INTERNAL QUALITY ASSURANCE CELL (IQAC)
Minutes 10th Coordination Meeting

2 May 2018

Time: 2.30 p.m   **Venue Conference Hall, SMIMS**

The 10th Coordination Meeting with all the Heads of Institutions and Heads of Offices was held on 2nd May 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 Pradeep Chaturvedi, FO, SMU
8. Dr. Mingma Sherpa, HOO, CRH
9. Col. Umakant Singh, Head General Services, SMU
10. Prof Luna Adhikari, Dy Controller, Exam – Med
11. Dr Manoj Kumar Nagasampige, Coordinator, IQAC
12. Mr Uttam Upadhayaya, Coordinator In-Charge, HSS
13. Mr Avijit Karmakar, IT, SMU

Chairman welcomed all the members present.

Review of the 9th Coordination meeting held on 6 April 2018. Following points were discussed.

(a) IT Census

i) **Computer Distribution details:** As informed by Mr. Avijit, total 20 systems were upgraded - 11 Library, 1 SMCON, 1 Physiology, 1 old hostel, 1 HR SMIMS and 1 Pharmacology. 3 terminals were lying with the IT.
Hon'ble VC instructed IT, SMU that all computers and peripherals shall be functional in all the 21 departments including SMIMS and CRH before the next meeting of Hon'ble VC with the faculties of SMIMS scheduled to be held sometime in the month of June.

ii) **Website Update** – Hon'ble VC instructed that responsibility has to be shouldered by each and every department for timely update of website. HoDs have been instructed to provide details with regard to workshop, conference, program, photographs along with

the write up well in time to upload in the website and apprise details in the monthly coordination meeting.

Hon'ble VC instructed Mr. Avijit to identify and put a staff into job of uploading faculty profile to complete task well in time.

iii) **Photocopier Machine in SMU office** – Mr. Avijit to negotiate and bring down cost to 80 paisa per page of printing. To be finalized within next week and completion report to be submitted in the next coordination meeting. Hon'ble VC opined that the matter has got delayed and also instructed to find the alternative in case the negotiation fails with the previous vendor.

iv) **Wi-Fi:** In response to the erratic Wi-Fi connectivity by the Dean, SMIMS specifically in staff quarters, Hon'ble VC instructed Mr. Avijit to select six important locations including staff quarters and one IT person shall monitor these selected locations on daily basis and prepare daily report.

(b) SIS

Mr Avijit informed that servers have been handed over to MAHE, Manipal. Upgradation of server will be completed by 15th of May. They are working on changing of logo and student type as per institute's requirement. By 15th – 20th of this month MAHE team would visit SMU to upload the original data.

Mr. Avijit requested all HoIs to provide proper and complete data to IT. One month would be trial period. SIS would go live from 1st of July 2018.

(d) NAD
Mr Avijit informed that Degree certificates for 2017 batch students of SMIT have been uploaded as per new format and will be completed well on time before the deadline stipulated by UGC.

(e) NAAC Update
Dr Manoj, Coordinator – IQAC updated progress on NAAC.
- NAAC has given option to opt out 50 marks and gave us option to opt out some metrics which are not applicable to us. University has decided to opt out certain metrics from Research and Teaching Learning process.
- One of the consultants visited university and gone through filing and expressed satisfaction with the status.
- Mission, Vision and Core Value have been approved and will be displayed in all the units.
- Vice Chancellor along with Senior Faculty will visit all department to ensure that all the requirements have been placed.
- NAAC asked details on faculty members, courses offered and dropped each year for past five years and examination data.

Hon'ble Vice Chancellor insisted all HOIs to co-operate and make non-teaching staff aware of the NAAC visit and schedule meeting with non-teaching staff to address grievances at all level.

(f) Goals & Objectives

In response to the goals and objectives of each Institute by the Registrar, Hon'ble VC desired to have presentation of goals and objective from HoIs in the next coordination meeting. He further emphasized that institute goals and objectives must be aligned towards the perspective plans of University.

(g) Rental Tariff for utilizing auditorium / seminar halls

Head, GS, SMU informed that the tariff regarding the utilisations of auditorium, seminar halls and lecture halls had been finalized. Permission to avail the use of the auditorium, seminar halls, lecture halls etc. for private use to be allowed explicitly in exceptional cases. Considerations on tariff and renting these facilities on exceptional cases was the prerogative of Hon'ble VC / Dean, SMIMS.

(h) Student's Travel Allowance

Registrar informed that policy on student's travel allowance had already been worked out and circulated to all concerned. In this regard, Hon'ble VC suggested that such allowance could be a part of student's welfare fund. However, he expressed that student's welfare fund did not fall under the student's benevolent fund.

