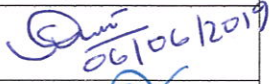
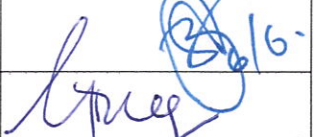
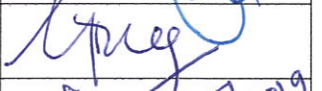
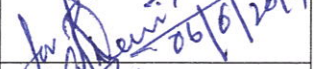
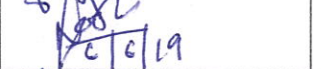
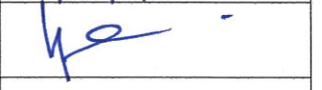

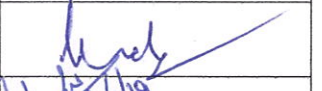



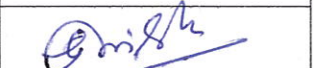
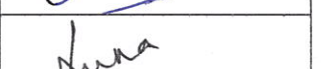


Internal Quality Assurance Cell (IQAC)

21st Coordination Meeting

6 June 2019

Sl No.	Name	Designation	Signature
1	Prof (Dr) Sanjiba Dutta	Officiating Dean, SMIMS	 06/06/2019
2.	Prof (Dr) Ashis Sharma	Director, SMIT	 06/6-
3.	Dr Gautam Dey	MS, CRH	
4.	Prof Mridula Das	Principal, SMCON	 06/6/2019
5.	Dr Nikita Joshi	Principal, SMCPT	 06/6/19
6.	Dr Mingma L Sherpa	Head Operations, CRH	
7	Dr Anuradha Parasar	Director, SMUDDE	
8.	Col Umakant Singh	Head General Services, SMU	 +57
9.	Shri MS Sridhar	Head -HR, SMU	
10	Shri Pradeep Chaturvedi	Sr FO, SMU	 06/06/19
11	Dr Manoj Kumar Nagasampige	Coordinator, IQAC	 mk
12	Shri Madan Chettri	Coordinator, HSS	 m.g. 6.6.19.
12.	Prof GC Mishra,	Dy. Controller –Tech, SMIT	 G.Mishra
13	Prof Luna Adhikari	Dy Controller – Med, SMIMS	 Luna
13	Mr Avijit Roy	IT, SMU	
14	Mrs Diki Lama Tamang	PS to VC, SMU	



Internal Quality Assurance Cell (IQAC)

21st Coordination Meeting

6 June 2019

Time: 2.30 p.m

Venue: Conference Hall, Level III, SMIMS

The 21st Coordination Meeting with all the Heads of Institutions and Heads of Offices was held on 6 June 2019 under the Chairmanship of the Hon'ble Vice Chancellor, SMU.

Members present

1. Prof (Dr) Ashis Sharma, Director, SMIT
2. Dr Sanjiba Dutta, Officiating Dean, SMIMS
3. Prof (Dr) KS Sherpa, Registrar, SMU
4. Dr Gautam Dey, MS, CRH
5. Dr Mingma L Sherpa, Head Operations, CRH
6. Dr Nikita Joshi, Principal, SMCPT
7. Prof GC Mishra, Dy Controller (Tech). SMIT
8. Prof Luna Adhikari, Dy Controller (Med) SMIMS
9. Dr Manoj Kumar Nagasampige, Coordinator, IQAC
10. Prof Rangita Devi, Principal I/c, SMCON
11. Shri Pradeep Chaturvedi, Sr FO, SMU
12. Col. Umakant Singh, Head General Services, SMU
13. Shri Madan Chettri, Coordinator, HSS

Hon'ble Vice Chancellor welcomed all the members present



Review of the previous Coordination meeting.

Calendar Research Action Plan

- ✓ Participation by each and every Department of Institute
- ✓ Calender of events
- ✓ Concrete plan by each unit in 21st Coordination Meet

Discussion: Hon'ble Vice Chancellor reiterated that a concrete research action plan needs to be formulated for the academic year 2019 of all the constituent units and be submitted in the next coordination meeting.

Decision: Preparation of collective consolidated calendar to be completed within 20 June 2019 and subsequently launch of calendar will be by third or fourth week of July 2019.

