

**Minutes of the 8<sup>th</sup> Coordination Meeting  
7 March 2018**

**Time: 2:30 p.m**

**Venue: Conference Hall, SMIMS**

The 8<sup>th</sup> Coordination Meeting with all the Heads of Institutions and Heads of Offices was held on 7 March 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. Dr Mingma Sherpa, HOO, CRH
8. Col Umakant Singh, Head General Services, SMU
9. Mr MS Sridhar, Head HR, SMU
10. Mr Pradeep Chaturvedi, FO, SMU
11. Prof GC Mishra, Dy Controller, Exam – Tech
12. Prof Luna Adhikari, Dy Controller, Exam - Med
13. Dr Anuradha Parasar, Dy Director, SMUDE
14. Dr Ashim Mishra, Coordinator, IQAC
15. Mr Uttam Upadhayaya, Coordinator In-Charge, Humanities & Social Sciences
16. Mr Avijit Karmakar, IT In-Charge

Chairman welcomed the new Registrar, SMU and Director, SMIT on their first coordination meeting and all the members present

**Review of the previous meetings**

a) **Budget exercise:** Finance Officer informed that only capex part is under process and ensured that the budget would be finalized by 20<sup>th</sup> of March. Chairman requested all the constituent units to economize their budget.

b) **Incinerator and STPs:** Functioning of existing incinerator at CRH to be assessed by General Service staff, all necessary repairs and maintenance to be carried out and conforming to the instruction of State Pollution Control Board, an additional length of chimney of incinerator may be explored if at all needed. It was also suggested that SMIT may be approached for necessary technical faults / defects in the incinerator.

Installing / establishing STP at CRH would not be financially viable at this juncture. It was suggested by the Chairman to explore mini STPs to the General Service Section, SMU.



  
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b) **Procurement / Upgradation of Computers:** IT In-charge informed that 30 computers have been procured and 18 computers out of them were already installed at CRH.

13 N computers spared from CRH to be installed in SMIMS library

Existing computers and peripherals at SMIMS shall be upgraded and budget for maintenance / upgradation need to be worked out in planned ways.

Networked printers must be encouraged and networking wherever needed must be carried out for optimum usage of printers. Use of color printers must be discouraged.

c) **Admission Details:** Mr Avijit apprised detail online application received till date:

320 B Tech completed application

140 MBBS completed application

MDMS – 50 completed application

All the agenda points raised till the 7<sup>th</sup> coordination meeting were resolved. Vice Chancellor thanked all the members of the committee for their cooperation and concerted effort in achieving the goals of the meetings.

## AGENDA FOR THE 8<sup>th</sup> COORDINATION MEETING

### Agenda Item 1: NAAC update

Dr. Ashim Mishra informed that the mock visit to the departments were on.

Decisions:

- a) NAAC laboratory based students survey to be administered.
- b) After completion of mock visit to all departments by NAAC coordinators, second last visit to the department concerned to be carried out by the respective Head of the Institutions and the last visit would then be carried by the Chairman- cum – Vice Chancellor.
- c) Subsequent visit by Mock team or any other must be based on central check list. ✓
- d) NABH – ‘Pre Assessment Training’: Get people from Delhi and organise training for staff of CRH.
- e) MS and COO, CRH to ensure that clinical department are made vibrant with improved functionality.





f) SOP of engineering section and finance office to be ready.

### **Agenda Item 2: MCI issues**

- Occupancy free beds: MCI inspection is expected to take place within the next two months. The recommendation of MCI for our medical college can be possible only with the active cooperation of all and working as a team by all the sections. MCI recognition is necessary not only for survival of MBBS but also Nursing, BPT and other colleges. Additional and concessional beds are provide in the wards. We must ensure that 75% of concessional beds are filled up. Daily IP data of STNM to be recorded every day. Present exercise in all respect to secure our existence by safeguarding at least the existing 50 seats.
- Application for PG courses :  
Application for PG courses for Anaesthesia, surgery, orthopaedics, and pathology to be made online mandatorily.

**Agenda Item 3: Compliment CRH for eye surgery camp:** To place on record. 234 people have benefited from this camp. MS and COO, CRH and all faculty and entire staff from Ophthalmology are appreciated. Every department ought to highlight their major activities every month through social media. The activities should be highlighted through print, electronic and social media.

**Agenda Item 4: FC/EC/GC management:** The Finance Committee meeting and Governing Council/Executive meeting is scheduled on 27 March 2018. All HOIs to go through the last FC/EC/GC minutes and give updates on respective units and furnish their financial statements highlighting receivable amounts above one lakh on a regular basis and what action has been taken.

**Agenda Item 5: IT census:** Completion report on installation of newly purchased computers and census of functional computes in all departments to be assured in the next meeting.

**Agenda Item 6: SIS:** The First phase of installation of SIS will be by the first week of next month. NAD testing phase is over officially and rest is under process. Digital signature has been shared.

**Agenda Item 7:** Redistribution of office space to departments: Relocated different unit/establishment/department of SMU. Consequent upon the movement of DDE to have independent identity and independent structure for each department.



**Agenda Item 8:** Website review: Reinforcing information need to correct. Request all HOIs to look at it and strengthen the university website. Everybody to update and review the content. Advertisement for recruitment to be uploaded at SMU website.

**Agenda Item 9: Student safety, welfare, quality of academic delivery:** This is more of reinforcement of educational institute /University. All HOIs to give special emphasis towards safety and welfare of students and provide better and quality academic deliveries.

**Agenda Item 10: Points from Registrar, SMU**

- a) Constitution of Students' Grievance Redressal Committee: Institute level students' grievance redressal committee to be set up. SOP to be prepared by each department and one member has to be student.
- b) Independent PhD Supervision by the Directorate of Distance Education: It is informed that SMUDDE, shall not register any Ph.D. scholar independently. However, it may do so in collaboration with departments under SMU and its constituent units offering regular courses.
- c) MSRC 2018 poor paper contribution from SMIMS and constituent units: SMIT had conducted MSRC 2018 but very less participation from SMIMS.

The meeting ended with vote of thanks to the Hon'ble Chairman and the participants.

  
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