Internal Quality Assurance Cell (IQAC)

19th Coordination Meeting

3 April 2019

Sl No.	Name	Designation	Signature
1	Brig (Dr) VK Mehta	Dean, SMIMS	
2.	Prof (Dr) Ashis Sharma	Director, SMIT	
3.	Dr Gautam Dey	MS, CRH	
4.	Prof Mridula Das	Principal, SMCON	
5.	Dr Nikita Joshi	Principal, SMCPT	
6.	Dr Mingma Sherpa	Head Operations, CRH	
7	Dr Anuradha Parasar	Director, SMUDDE	
8.	Col Umakant Singh	Head General Services, SMU	3/4/19
9.	Shri MS Sridhar	Head -HR, SMU	3/4/2019
10	Shri Pradeep Chaturvedi	Sr FO, SMU	03/04/19
11	Dr Manoj Kumar Nagasampige	Coordinator, IQAC	
12	Shri Madan Chettri	Coordinator, HSS	3.4.19.
12.	Prof GC Mishra,	Dy. Controller –Tech, SMIT	
13	Prof Luna Adhikari	Dy Controller – Med, SMIMS	Luna 3/4/19
13	Mr Avijit Roy	IT, SMU	
14	Mrs Diki Lama Tamang	PS to VC, SMU	
	Dr. B. Khandelwal	HoD Med Assoc. Dean Research	3/4/19
16	Ajeya Jha.	AD(R&D) SMIT	
17	Dr G Mallikarjun	Additional Registrar	

INTERNAL QUALITY ASSURANCE CELL (IQAC)
Minutes 19th Coordination Meeting

3 April 2019

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

The 19th Coordination Meeting with all the Heads of Institutions and Heads of Offices was held on 3 April 2019 under the Chairmanship of the Hon'ble Vice Chancellor, SMU.

Members present

1. Brig (Dr) VK Mehta, Dean, SMIMS
2. Prof (Dr) Ashis Sharma, Director, SMIT
3. Prof (Dr) KS Sherpa, Registrar, SMU
4. Dr Gautam Dey, MS, CRH
5. Mrs Mridula Das, Principal, SMCON
6. Dr Nikita Joshi, Principal, SMCPT
7. Prof (Dr) Ajay Jha, Dean (R& D), SMIT
8. Prof (Dr) Bidita Khandelwal, Dean – R&D, SMIMS
9. Dr Mingma L Sherpa, Head Operations, CRH
10. Dr Anuradha Parasar, Director, SMUDDE
11. Dr Mallikarjuna G, Addl Registrar, SMUDDE
12. Prof GC Mishra, Dy Controller (Tech), SMIT
13. Prof Luna Adhikari, Dy Controller (Med), SMIMS
14. Shri MS Sridhar, Head – HR, SMU
15. Shri Pradeep Chaturvedi, Sr FO, SMU
16. Col. Umakant Singh, Head General Services, SMU
17. Shri Madan Chettri, Coordinator, HSS

Hon'ble Vice Chancellor welcomed all the members present.

Agenda # 1: SMU Year of Research

✓ *SMIT and SMIMS shall chart out the inaugural event for declaration of SMU Year of Research.*
✓ *Plan to release the sanction of grant based on SMU Research Policy on this day.*
✓ *List of events to be shared to SMU through AD (Research)*

Hon'ble Vice Chancellor gave emphasis on two major issues for the next academic year of the university i.e. Research promotion and Information Technology upgradation. University will make a big investment on research and technology. Functions are entirely on the research promotions in terms of outcome. Particularly HSS, SMCPT, SMCON and MHA to actively participate on research.

HOIs/HODs to set up committee and identify member who are actually drive for research, empower them and set roadmap. First three month should be devoted to internalise all faculty including junior most faculty and students. One event per month to be organised. Every institution to form core group at institutional level as well as at departmental level.

Associate Dean (Research), SMIMS and Associate Director (R&D), SMIT to take on this important task, prepare calendar of events with robust plan. Research at the hospital level also to be included in the event list. Distance Education also to equally participate on research activities

University is exploring from MAHE to get the Research Management Software (RMS).

Decision: Declare year 2019 as a year of research. Entire year to be devoted in research activities and upgradation of Information Technology. Research output should be double in 2020 and triple in 2023. On an average there should be two publications per faculty per year. HOIs/HODs to review projection of research/ endowment fund and its outcome regularly.

Action: All HOIs/HODs/Associate Dean (Research) - SMIMS & Associate Director (R&D)- SMIT

Agenda # 2: Research Mobility Budget

✓ *Develop and SoP for the utilisation of this funds*
✓ *Plan regular mobility of faculty, PhD scholars and other researchers from and to MAHE and*
✓ *Utilise the funds to the fullest and hope for greater collaborative research and joint publications.*

Hon'ble Vice Chancellor informed about the inter university collaboration with MAHE to facilitate interdisciplinary, interuniversity collaboration, joint publication and faculty / research scholar mobility

Vice Chancellor MAHE is providing Rs.50 lakhs grant as a mobility grant to SMU for research and Ph. D scholars. Faculty can visit MAHE as an introductory visit to discuss the subject and

choose a supervisor / co supervisor from MAHE. SMU shall also invite people from MAHE as guest lectures and for research related activities.

All the constituent units to create infrastructure for research and start accounting expenses and prepare data on research head. HOIs to interact with head of their respective departments on quarterly basis and plan a strategy for further development of the project.

