

INTERNAL QUALITY ASSURANCE CELL (IQAC)
Minutes 14th Coordination Meeting

3rd October 2018

Time: 2.30 p.m

Venue Conference Hall, SMIMS

The 14th Coordination Meeting with all the Heads of Institutions and Heads of Offices was held on 3rd October 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 GautamDey, MS, CRH
5. Prof Mridula Das, Principal, SMCON
6. Dr Nikita Joshi, Principal, SMCPT
7. Mr Pradeep Chaturvedi, FO, SMU
8. Col. Umakant Singh, Head General Services, SMU
9. Prof GC Mishra, Dy Controller, Exam - Tech
10. Prof Luna Adhikari, Dy Controller, Exam – Med
11. Dr Anuradha Parasar, Dy Director, SMUDE
12. Dr Manoj Kumar Nagasampige, Coordinator, IQAC
13. Mr Avijit Karmakar, IT, SMU
14. Mr Pramesh Chettri, HSS
15. Dr Saumen Gupta, SMCPT

Hon'ble Vice Chancellor welcomed all the members present.

Review of the 13th Coordination meeting


Update from Mr. Avijit

- **SIS on attendance is functional. Update on its implementation.**

Hon'ble Vice Chancellor is not satisfied with the progress of SIS implementation. He directed Mr Avijit to coordinate with Dean, SMIMS and organize workshop for all the faculties of SMIMS and HSS to make them aware of the program (SIS). Live demo in class rooms to be initiated urgently. Mr Avijit ensured to start live demo in the class room immediately and within a weeks' time complete the process including SMCON, SMPT and HSS. Progress achieved to be shown in the next coordination meeting.

- **It was assured to the house that the replacement of projector and CCT TVs of all the class rooms would be completed within the next coordination meeting. Update?**




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IT Committee constituted. Hon'ble Vice Chancellor emphasized preparation of individual budget for the next year's budget including SMCON, SMPT and HSS. Replacement policy of IT equipment to be prepared incorporating 20 % annual replacement plan.

- **Projection of future procurement plan – Pending**

Dean SMIMS insists focus on critical areas for replacement of projector, computer and printers of all the departments.

- **Result upload from SMIMS in the same way as in SMIT/NAD**

Presently some of the departments of SMU follows CGPA system as SMIT, likewise result will be uploaded for these departments.

NAD: Dy Controller of Exam (Tech) informed that all the relevant data as per the direction of the UGC has been submitted successfully about three four month back but response from government is yet to be received. Dy Controller, SMIMS is coordinating with Dy Controller, SMIT on this matter.

Vice Chancellor advised Dy Controller of Exam (Tech) to apprise UGC on this matter.

- **Disposal of e-waste**

Mr Avijit reported that certified vendors possessing certificate issued by Govt of Sikkim were invited. Committee was set up for disposal of e-waste. Once the committee identifies the items to be condemned, they will be sent for disposal. Hon'ble Vice Chancellor directed all departments to compile discarded electronic waste lying in the department for clearance as e-waste.

Update from HoIs/ Principals/Course Coordinators

- **Additional courses**

New courses (degree / diploma / certificate) in all the constituent units. Proposals to be submitted for the next Academic Senate Meet scheduled in the month of December 2018.

Ready to start MA in English/Sociology/Political Science, Foreign Language courses and Bed in HSS and seven paramedical courses for Diploma (2 years) and certificate course (1 year) at SMIMS.

Inputs on new course modules from all HOIs to be collected from SMIMS, SMIT and HSS.

Proposals to be submitted before the next Academic Senate meeting for approval.

Director SMIT to initial value added courses for SMIT.

- **Admission budget**



Admission advertisement budget of respective units to be forwarded to Finance Office, SMU

Individual admission budget to be specified for all institutions. Advertisement budget for next financial year to be finalized in advance.

- **Rotation of HODs:**

HOIs to work on internal issues and form an Institutional Committee followed by University Committee.

