

**MINUTES**  
**2<sup>ST</sup> COORDINATION MEETING**  
**SEPTEMBER 6, 2017**

**Time: 2:30 pm**

**Venue: Conference Hall**  
**Level III, SMIMS**

The second coordination meeting with all the Heads of Institutions and Heads of Offices was held on 6<sup>th</sup> September under the chairmanship of Hon'ble Vice Chancellor, Lt Gen (Dr) M. D. Venkatesh.

**Following members were present:**

- 1 Dr G S Joneja, Dean, SMIMS
- 2 Prof (Dr) Ashis Sharma, Registrar, SMU
- 3 Col Sadasivan Thekkey Veetil, Joint Director, SMIT
- 4 Dr Gautam Dey, Medical Superintendent CRH
- 5 Col Balwant Singh, Director, General Services
- 6 Prof. Mridula Das, Principal, SMCON
- 7 Dr. Nikita Joshi, PT Principal, SMCPT
- 8 Dr Mingma L Sherpa, Head Operations, CRH
- 9 Dr Anuradha Parasar, Dy Director, SMUDDE
- 10 Mr M S Sridhar, Head, HR, SMU
- 11 Mr. Pradeep Kumar Chaturvedi, Finance Officer, SMU

The Hon'ble Vice Chancellor welcomed all and emphasised that the purpose behind this monthly meeting was to discuss common shared objectives and achieve them in a time bound manner.

**Review of 1<sup>st</sup> Coordination meeting as given under: -**

- a) Quality of Academic Process being delivered to the students.

Update by Dean, SMIMS:-

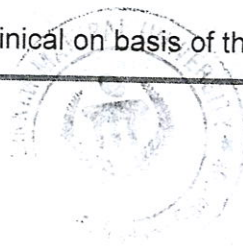
- MCI requirement pertaining to CRH to be received by end of the week.
- MCI cell has been constituted.
- Academic processes to be further strengthened with the appointment of Associate Dean (Academics) SMIMS.

Update by Deputy Director, SMUDDE:-

- Speaking rights given to the DE Students to facilitate two-way communication.

Update by Principal SMCPT: -

- Students being sent for the clinical on basis of theory being taught.



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- b) Campus up keep: To improve quality of campus life.
- Dustbins to be regularly emptied.
  - More potted plants to be placed.
  - Additional Budget for maintenance of CRH to be considered.

**Action: Director, General Service**

- c) Security of building, equipment, students and documents: To follow SOPs, review them regularly to check if the same is being adhered.
- The authority to be far more vigilant with regards to students security and safety and reinforce the students as and when required security.
  - Unauthorised parking of vehicles to be stopped.
  - More lighting to be provided from Mess to nursing hostel.

**Action: Director, General Service**

- d) All institutes to devise short term, middle term and long term objectives and set the timelines to achieve the same.
- All institutes have short term, middle term and long term plan.

**Action: All Heads of Institutions**

- e) NAAC Accreditation for SMU (Update)
- 1 Core Committee formed.
  - 2 Sub committees at institute level for each of the criterias formed.
  - 3 Field trip to SMIT organised.
  - 4 Templates used by SMIT for students feedback, course and program outcome shared.
  - 5 Task force being constituted under Dr Manoj for SMUDDE.
  - 6 Weekly updates meeting being conducted.

- f) Active participation in rankings and Branding of University: All institutes were advised to take part in the rankings in a planned manner and by ensuring all relevant information is collected and projected in proper light to the ranking agencies.

Further directions given as under:-

- Faculty to be encouraged to project their college/ university while attending outstation workshop and conferences.
- Institutes to be encouraged to host North East Conferences on relevant fields.

**Action: All Heads of Institutions.**

- g) Welfare and employee grievance committees in the University and all the constituent units to be set up. The members should represent the different levels in the organisational structure.

- Non-Teaching Welfare community to be constituted at instituted level as well as university level apart from other statutory committees.
- Grievances redressal policy of Humanities students to be finalized by Registrar, SMU

**Action: All Heads of Institutions in consultation with Head, HR, SMU**





Update:

Finance Officer, SMU has started monthly meeting with all heads of Institutes.

- h) Requirement of Fire Officer: - (Update)
- Fire Officer- 2 resume received by Head HR, SMU
- i) Manpower Rationalisation: -
- All the JRs/ SRs in excess of MCI requirement to be placed directly under Medical Superintendent, CRH for posting ICU/ Casualty Department.
  - Surgical ICU to be placed under the Department of Anaesthesia, CRH.

