INTERNAL QUALITY ASSURANCE CELL (IQAC)
Minutes 15th Coordination Meeting

13th November 2018

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

The 15th Coordination Meeting with all the Heads of Institutions and Heads of Offices was held on 13 Nov 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. Dr Mingma Sherpa, CO, CRH
6. Prof Prof Rangita Devi, Principal I/c, SMCON
7. Dr Nikita Joshi, Principal, SMCPT
8. Mr MS Sridhar, Head HR, SMU
9. Mr Pradeep Chaturvedi, FO, SMU
10. Prof Luna Adhikari, Dy Controller, Exam – Med
11. Dr Mallikarjuna G, Director I/c SMUDE
12. Mr Rajesh Prasad, I/c Engineering Section, SMIMS
13. Mr Phurba Tashi, I/cIT, SMU

Hon'ble Vice Chancellor welcomed all the members present.

Review of the 14th Coordination meeting

Update from DCE (T) & DCE (M)

✓ **NAD has informed that SMU has not uploaded data fully.**
  ➢ DCE (T), as the nodal officer of SMU, was instructed to communicate with the UGC / NSDL.

Hon'ble Vice Chancellor instructed DCE (T) to get in touch with the concerned head of UGC . Identify and acknowledge shortcomings. Report may be submitted to the Hon'ble Vice Chancellor by next week.

✓ **Semester results of CGPA based courses of SMU to be uploaded in the SMU website as it is done in SMIT**
  ➢ Update from DCE (M)

DCE (M) informed that the format for this courses is not yet ready to fill up the data. As soon as format becomes ready data will be uploaded. Also requested Director SMIT to spare programmer (T) for initial help in starting of the program.

✓ **Workshop of faculty members of SMIMS / SMCON / SMCPT / HSS on attendance module of SIS**
   ➤ It was assured that action would be completed within a week's time since last Coordination Meet.

SMIMS 90% is completed. One or two department is not cooperating. Hon'ble Vice Chancellor desirous of getting it completed by next coordination meeting.

Principle I/c SMCON informed by 16 of Nov will have an orientation from IT Department.

Hon'ble Vice Chancellor instructed all HOIs to complete live SIS by next meeting. Module has not been handed over by MAHE for SMPCT and HSS.

Principal and Associated Director will monitor the SIS program.

HOIs to look into complete computerization of the department from this month.

✓ **20% annual IT replacement plan**
   ➤ Which critical areas have been focused for inclusion in the plan for first phase?
   ➤ When will the plan be prepared as per the budgetary sanction of this financial year?

SMIMS has already prepared budget accordingly IPC was also done.

Hon'ble Vice Chancellor informed that 20% replacement budget every year for IT is nonnegotiable. Presently 11 projectors as informed not working by IT to be replaced immediately.

Finance Officer to verify the cost benefit effectiveness while purchasing. DGS/MS to look at the life cycle of the item to be purchased.

✓ **Disposal of e-wastes from SMU**
   ➤ The vendor is identified and disposable lists prepared.
   ➤ It was instructed to prepare the disposable list consulting all the Departments.

Listed first phase disposal items for e-waste. List has been sent to engineering section, SMIMS for further disposal.

✓ **Separate admission budget to be worked out for SMCON, SMCPT and HSS**
  ➤ As instructed, Finance Officer to work out the proposed advertisement budget for year 2019-2020 as proposed by each unit.

SMIT has already prepared budget for the year 2019-20. Complemented SMIT for saving Rs 40 lakhs relatively outcomes have been much better. SMIMS is under process.

✓ **Policy manual on complaint resolution of CRH**
  ➤ Progress on Policy manual

Policy manual for CRH on complaint resolution is completed. To be submitted to Hon'ble Vice Chancellor, SMU for approval.

✓ **New courses (degree / diploma / certificate) from SMIMS and HSS have been finalized. New courses under SMIT are in progress.**
  ➤ Update on new courses under SMCON & SMCPT

To be worked out.

✓ **Establishment of Placement Cell in SMCPT**
  ➤ As advised, Principal – SMCPT to consult Placement cell of SMIT and SMCON to facilitate placement opportunities with reputed hospitals for basic and master courses.

Progress has been updated by principal SMCPT. Hon'ble Vice Chancellor emphasized to make every effort for better placement of the students and also prepare SOP for placement.

✓ **Introduction of Bio Ethics courses in SMCON and SMCPT**
  ➤ As instructed, two days Bio Ethics courses to be initiated in SMCON and SMCPT

Dean SMIMS discussed with Principal Nursing and courses will be started from February. Included in the Next academic calendar

✓ **Post PhD publications and having supervised PhD scholars for promotion to Professor.**
  ➤ As per MoM of 13th Coordination Meeting, Head – HR to work out for inclusion in People's Policy Manual.

Head HR to look into the matter. Make it mandatory to have Ph D scholars for the rank of professors. Publication is mandatory for Associate Professor and Professor. Systematic review is utmost.

Update from Deputy Controllers (Examination)

✓ 2 Credits for students completing Swachha Bharat Internship Programme of 100 Hours during Summer Holidays on and above the total academic credit earned by students.

Hon'ble Vice Chancellor instructed to seek a clarification from UGC and also find Model University to follow. By next coordination meeting DCE (Med) will get the information.

Agenda Item No. 1

✓ Vehicle night parking nominal charges/rent from employee/staff staying outside the SMU Campus but parking their vehicle (4 wheeler/2 wheeler) within the campus.
  - 4 wheeler- Rs 1000 /month
  - 2 wheeler-Rs 500/month

Decision: After consensus of the members following have been decided:

4 wheeler- Rs 700 /month

2 wheeler-Rs 250/month

Action: All HOIs and HODs and concerned authority

Agenda Item No. 2

✓ It is proposed to print less number of prospectus from this year onwards as there are large number of prospectus lying unused.

Decision: Agreed

Action: All HOIs and HODs and concerned member.

Next year onwards only online application to be considered.

Agenda Item No. 3

✓ SMU Holiday Calendar for 2019 has been formulated.

Decision: Approved. After consensus of the members 28 Oct (Monday) to be declared as holiday instead of 27 Oct (Diwali) is Sunday

Action: Registrar, SMU

Information Points

- ✓ NIRF portal for data feeding is open
  30 Nov is final date. By 25 Nov data to be uploaded.   Necessary data to be uploaded by institute IQAC and updated by University IQAC.

  IQAC team of respective unit to take up the task on priority

Hon'ble Vice Chancellor suggested to Dean, SMIMS to allocate some responsibilities to staff for MCI to ensure bed occupancy.

- ✓ R&R Award Ceremony on 15 November 2018 at 2.00 PM
- ✓ University Research Committee scheduled on 24 November 2018 at 10.00 AM
- ✓ URC to be rescheduled on 27 Nov 2018 at 10. am
- ✓ Academic Senate Meeting scheduled for 28 December 2018 at 10.00 AM

Hon'ble Vice Chancellor insisted to review the expenditure status of allocated budget both Capex and Opex for the financial year 2018-19 of all units.

MS CRH announced that the Department of Hospital Administration has taken lifetime membership of Academy of Hospital Administration, New Delhi.

Hon'ble Vice Chancellor desirous to setting up of a medical center of CRH at Pakyong airport to advertise our brand in a larger area.

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