Action: All HOIs

SMU Website:

- ✓ Website updates are not done regularly
- ✓ Upcoming events are to be flashed in homepage
- ✓ Pain areas of website not received
- ✓ All HoIs/HoDs to forward materials from update every Wednesday

Discussion: SMU website is not portraying true color of SMU. Navigation are neither visible in the home page nor reflecting all the important facilities of both the campuses. We need to have a concrete plan how to evolve.

Decision: Advertisement for the post of website developer to be published in local newspapers.

A local talent to be hired for website designing.

Action: All HOI/Head HR/SMU IT

Agenda Item #I

Leave Travel Concession (LTC)

As per existing policy for availing LTC refer page 60 of People Policy Manual, a min of 4days leave either CL or EL is to be availed.

There is a strong request from faculty of SMIT to allow them to avail LTC during their vacation period. This will not disturb the academics due to long absence of a faculty out on LTC.

Decision: HR will look into it and communicate to HOIs.

Action: Head HR, SMU



Agenda Item #II

Course on Environmental Sciences should be implemented in HEI (D O No. F-13-1/2000(EA/ENV/COS-I); dated 14 May 2019

Discussion: Courses on Environmental Sciences have already been integrated in all the courses other than medical courses since these courses are not regulated by UGC.

Decision: Humanities & Social Sciences is requested to formulate a draft curriculum and showcase as a value added courses for interested SMCON & SMCPT students.

Action: Coordinator HSS

Agenda Item # III

- Does the brochure of admission/prospectus in print or electronic format contain UGC Regulations in full.
- Do you publish in the brochure of admission/instruction booklet the telephone numbers of the Ant-Ragging.in Helpline and all important functionaries of the institution?
- Do you ensure that an affidavit for compliance of UGC Regulation on Ragging is annexed with the admission/registration forms?
- So while making the next year prospectus these things may be incorporated in prospectus.
- NOTE : If constituent units have not filled the details request to fill the form in the antiaging website.
<http://www.antiragging.in/Site/Authenticationcollegecompliance.aspx>

Decision: Next year onwards one page of the prospectus should be on compliance to anti-ragging. All are requested to visit above mentioned website references for further information.

Action: All HOIs/Registrar SMU

Agenda Item #IV

- ✓ Admission Coordinators to regularly update on
 - (a) Number of Online Admission
 - (b) Number of Offline Admission
 - (c) Number of Applications Received

Discussion: Updates on admission briefed by all HOIs of the respective units. Hon'ble Vice Chancellor asked for weekly updates on admission status from all HOIs. A copy to be marked to Dean, and Registrar, SMU on every Saturday.

Decision: Humanities and Social Sciences (HSS): Hon'ble Vice Chancellor agreed to increase seats if there is requirement. To be ratified in the next Academic Senate.

Action: Coordination HSS/Registrar, SMU



Points from Hon'ble Vice Chancellor

(i) Research publication: All HOIs and HODs emphasized to focus more on research activity. Identify, motivate faculty and students. Requested to publish only in index journals. All Medical journals to be indexed in Scopus and technical journals in Web of Science. Publication of research in reputed journals also gives international recognition for an individual, department, university, and institutions.

(ii) Ph.D: It is obligatory for all institutions to have faculty with Ph.D. qualifications. Further appointment of new faculty with Ph.D qualification is mandatory. Our own faculty to be encouraged to do Ph.D within a specific time frame.

(iii) Scholars: It is of great concern that scholars are leaving the institute after spending 2-3 years at our institute. All are requested to address the concern to retain the scholars. If they cannot stay as a full-time scholar their appointment to be changed to part time scholar.

(iv) RMS: Research Management System (RMS) will be implemented very soon.

(v) Shifting of Humanities & Social Sciences: Coordinator HSS informed that the shifting of HSS will be done as soon as infrastructure work is completed. One room in the old HSS premises to be retained for admission purpose for this year only.

(vi) Hospital Information System: Head Operations informed that some of the issues are pending while major functions are operating.

(vii) ESIC: MS CRH informed that so far no amount has been released from ESIC Govt of Sikkim. He has requested for Joint billing at CRH to be done on Friday due to state declared holiday on Saturday.

(viii) NABH: NABH accreditation will be reviewed in a separate meeting.

(ix) Draft education policy 2019: has been released by Government of India. All HOIs are suggested to go through the higher education part of the policy and have brainstorming session on this issue.

Hon'ble vice chancellor praised Head HR and his team for creditable work done by HR and his team on reviewing of cadre structure of the non-teaching staff. Certificate of appreciation was handed over to the HR team.