**Action: HR, SMIMS& CRH in consultation with MS,CRH**

- j) BSc in Pharma at SMIT under chemistry Department( Update)
- The university is in contact with Principal College of Pharmacy, Manipal University who have assured to provide all support.

### FRESH AGENDA POINTS

#### I. 2018 ADMISSION (Received from College of Nursing)

The process of admission is a year-long continuous process which demands before completion of current year admission, the preparation of next year admission-begin with preparation of prospectus from current year September. Based on the felt needs following points under the proposed agenda are requested for discussion:

1. Material for prospectus
- Date of submission of updated material to be decided
  - Present admission form has no scope for writing the preferred choice of specialization for MSc. Nursing which to be added in the form

**Decision: All institutes to constitute respective teams of updating for admission prospectus 2018.**

2. Marketing strategy
- All the constituent units need to be involved in planning & implementation

**Decision: A marketing strategy meeting to be conducted within two weeks.**

3. Budget
- Provision to be made & available for all constituent units if there is specific need for marketing
4. Website update
- Timely uploading of data in website



5. Time to time admission committee meetings with all academic constituent units
6. Co-ordination, communication & follow up with Govt. of Sikkim (HRDD & WCD) for timely intervention in admission: Delayed 2017 nomination of BSc. Nursing candidates by State Govt. and subsequently shift of general quota candidates to Govt. quota resulted hardship on SMCON to get the candidates in time. It may result lapse of seats also. Still (as on 24/08/17) 2 seats of HRDD, 2 seats of WCD and 2 seats of general quota are lying vacant. The BSc. N. programme already started from 1<sup>st</sup> August, 2017.
7. Hostel accommodation: Additional hostel accommodation will be required for 2018 admission.

**Decision: A Separate Meeting on Admission 2018 to be convened.**

**Agenda from University:**

- II. **Webmaster:** To seek services of Mr Vivek Thapa to come to SMU twice a week preferably Wednesday and Saturday for content updation.

**Decision: Approved. Further directions issued given as under:-**

- A detailed web policy to be shared.
- Web site to be updated on a weekly basis.
- New faculty details as per template to be shared by HR with SMU IT. The details of faculty who have left to be provided by the respective HoDs for deletion from the website.
- Dean, SMIMS to provide MCI requirement to Registrar, SMU.

**Action: SMUIT in consultation with Registrar, SMU**

- III. Hostel Accommodation for SMUDDE faculty at SMIT.

**Decision: Approved.**

- IV. Regular College Council Meetings. Inclusion of student representatives in some of the meetings.

**Decision: Approved.**

- V. Placement update from SMIT/College of Nursing.

It was proposed that CRH should participate in the campus placement of SMCON as Day One organisation so as to be able to recruit the best available talent from SMCON

**Decision: Approved**

**Action: Head, HR, SMU and team to coordinate with MS, CRH and Principal SMCON.**

**SMIT Placement Update:**

s/n	Date	Name of the Company	Remarks
1	9-10 Aug'17	DELL	8 selects
2	19-22 Aug'17	Wells Fargo	9 selects
3	31 Aug-3 Sept'17	WIPRO	Result Awaited
4	03-05 Sept'17	BOSCH	Result Awaited





VI. Scheduled Meetings with the employees.

**All Heads of Institutions to hold scheduled meetings with their employees.**

**Decision: Approved. A town hall type meeting is being proposed at SMIT on 22 September as a pilot.**

**Action: All Heads of Institutes to initiate such meetings.**

VII. Public Relation Officer at CRH

**Decision: Medical Superintendent, CRH to identify an employee who will be the point of contact between CRH and important visitors to CRH. The contact detail of this employee will be shared with the public.**

**Action Medical Superintendent, CRH**

VIII. Correspondence with External agencies.

**Decision: All employees to be counselled to correspond with external agencies only with prior approval.**

VII. Visit of Pro Chancellor, SMU

**Decision: Pro Chancellor, SMU will be visiting from 11<sup>th</sup> to 15<sup>th</sup> September 2017. The detailed scheduled will be shared by the Registrar, SMU.**

**Additional Agenda:**

VIII. Receptionist for Sikkim Manipal College of Physiotherapy at CRH.

**Decision: Approved.**

**Action: Head HR, SMU**

IX. Nepali classes for MBBS students.

**It was felt that exposing the MBBS students to a course on Nepali would help them in their clinical.**

**Decision: Approved in principle.**

**Action: Dean, SMIMS to work out the modalities.**

The meeting ended with thanks to the chair.



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Registrar, SMU