(i) Strengthen Support for Smooth Functioning of SMCON / SMCPT/HSS/SMDDE

Hon'ble VC instructed Head, GS, HR and Finance, SMU to provide a single point of contact to SMCON, SMCPT, HSS and SMUDDE for any related work.
Engineering Section to ensure store room occupied by Store Department, CRH inside SMCON complex is handed over to SMCON.

HGS, SMU informed Mr Balam shall be responsible to provide services in dealing with engineering section He should visit premises twice a week. HR will provide details in the next coordination meeting.

Engineering section shall ensure that store room presently being used as a spirit store by CRH in the SMCON complex to be handed over to SMCON after finalizing suitable place for storing spirits.

(j) Requirement of Hostel Facility for Girl Student

With the request from Principal, SMCPT, Dean - SMIMS, agreed to provide hostel accommodation of 5 rooms (for 15 students) to girls' students of SMCPT.

Agenda Item 1: Common Holiday Calendar across all Constituent Units

Decision: All institutes must align their holiday with the University holiday calender. Any compensatory leave against the specified holiday shall have prior approval of the Registrar, SMU.

Agenda Item 2: Virtual Smart Class Room project by students

Decision: Setting of Virtual Smart Class room of capacity around 50 seater could be taken up as students' project and could be funded. Project proposal to be presented during the next coordination meeting by the Director, SMIT.

Agenda Item 3: Establishment of Bio Medical Society

Decision: Bio Medical Society is a common platform of various academic / research related activities involving members from all constituent units of the University. Director, SMIT would be the Chairman. Membership drive from health and engineering professionals shall be initiated. Charter of Society to be framed.

Agenda Item 4: Bio Medical Waste Management (i) STP (ii) Incinerator

Incinerator – functional and maintaining records.

Decision: To be monitored on a daily basis. ETP and Shredder machine if mandatory, call the vendor and work out the charges.

Agenda Item 5: Admission Status of Constituent Units

Admission preparedness – All HoIs /Coordinators to be proactive.
Admission calendar – Formulate prescribed calendar for other courses
Periodic review – Set timeline
Single point contact – All the units to have single point contact within the institute for any queries.
Need for additional marketing/advertisement expenditure – All HoIs to look at it and focus on advertisement.
Hon'ble VC insisted to lookout for students from Nepal.

Agenda Item 6: New programs and courses – All HOIs

Decision: New courses of certificate, diploma and degree courses could be added under all constituent units. All institutes to find feasibility of new courses and academic enhancement courses. Hon'ble VC suggested to start one year B.Ed courses which is currently in demand. HSS to work out the details to be placed before the next Academic Senate Meeting.

Prepare feasibility report on Bioengineering, Medical Record and Foreign Language Courses as suggested by the members. It also add value to our institute and enhance financial stability. Submit proposals of new courses for next academic year.

Agenda Item 7: SMUDE

Hon'ble VC instructed for update on academic process and examinations from DDE every quarter. Dean (Academics) and Addl. Controller – Examination, DDE may be a part of the coordination meeting during the update.

Noted.

Agenda Item 8: Financial management

Capex/Opex - Periodic monitoring

Decision: Capex – Capex is on hold till first of July however preparation of budget to be continued. Finalization would be only after July 2018.

Opex – Should be prudent and insightful. Priorities requirements judiciously streamline the procurement process for essential items. Strictly follow laid down procurement policy and other directives.

MS-CRH proposed to take CMC for five years for essential equipment at CRH.

Agenda Item 8: Procurement of Books – SMCPT

Provision to procure books through online if the publishers are unable to provide the books on stipulated time.

Decision: Discuss with the librarian to procure books through online. FO to resolve the financial issues in regard to the procurement of books.

Information Points

i)   Any financial contract / agreement shall be routed through Finance Officer, SMU
     Original copy of the contract / agreement shall be submitted to Finance Office, SMU

   Noted.

ii) Updated on progress of NSS by Department of Humanities & Social Sciences

   Noted.

ii) 09 June 2018 (tentative) dates for GC / FC / EC meeting
     Any additional agenda / update by 12 May 2018
     Last week of June (tentative) date for Academic Senate Meeting

   Noted.

iv) Hon'ble VC instructed engineering section to number all class rooms, seminar halls, tutorial
     halls and laboratories in all premises and also to ensure the asset census, auditing and disposal.
     All equipment to physically verified and assets audited.

   Noted

v)   Hon'ble VC instructed that the hoarding of CRH at Rangpo check post needed immediate
     change.

   Noted for action by Head- Operations and MS - CRH