio-ethics course.

Proposal to be submitted by HOI Management and MHA for introduction of specialized courses in management in both the campuses by next coordination meeting. Internal faculty to be utilized for the MBA with various specialization.

**(p) SMUDDE – update on Academic process and Examinations**

Update from Dy. Director – SMU DDE

Presentation on SMUDDE curriculum design and approval of program by Dr Manoj and Dr Malik Additional Registrar on examination and evaluation system prevailing at SMUDDE.

**All the members complimented the process and SMUDE mobile Apps**

**(q) Financial Management**

- Monthly review meeting by HoI
- All procurement under CAPEX to begin from July 2018.
- Judicious utilization of OPEX

Budget approved in the FC meeting held on 9 June 2018. **Capex:** Expenditure to the extent of 25% of the proposed outlay can be incurred currently and 75% till Dec 2018.

**(r) Procurement of Books – SMCPT**

Approved for procurement of books in consultation with the librarian and FO, SMU

**(s) Hoarding of CRH at Rangpo check post**

Completed

**Agenda#1: Provision of maintenance staff for external areas around SMIMS / SMU building**

**Decision:** External and Common areas needs to be kept clean. Proper maintenance and up keep of their own external areas to be done by the respective department.

**Action:** Head - GS & Head - HR





**Agenda#2: Use of SMU Guest House by private guests in SMU.**

**Decision:** Agreed subject to payment by the respective department / concerned institute for their department guest.

**Action:** Registrar, SMU and Dean, SMIMS. FO to work out the rates for the same.

**Agenda#3: Ensure implementation of Quality Mandate of UGC.**

**Decision:** Information already circulated to all HOIs. Hon'ble Vice Chancellor requested all HOIs to go through and adhere guidelines and bring uniformity as per UGC guidelines.

**Action:** HOIs / HoDs

**Agenda#4: Examination Reform – UGC guidelines**

**Action:** Feedback/suggestions from all HOIs.

**Agenda#5: Modalities to ensure / re ensure the robustness of Institute data**

**Decision:** Hon'ble Vice Chancellor specifically emphasized that all HOIs to ensure that all the academic process data which is approval at IQAC level has to be robust and periodically updated. To be ensured in the next coordination meeting that the last month's data has been uploaded.

**Action:**

**Agenda#6: Ensure regular check of e-mails so as to reduce the paper usages and timely dissemination of information.**

**Decision:** Notify all the employees to regular check of emails. Requested Mr Avijit to share official email id of all university employees.

**Action: All HOIs:**

**Agenda#7: Record of Minutes of Mandatory Meetings being held in all units of SMU as per the regulatory authority compliance requirements should be documented.**

**Decision:** All the institute level meetings to be recorded.

**Information Points**

- i) Preparation of Procurement Plan for all IT equipment by the IT Department from all departments to be submitted in the next coordination meeting.
- ii) Updates on IT capability as on today.
- i) Policy manuals for examination section, finance, Engineering, IT and Hospital to be prepared.
- ii) Mr Manoj explained IQAC framework for composition of University IQAC & Institute IQAC for further suggestions is requested.



*(Handwritten signature)*  
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