

INTERNAL QUALITY ASSURANCE CELL (IQAC)
Minutes 13th Coordination Meeting

13 August 2018

Time: 2.30 p.m

Venue Conference Hall, SMIMS

The 13th Coordination Meeting with all the Heads of Institutions and Heads of Offices was held on 13 Aug 2018 under the Chairmanship of the 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, MS, CRH
5. Mr MS Sridhar, Hear HR, SMU
6. Mr Pradeep Chaturvedi, FO, SMU
7. Dr Nikita Joshi, Principal, SMCPT
8. Col. Umakant Singh, Head General Services, SMU
9. Prof GC Mishra, Dy Controller, Exam - Tech
10. Prof Luna Adhikari, Dy Controller, Exam – Med
11. Dr Anuradha Parasar, Dy Director, SMUDE
12. Dr Manoj Kumar Nagasampige, Coordinator, IQAC
13. Mr Madan Chettri, Coordinator In-Charge, HSS
14. Prof Champa Sharma, SMCON
15. Mr Avijit Karmakar, IT, SMU

Hon'ble Vice Chancellor welcomed all the members present.

At the outset, presentation on goals and objectives of the constituent units by the respective HOIs. In view of SMCON counseling held on the same day, presentation by SMCON will be in the next coordination meeting.

Following points were raised during the presentation:

SMIMS:

Space problem in Gen Surgery and Orthopedics for introduction of PG courses.

Proposal of starting Diploma and certificated courses at SMIMS/CRH to be placed in the next academic senate meeting for approval.

Hon'ble Vice Chancellor anticipated special cooperation from all departments for starting new courses.

Mr Avijit assured that the replacement of projector and CCT TVs of all the class rooms will be completed before the next coordination meeting.




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Hon'ble vice chancellor expressed his concern about the research outcome of the faculty which is reasonably very low

SMIT

Hon'ble Vice Chancellor and the members congratulated SMIT for securing placement of 8 students at Microsoft.

The Hoardings of Sikkim Manipal University to be placed centrally at MG Marg for more prominent visibility by the tourist visiting Sikkim every year.

Proper budget for Advertisement & Publicity to be prepared and earmarked for the next year's budget estimate.

Hon'ble Vice Chancellor suggested that the marina and hostel which is lying vacant may be utilized for accommodating tourists on payment basis in order to promote the campus environment of SMIT for attracting more students.

SMCPT

Hon'ble Vice Chancellor advised Principal SMPCT to set up placement cell for students of SMPCT to maximize career potential of the students and facilitate their placements with reputed hospital.

SMUDE

HSS

Proposal for starting B.Ed and MA English courses to be placed before the next Academic Senate meeting for approval.

Identify the building to be hired for B.Ed program from the next academic session.

Hon'ble VC insisted to appoint a suitable teacher to straightway start the course on foreign languages.

Review of Previous Coordination Meeting

a) SIS completion and going live

Mr Avijit informed that live attendance for new batch of MBBS students has started from 1 Aug to 9 Aug 2018. For other classes it will start from 16 Aug 2018. For BPT, Nursing, Bio Technology and HSS is under process.

b) Wi-Fi Utilization report

Mr Avijit informed that from 5th of Aug JIO offered 1 GB data per day now there is no issue on WiFi.

Hon'ble Vice Chancellor advised to enable Wi Fi at SMCON and SMCPT premises



c) NAD upload of data from SMIMS

Dy Controller of Exam (Tech) requested to have individual maker and checker for NAD in technical and medical campus.

d) Projection of future procurement plan for IT

Created

e) IT audit:

To be held on 16 August 2018

f) Result update on website

Hon'ble Vice Chancellor suggested Dy Controller (Technical) and the Director, SMIT to spare Mr. Pempa for a day or two to help uploading the SMIMS result in the website in a same manner as in SMIT.

g) NAAC Update

Micro Organizational Structure of SMIMS, CRH, Engineering and Finance: **Under process**

Policy manuals from CRH and Finance: **Under process**

Head HR in coordinate with HOIs will prepare a Micro Organizational chart.

Dr Manoj apprised that SMU is prequalified for NAAC peer team visit. Confirmed date for peer team visit is on 6, 7 and 8 Sep 2018.

Mock visit by Hon'ble VC and IQAC team earmarked on 27th, 28th and 29th of August in consonance with actual schedule sent by NAAC.

There will be a series of meetings on various topics.

h) Finance Update

Finance Officer to enquire from HOIs the budget requirement for advertisement in the next financial year and finalize the same in advance to be submitted in the next Coordination Meeting.

All the units need to have their own focused advertisements.

i) Bio Ethics Course

Head Operations, CRH to start the Bio Ethics Course for the first year MBBS course and subsequently integrate it in the induction program.

Hon'ble VC insisted Bio ethics 2 days classes to be introduced to Nursing and BPT students and issue separate certificates for this course.

j) Policy Formulation

Policy manuals on engineering, finance and hospital explicitly on complain resolution

To be submitted in the next coordination meeting



FRESH AGENDA FOR THE 13 COORDINATION MEETING

SMIT:

Agenda Item 1:

i) Discussion on the HoD rotation policy

Decision: Hon'ble Vice Chancellor suggested to hold institutional committee meeting and identify the department.

Action: All HOIs

ii) Revisiting the promotion policy for Professor.

Post PhD publication and minimum number of scholars to have obtained PhD degree under his/her supervision (to be deliberated). The existing promotion policy is given in page 65-66 of People policy manual.

Decision: To be finalised in People's Policy

Action: Head HR

Department of Humanities & Social Sciences:

Agenda Item 2: Credits for students completing Swachha Bharat Internship Program of 100 Hours during Summer Holidays.

Decision: Seek clarification from AICTE.

Action: Coordinator, HSS

Head-HR, SMU

Agenda Item 3:

i) Rewards & Recognition

Presentation by Head HR on rewards and recognition specifically for Non-Teaching employees on various categories.

Hon'ble Vice Chancellor and all members applauded the initiative taken by Head HR and his team

Decision: To be finalized in consultation with Hon'ble Vice Chancellor and HOIs/HODs

Action: Head HR

ii) Attendance Monitoring System (Progress and Challenges)

Head HR apprised about the attendance matrix system being successfully adopted at SMU/SMIMS/CRH.

Decision: Head, HR requested all HOIs and faculty / staff to own the system for successful implementation.

iii) Contract Management

Decision: Head HR SMU in coordination with HGS to work out allocation of duties to contractual workers of various units in order to achieve positive outcome.

Action: Head HR, HOIs and HODs.



Information points

SMU site near roadside to be earmarked predominantly for University advertisement only.

Action: HGS




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