

R/c

MINUTES OF THE 4RTH COORDINATION MEETING

1 NOV 2017

Time: 2:30 p.m

Venue: Conference Hall, SMIMS

The 4th Coordination Meeting with all the Heads of Institutions and Heads of Offices was held on 1 November under the Chairmanship of Hon'ble Vice Chancellor, SMU

Members present:

1. Prof (Dr) VK Mehta, Officiating Dean, SMIMS *[Signature]*
2. Prof (Dr) Ashis Sharma, Registrar, SMU *[Signature]*
3. Dr Amit Garg, Director, SMIT
4. Dr Gautam Day, Medical Superintendent, CRH *[Signature]*
5. Col Balwant Singh, Director, General Services *[Signature]*
6. Prof Champa Sharma, I/c Principal, SMCON - *[Signature]*
7. Dr Nikita Joshi, Principal, SMCPT *[Signature]*
8. Col (Dr) ST Veetil, Asso Director (A) SMIT *[Signature]*
9. Dr Sanjeeba Dutta, Dean, (A), SMIMS *[Signature]*
10. Mr Romil Seth, Head HR, SMIMS *[Signature]*
11. Mr Pradeep Kumar Chaturvedi, FO, SMU - *[Signature]*
12. Dr Manoj Kumar Nagasampige, NAAC
13. Mr Madan Chettri, I/c Coordinator, Humanities & Social Sciences *[Signature]*
14. Mr Avijit Karmakar, IT *[Signature]*

The Hon'ble Vice Chancellor welcomed all the members present

Few points with regard to 2nd Coordination Meeting were discussed

4. **Website update:** One of the most crucial components of a Brand's online presence is its website. Timely checking and Critical lookout of website is required.

Special emphasis to be given while updating website are:

1. Accuracy
2. Timely updates on faculty details
3. Recent happening and latest pictures

Decision: Delegate one personnel with fixed responsibility for updating and lookout for website at regular intervals.

Action: All HOIs



[Signature]
REGISTRAR
SIKKIM MANIPAL UNIVERSITY
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vi. Scheduled Meetings with the Employees

Decision: All the Heads of Institutions to commence meetings with Non-teaching staff and the minutes of the meeting of all the units to be submitted in the next meeting.

viii. Receptionist for SMCON at CRH

Decision: Head HR assured to look into this issue and resolve the same with the existing manpower.

Review of 3rd Coordination Meeting held on 4 October 2017

1. Strengthening the Ph D Process

It was felt to have a relook at the existing Ph.D policy in order to enhance the quality of dissertation. All HOIs were directed to be diligent in recommending research protocols to the University for registration. It may also be worthwhile to revisit the earlier practice of protocol presentation before the University Research Committee.

Further the Institutes to discourage part time internal candidate registration and focus on getting full time scholars into the PhD program. Stipend may be paid to certain number of full time scholars and the same may be projected in the budget. Also the eligibility of the proposed supervisors as well as the department to conduct PhD programs to be ascertained before finalizing PhD seats.

Decision: Noted for compliance

2. Monitoring of Academic Progress of Students.

All institute to have structured monitoring of the academic progress of students. Special emphasis on weak and slow learners.

Presentations were made by Individual Institute on the subject.

Decision: All the Institute heads are informed to draft/frame policies in this regard for approval in the next meeting.

Action: All HOIs



3. Attendees of EC/CG Meeting:

It was informed that hence forth only the members will attend the Executive and Governing Council Meetings.

Decision: Complied

4. NAAC Progress: All Institute heads were requested for their personal indulgence towards NAAC related work at their respective institutions.

The Vice Chancellor expressed satisfaction and gratitude to Mr. Manoj *and* his team for tremendous progress of the NAAC work and thanked everyone for their personal indulgence towards NAAC related work.

Agenda for the 4th Coordination Meeting

Item 1: Financial planning for next year's realistic, 1st December:

Decision: Realistic budget needs to be prepared in order to apply financial discipline. All the institutes ought to follow this financial policies in a more pragmatic manner. Budget to be submitted by 1st December 2017

Action: All HOIs

Item 2: Continued preparation for NAAC

Noted: Dr Manoj requested the HOIs to ensure all required information/document is forwarded to the NAAC Committee at the earliest.

Action: All HOIs

Item 3: SMIT Admission/Prospectus

Noted: Draft prospectus is ready. Only few changes required to be incorporated.

Action: Chairman Admission

Item 4: National Ranking Badminton tournament

Promotion and facilities for holding such events ought to be expanded. It is a great opportunity for advertising and promotional activities of the University.

Decision: Approved



Item 5: National Institute Ranking Framework

It was informed that SMU would be participating in NIRF under this following category

- (i) Overall
- (ii) Engineering
- (iii) Medical

All Institutes are require to complete the documentation process by 15 Nov 2017

Decision: HOIs to ensure that robust data is provided to Registrar so that there is better NIRF ranking.

Item 6: Personal Meeting of MS/Head Operation with the Labour Secretary, GoS:

MS/HO, CRH to meet Labour Secretary, GoS and settle the receivable amount of ESIC. Credits will not be extended by 31 Dec 2017 unless such dues is cleared by Labour Department.

Action: MS/HO, CRH

Item 7: Shifting of SMUDDE to Majitar:

Noted: DGS has assured that by the 15 Feb, 2018 SMUDDE will be settled in new place.

Item 8: MESVCC Meeting & Dean's Conclave

Next MESVCC meeting is scheduled to be held at SMU on 12 Dec of 2017 and the first Dean's Conclave to be held at SMU on 13 & 14 of Dec 2017.

Decision: Approved.

Action: Registrar, SMU to coordinate.

Item 9: Progress in BOS

Noted: BOS details has not been received from Biochemistry and OBG Department.

Action: Dean SMIMS to expedite the same.

Vice Chancellor conveyed heartfelt thanks to everyone for making 17 Convocation a grand success.




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