HoI and Research Head of SMIMS and SMIT shall communicate with the Dean and HOIs of MAHE.

Hon'ble Vice Chancellor agreed to employ one finance person to handle research grants and if required create separate Directorate of Research from where all the research activities will be carried out. Encourage to hire recently retired employee of central laboratories of ICR, ICAR, and ICMR, CSR and CSIR for both health care and technical institute to get help in academic/research activities.

Decision: Collaborative research is our shared objective for this year. Registrar to prepare SOP for utilisation of mobility grant.

Action: All HOIs/HODs- SMIMS & SMIT, Registrar & Head – HR, SMU

Agenda # 3: SMU Silver Jubilee Celebration

✓ *Year long activities / events for the celebration of SMU Silver Jubilee*
✓ *SMU Act promulgation on 15th November 1995*
✓ *SMU Agreement on 15th May 2003*

Decision: With the consensus of the members of the committee, the University will on 15th Nov 2020 celebrate silver jubilee oration to mark its 25th anniversary. Some eminent personalities in the field of academic, technology, medicine, management and social sciences may be invited for talk.

Action: All HoIs to work on the plan of events and build contact with eminent personalities.

Agenda # 4: Annual Report 2018 -19

✓ *Committee at each unit to work on annual report*
✓ *One spoc to be attached to SMU PRO – Ms Sarikah Atreya*
✓ *Request completion by 31 May 2019*

Decision: Requested to forward complete materials in required format for annual report to PRO, SMU by 31 May 2019 for final printing.
Action: ALL HOIs

Agenda # 5: Advertisement / Hoardings

✓ *Advertisement / Hoardings have been worked out at*
  (a) *5 th Mile turning and Joredhara for SMIMS*
  (b) *Mayfair, 32 Mile, SMIT Gate and Mining for SMIT*
  (c) *Vajra, Namchi, Geyzing and Jorethang for CRH*
  (d) *Digital LED display at MG Marg*

Decision: Approved

(a) Predominantly it should be for SMCPT, SMCON, Paramedical courses and hospital. Content to be short, informative and catchy with display of prominent contact numbers.
Action: HoI, HoO – CRH and Registrar to to speed up the material for display.

Agenda # 6: SMU Website

✓ *Besides the regular update, each office / institute may please forward the pain areas related to our SMU Website.*

Decision: Requested to forward detailed analysis on IT of their respective institute to the Registrar, SMU for further discussions before next coordination meeting.

Action: All HOIs

Agenda # 7: Part-Time PhD at MAHE

✓ *4 Faculty Members from Department of Civil Engineering, SMIT*
✓ *4 Faculty Members from Department of Humanities & Social Sciences*
✓ *Other Units to propose, if any.*

Requested to forward the name of the faculty members of SMIMS & SMIT who are willing to enrol part time PhD at MAHE. There is no need appear in any entrance exam and decided course work to on self study mode with examination to be held at MAHE. Registration under this scheme is open all throughout the year.

Decision: Encourage more faculty to register which brings joint publications and also reflect names of both MAHE and SMU.

Registrar to issue circular to HOIs and HODs

Action: Registrar/HOIs/HODs

Agenda # 8: Provision of Scribes / Readers / Lab Assistants

✓ Refer F.No.6-2/2013(SCT) issued on February 2019
✓ All examination bodies of the University to make a panel of scribes / readers / lab assistants

Controller Exam (Tech) informed that a panel of scribes/readers/lab assistants of SMIT has been constituted and will be communicated to UGC.

Decision: It should be done through concerned examination cell. Maintain and keep details of panel.

Action: Dy Controller (Tech) & (Med)

Review of the previous meeting

Confirmation on SMU Research Policy

✓ SMIMS suggested the raise in maximum age limit under TMA Pai Minor Grant
✓ Hon'ble VC has approved the same to maximum age limit to 40 years.
✓ Policy will now be shared to all Institutes for wide circulation and information to all concerned.
✓ Review on Coursera Enrolment and Payment

Status	Faculty	Student	Total
Completed at least one course	29	44	73
Invite accepted & enrolled for a course	62	198	260
Invite accepted but yet to start a course	15	52	67
Total	106	294	400

Decision: Approved amendment of age limit:

Coursera: Coordinator should be contacted the above mentioned 67 people to immediately start the course or given to the next people. Hon'ble VC asked for total number of certification.

Action: Senior Finance Officer, SMU shall work out on charge of Coursera registration from faculty / staff members and students with HoI / Principal / HoO concerned.

Information Points

✓ *University Research Committee (URC) meet will be scheduled on last week of April 2019*
✓ *Requests IT related input for presentation to be made by Mr Avijit in the next coordination meet.*

Decision: Any inputs on IT to be forwarded to university for further discussions.

Points from Hon'ble Vice Chancellor

(a) IT upgradation of the University.

University is planning to have an overall IT infrastructure and move towards fully digitalization status within a span of 18 months. Firstly to have an audit done on the existing IT in terms of network, hardware, software, application including hospital application. University is planning to change organizational structure of IT. There will be a separate Senior Manager at SMU and separately somebody will look after the hardware, software, application including hospital application and everybody will be brought under one umbrella.

(b) University is going to have a project planning on IT. This involves a committed core team from both the campuses to look into the current position of IT

(c) Problems in website will be discussed through video conferences with the concerned Heads of MaGE/MEMG. Conduct a gap analysis and imputes to be forwarded.

(d) Look at capex and opex and start the work on priority. Senior Finance Officer to share capex details to all concerned.