

Internal Quality Assurance Cell (IQAC)

20th Coordination Meeting

1 May 2019

SI 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 L Sherpa	Head Operations, CRH	
7	Dr Anuradha Parasar Dr C. Mahalingam	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	
15	Dr S. Dahal	HOD, Chemistry	
16	Mr. P.M Pradhan	Asst. Professor, Maths	
17.	DR SANJIBA DUTTA	Officiating Dean.	



REGISTRAR
SIKKIM MANIPAL UNIVERSITY
5TH MILE, TADONG
SIKKIM-737102

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes 20th Coordination Meeting

1 May 2019

Time: 2.30 p.m

Venue: Conference Hall, Level III, SMIMS

The 20th Coordination Meeting with all the Heads of Institutions and Heads of Offices was held on 1 May 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 Gantam Dey, MS, CRH
5. Mrs Mridula Das, Principal, SMCON
6. Dr Nikita Joshi, Principal, SMCPT
7. Prof (Dr) Bidita Khandelwal, Dean – R&D, SMIMS
8. Dr Ajay Jha, Dean, R & D, SMIT
9. Dr Mingma L. Sherpa, Head Operations, CRH
10. Dr G Mallikarjuna Addl Registrar, SMUDDE
11. Shri Pradeep Chaturvedi, Sr FO, SMU
12. Col. Umakant Singh, Head General Services, SMU
13. Shri Madan Chettri, Coordinator, HSS
14. Dr S Dahan, HOD, Dept of Chemistry, SMIT
15. Mr P M Pradhan, Asst. Professor, Maths, SMIT
16. Mr Avijit Karmakar, IT, SMU

Hon'ble Vice Chancellor welcomed all the members present

Review of the previous Coordination meeting.



[Handwritten Signature]
REGISTRAR
SIKKIM MANIPAL UNIVERSITY
5TH MILE, TADONG
SIKKIM-737102

SMU year of research

- ✓ Participation plan by CRH, H&SS, HA, SMUDDE, SMCON and SMCPT
- ✓ Constitution of core group of researchers at Institute and Department level
- ✓ Research Unit to plan the calendar of events for the whole year

Discussion: Hon'ble Vice Chancellor entrusted responsibilities on all HOIs for participation of each and every departments. Calendar of activities with cohesive action plan to be drawn in consultation with research head of the respective units.

All institute to have core group in each unit. One nomination to be given for core group by HOIs of all units. 6 people will be in core group. Core group will play a pivotal role for promoting research and bringing up more people on research.

Decision: In the next coordination meeting all units to have concrete plan. Action plan must state the outcome.

Action: All HOIs

SMU Website

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

Discussion: Hon'ble Vice Chancellor expressed disappointment over SMU website which is hampering the reputation of SMU. SMU website is not at all user-friendly. Updates are not done regularly, upcoming events needs to be flashed on homepage. There are many issues which needs to be addressed urgently.

All employees are instructed to be active on net and social media to showcase university visibility. All Departments to take responsibility that activities and events are sent to IT for website updation.

It is imperative to hire a separate personnel to handle website. All the activities should be pooled and should be reflected in the website.

Decision: All HOIs/HODs ensure all materials concerning departmental activities reach the Registrar's office on every Wednesday for timely updation on Friday evening.

Action: All HOIs/HODs



Travel Desk

- ✓ For all official travel, one liaison officer with M/S Trade Wing has been set up
 - PS to VC / Ms Lata Sharma – for University officials / University Departments
 - Mr Yogesh Barailly – for SMIMS / CRH / SMCON / SMCPT
 - Mr Chandra Prasad Shurma – for SMIT
 - Mr Mukesh Purby – for SMU DDE

Decision: Agreed

Action: All HOIs

Agenda Item # I Annual Stock Verification

- ✓ For annual stock verification, mandatory source of reference would be
- ✓ Assets / Inventory details from Finance Section concerned
- ✓ Department Stock ledger

Decision: approved

Action: All HOIs

Agenda Item # II Convening Board of Studies

- Board of Studies for the courses not held yet must plan to hold at the earliest before the next ASM / NAAC Reassessment
- E-approval, in case of inability of external BoS members, shall be taken

Decision: All the constituent units should have Board of Studies of each department. All the Undergraduate curriculum needs to be ratified by the BOS for implementation and to be further approved by Governing Council of the University.

Action: All HOIs

Agenda Item # III Admission

Decision: Everybody to fully involve in admission to maximize the admission this year.

Provisional admission in Humanities can start. MHA also start admission as per first come first basis.

Action: All HOIs/HODs



Information points

- ✓ Academic Senate Meet is scheduled on 15 June 2019 (Saturday)
- ✓ Research Coordination Meet (Interim URC) is scheduled on 10 May 2019 (Monday)

Points from Hon'ble Vice Chancellor, SMU

Central University Program

Discussion: Usually, attendance of staff and students of SMU, SMIMS, CRH in the university program is found very low. All are requested to maintain decorum of the University in all aspects.

Decision: Make sure that all students and staff to attend the central university program and also maintain time schedule.

Action: ALL HOIs/HODs

Points from SMCON

Decision: Two meritorious students of SMCPT to be given as trainee physiotherapist at CRH for a period of one year on contractual appointment. This appointment to be replaced by meritorious student of the next batch.

Action: Principal SMCON/MS CRH/HO CRH/Head HR, SMU

SMU IT presentation

Presentation on overall IT aspects on hardware, software, networking, applications, organization structure given by Mr Avijit, SMU IT

Following points were observed and discussed for further progression:

Hon'ble Vice Chancellor remarked that SMIT is having 150 mps internet bandwidth which is reasonably very slow. Mr Avijit to monitor in a gateway level.

Coordinator NAAC suggested for separate billing for SMUDE IT in the name of SMU. Director SMIT requested for consolidate collective billing for SMIT IT in future.

Jio WiFi service is not satisfactory. Suggested to keep Jio personnel at 10 different locations to look after the connectivity.

Mr Avijit ensured that training program on applications for employees be organized by Microsoft.

Chairman and members of the house complimented for productive initiative.

Director, SMIT expressed his unhappiness over SMIT website precisely on admission application.

Major Decision: (i) Only local vendor will be considered as a website developer for SMIT from next admission onwards and web hosting services to be done from the identified location only.

(ii) If Jio does not function properly to be replaced with BSNL



NAAC presentation

Dr Manoj NAAC Coordinator given presentation on NAAC

Following points were highlighted:

Reassessment of NAAC will be done in the year 2020.

This time IQAC will work through structured approach, each one will involve to capture each and every data. Each institute to have one coordinator each. There will be three coordinators who will support IQAC coordinator. One coordinator each will be looking after Accreditation, Ranking and AISHE. Data of the three coordinators must match

Identify one Spoc person from each department for IQAC.

Timeline

May to July 2019: data collection. To be segregated faculty wise and department wise. Collective data to be given to auditors who will be an IQAC Spocs

Aug to Sep 2019: Data Verification and Validation

Oct 2019: follow up

Nov 2019: IIQA submission

Jan 2020: Submission of SSR

1 April to 31 March: financial data. Application to be submitted for grants.

1 July to 31 June: Academic data

Monthly meeting to be scheduled for review of reassessment.

Involvement of students in all extension activities of all institutions is obligatory.

HR is responsible to provide details of faculty who have attended faculty development program in different places.

