Internal Quality Assurance Cell (IQAC)

18th Coordination Meeting

6 March 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 Roy	IT, SMU	
14	Mrs Diki Lama Tamang	PS to VC, SMU	

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes 18th Coordination Meeting

6 March 2019

Time: 2.30 p.m   **Venue: Dean's Conference Hall, SMIMS**

The 18th Coordination Meeting with all the Heads of Institutions and Heads of Offices was held on 6 March 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. 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. Shri Madan Chettri, Coordinator, HSS
12. Mr Avijit Roy, IT SMU

Hon'ble Vice Chancellor welcomed all the members present.

Review on actions taken in the previous meeting

NABH & NABL Accreditation

✓ *NABH for CRH and NABL accreditation for labs starting with Bio Chemistry Lab also to be taken up. (1st Coordination Meet)*
✓ *Gap analysis and preparation of pre accreditation from NABH for CRH and NABL accreditation for labs must be achieved by set target of 3 years. HoDs and Head, HR must plan and execute actions to train at least 3-4 persons as internal auditors. (7th Coordination Meet)*

Presentation on NABH and NABL accreditation was given by Head Operations, CRH. Hon'ble Vice Chancellor emphasized to prepare road map for submission by Dec 2019.

Website Update

✓ *Request all HOIs to depute competent faculty / staff to check the update on website. HoI to check update every month.*
✓ *Advertisement for recruitment to be uploaded at SMU website under "CAREER OPPORTUNITIES".*

Annual IT Replacement Plan

✓ *20% of IT replacement plan and budget to be placed to the Hon'ble VC and Senior Finance Officer-SMU for approval.*

Student's Information Systems (SIS)

✓ *SIS module on attendance has been implemented in all departments of SMIMS and SMCON*
✓ *SIS module for SMCPT is underway.*
✓ *Pending SIS module on*
✓ *Internal assessment exam*
✓ *Student finance*

Registrar, SMU informed that Mr Avijit will give presentation on overall IT aspects on hardware, software, networking, applications, organization structure and issues with other agencies in the next coordination meeting. Hon'ble Vice Chancellor directed all HOIs to forward detailed analysis on IT of their respective institute to the Registrar, SMU for further discussions before next coordination meeting.

Agenda item 1: Approval of Travel

✓ *Official travel shall have prior approval of Honourable Vice Chancellor for HoIs / HoOs of SMU / University Teaching Departments*

All HOIs/HOOs to ensure of obtaining prior approval from the Vice Chancellor, SMU for Official Tour/ LTC and copy to be marked to Registrar and FO, SMU for references. For official tours all tickets are to be booked through only one agency.

Agenda Item 2: COURSERA

Unit	Faculty / Staff Members	Students
SMIT	47	184
SMCON	29	22
SMUDE	9	-
SMCPT	7	4
SMIMS	1	-
MHA	1	7
H&SS	1	0
CRH	9	-
Total	104	217

Till date (217 students and 104 staff) altogether only 321 have been registered for Coursera. Hon'ble Vice Chancellor insisted on getting the enrollment process completed by incorporating interested non-teaching staff if remained unfilled.

Grant Type	Allocated amount	Expected Outcome
1 (a)-TMA Pai Seed Grant: Major Grant- Up to 10 Lakhs [2 projects/year]	20 Lakhs	• Submission of 1 major grant proposal to Govt funding agency • 2 Publications in SCOPUS/WEB OF SCIENCE/SCI/SCIE/SSCI/PubMed/PubMed Central indexed journals
1 (b)-TMA Pai Seed Grant: Minor Grant- Up to 2 Lakhs [15/year]	30 Lakhs	• Submission of 1 minor grant proposal to Govt funding agency • 2 Publications/year in SCOPUS/WEB OF SCIENCE/SCI/SCIE/SSCI/PubMed/PubMed Central indexed journals
1 (c)-TMA Pai Seed Grant Student Grant- Up to 50 thousand [20 student projects/year]	10 Lakhs	• 1 Paper presentation in National/International conference with publication in proceedings (with ISBN) • 1 Publication/year in SCOPUS/WEB OF SCIENCE/SCI/SCIE/SSCI/PubMed/PubMed Central indexed journals
2. TMA Pai Research Fellowship- Rs.20,000 per month (10 Scholars/year]	20 Lakhs	• 1 Publication/year in SCOPUS/WEB OF SCIENCE/SCI/SCIE/SSCI/PubMed/PubMed Central indexed journals • At the end of research work (3 years), student should have published 4 papers
3. TMA Pai Research Awareness Grant	10 Lakhs	• Conference proceedings with ISBN number • Workshops should include faculty from all constituent units.
4. TMA Pai Patent/Start-up Grant	10 Lakhs	• IP emerging out of research funded by SMU will be owned by SMU • Inventor must include "Sikkim Manipal University" as affiliation in Patent/Start-up application.

Registrar, SMU explained about the creation of Dr TMA Pai research fund of Rs. 1 crore. It is a pilot project and under this scheme various categories have been projected. The fund is available for this financial year.

All HOIs and HODs requested to more focus on research activity. Identify, motivate faculty and students. Outcomes of the research is must and are nonnegotiable. Publication of research in reputed journals also gives international recognition for an individual, department, university, and institutions.

Hon'ble Vice Chancellor highlighted the following issues:

i)   The focus of entire next year will be on research. Particularly HSS, SMCPT, SMCON and MHA to actively participate on research. An additional one crore more will be made available from the endowment fund. HOIs/HODs to review projection of endowment fund and its outcome.

ii)   Declare year 2019 as a year of research. Major emphasis requires focus on research publications. On an average there should be two publications per faculty per year.

iii) Budgetary exercises has been completed. Achieved target on financial budget.

iv)   Oxygen plant to be completed by the end of this month and 50% of oxygen requirement to be supplied from CRH oxygen plant itself.

v)   Hon'ble Vice Chancellor expressed happiness on the progress achieved on starting of Paramedical courses from this academic session. Eligibility criteria and fee structure to be worked out for further printing of prospectus.

vi)   All HOIs/HODs motivate faculty to become full time Ph.D scholars.

vii) Reconstruction of Level III conference hall to be completed before the forthcoming GC/EC/FC meeting. It will be one of a kind with a state of the art technology.

viii) ETP: to be completed by 31 March 2019.

ix)   SMIT Central computing facility of 120 capacity have been completed. Hon'ble Vice Chancellor congratulated Director, SMIT for early completion with minimum budget.

x)   SMIT Training and placement Cell has done humongous improvement for placement of students in various reputed organization.

xi)   HR: PMS to be in numerical. Head HR to communicate with HOIs for further review and necessary changes to be done.

xii) Head Operations CRH informed having received proposal from STNM for providing modular course for STNM doctors. Hon'ble Vice Chancellor instructed to develop the module.

Information Points:

- Next MESVCC is scheduled on 08 – 09 March 2019 at MUJ
- Next EC / GC / FC meet is scheduled on 19 March 2019
- SMU has created TMA Pai University Research Fund