

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### Minutes 17<sup>th</sup> Coordination Meeting

20<sup>th</sup> February 2019

Time: 2.30 p.m

Venue: Dean's Conference Hall, SMIMS

The 17<sup>th</sup> Coordination Meeting with all the Heads of Institutions and Heads of Offices was held on 20<sup>th</sup> February 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. Dr Nikita Joshi, Principal, SMCPT
6. Dr Anuradha Parasar, Director, SMUDDE
7. Dr Manoj Kumar Nagasampige, Coordinator, IQAC
8. Col. Umakant Singh, Head General Services, SMU
9. Shri MS Sridhar, Head – HR, SMU
10. Shri Pradeep Chaturvedi, Sr FO, SMU
11. Shri Madan Chettri, Coordinator, HSS
12. Prof Champa Sharma, I/c Principal, SMCON
13. Mr Avijit Roy, IT SMU

Hon'ble Vice Chancellor welcomed all the members present.



Power point presentation on the progress of Goals and Objectives of 2018 were given by all the HOIs and HODs of SMU and its constituent units.

Hon'ble Vice Chancellor expressed his happiness over progress on short term goals of the respective units.

In accordance with the presentation given by HOIs/HODs Hon'ble Vice Chancellor highlighted following points:

- **Paper publication:** SMU and its constituent units to explore the possibilities of publishing papers/proceedings of conferences/workshops with ISBN numbers.
- **Certificate courses CRH/SMIMS:** Initially to be of for two years certificate course for paramedical courses
- **Curriculum manual:** As per MCI norms a comprehensive manual comprising of new academic curriculum to be prepared for both undergraduate/post graduate students of SMIMS. Initially basic 6 months curriculum to be prepared for the new batch of MBBS students.
- **Technical Adoption:** Mr Avijit to provide detailed report on the perception of MAHE on implication of Short Term Evaluation System for SMCON, SMCPT and HSS. Review of IT and future prospective plan to be given by Mr Avijit in the next coordination meeting.
- **Website:** SMU IT to hire one In-house IT developer for next 6 months. Daily report on university website to be submitted to Registrar, SMU every morning.
- **Research grant:** University has created Research grant amounting to Rs 1 crore for SMU and its constituent units. Project report to be prepared by all units within 6 weeks' time.



- **Perspective plan 2018:** One slide with regard to perspective plan achieved in the year 2018 to be prepared by the institute heads in the forthcoming Governing Council/Executive Committee meeting.
- **SMU DE:** SMIT to allow use of rooms by DE Students appearing for exam only during vacation period of SMIT. SMU DE to prepare budget for additional infrastructure and manpower requirement for the next financial year. Exams for DE students to be conducted at Sikkim.
- **Budget 2018-19 :** HOIs to take a look at POs for the financial year 2018-19 if not occurred in a given time a valid reason to be furnished for carrying forward the unutilized fund to the next year. Relook at Opex and Capex. If the amount is not spent it needs to be surrendered or be carry forward. Reports to be submitted.
- **Vice President's visit:** Informed that the visit of the Hon'ble Vice President of India during his visit to Sikkim has consented to visit CRH and SMIMS. All are requested cooperate as it will increase visibility of SMU in a larger scale.
- **NABH accreditation:** A gap analysis to be done within three months followed by preparation of pre accreditation status and then move to the next level.
- **SMCPT:** Resources of 75% taken from outside interns should go back to department for departmental advancement.
- **Outcome of Workshop:** Mr Manoj, Coordinator, NACC requested to provide outcome of workshops held at constituent units of SMU and at least 3 to 4 workshops on Inter Personal Relations (IPR) at SMIT and SMIMS to be conducted



**Internal Quality Assurance Cell (IQAC)**

**17<sup>th</sup> Coordination Meeting**

**20 Feb 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	
9.	Shri MS Sridhar	Head -HR, SMU	
10	Shri Pradeep Chaturvedi	Sr FO, SMU	
11	Dr Manoj Kumar Nagasampige	Coordinator, IQAC	
12	Shri Madan Chettri	Coordinator, HSS	
12.	Prof GC Mishra,	Dy. Controller –Tech, SMIT	
13	Prof Luna Adhikari	Dy Controller – Med, SMIMS	
13	Mr Avijit <del>Karmakar</del> Roy	IT, SMU	
14	Mrs Diki Lama Tamang	PS to VC, SMU	



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