- **Establish placement cell in SMCPT**

Hon'ble Vice Chancellor advised Principal SMPCT to contact placement officer, SMIT and SMCN to facilitate placement of students with reputed hospitals for both basic and masters. Initiate liaising with reputed hospitals and highlight SMCPT in conferences and workshops.

- **Bio Ethics**

Hon'ble VC emphasized to introduce two days classes on Bio ethics to Nursing and BPT students and subsequently issue certificate from the institution.

- **Update from Engineering, Finance & Hospital**

Policy manuals on complaint resolution in Engineering, Finance and Hospital

Engineering and Finance is ready. CRH is under process.

- **Update from HR**

Post PhD publication and minimum number of scholars to have obtained PhD degree under his/her supervision (to be deliberated). The existing promotion policy is given in page 65-66 of People policy manual.

Updated in the next coordination meeting.

Agenda Item 1:

- (a) **Discourage the use of Plastics and Styrofoam products in the campus.**
- (b) **Discourage junk food items.**

Directions from Dean, SMIMS and Director, SMIT to be issued to all vendors located at the premises of their respective institute to discourage junk food and use of plastic.

Vice Chancellor informed that a young entrepreneur from MUJ has developed food and beverage vending machine. Details on the same will be shared with all the members. After consensus of the members on the feasibility of the product the matter will be processed further.

Action: All HOIs



Agenda item 2:

Two Credits for students completing Swachha Bharat Internship Programme of 100 Hours during Summer Holidays.

Credit system on the Swachha Mission was discussed at large with the members. Consensus of all HOIs to be discussed separately for implementation.

Action: All HOIs

(i) Establishment of Bio Medical Society

Modalities have been worked out by Dr. Saumen Gupta, SMCPT and Mr. Akash Bhoi, SMIT. Presentation on setting up of Bio Medical Society was given by Dr Soumen Gupta, SMCPT to the house. Hon'ble Vice Chancellor advised to begin registration of the society. All HOIs to have session with faculties for propose of enrollment in the Society. Hon'ble Vice Chancellor anticipates reality before the year end.

Action: All HOIs.

(ii) Summer course at SMIT

Prior planning and dissemination of information to group institutions
Summer course at SMIT: Done

(iii) Preparation and Completion of Admission Prospectus

Collect information from all departments offering new courses. Details to be added in the prospectus before sending for printing.

All the units to prepare details for incorporation in the prospectus.

Action: All HOIs

(iv) Short inaugural session in all CMEs / Workshops

CME/Workshop: Hon'ble Vice Chancellor expressed to all faculty members to avoid offering bouquet and khadas as far as possible in the internal CME/Workshops organized by various departments. The program should be short and professional and people should not be asked to sit on the dais. To have only eminent persons coming from outside and national level Conferences.

(v) IQAC Cell – SMU to be supported by IQAC Cell – SMIT, SMIMS, SMCON and SMCPT

IQAC SMU is the single focal point for all the data processing required for national ranking. Requested to furnish requisite data to IQAC SMU for NIRF ranking.

HS&S, MHA and Medical Biotechnology will be directly reporting to IQAC Cell - SMU



(vi) Policy on Adjunct Faculty, Guest Faculty and Visiting Professors have been formulated
To be circulated after approval of the same. Data base has to be maintained in departmental level and institutional level.

Points from Vice Chancellor, SMU

1. Hon'ble Vice Chancellor expressed his sincere heartfelt compliments to everyone for very good performance in the NAAC and informed that the University has achieved peer team rating 3.4 out of 4 which is a very high rating and extremely proud moment for SMU to have got NAAC accreditation and wished everybody to continue with the same effort, spirit for the better outcome.

He instructed to communicate this to all faculty and staff.

Dr Manoj requested all HOIs to capture extension activities of the students and Student progression details as well of all institutions. Details to be included in the annual report including details of numbers of teacher and student participations for the last four years.

Community medicine department to be one point contact for all the extension activities of SMIMS. Necessary orders to be issued from Dean, SMIMS.

2. Research: ALL HOIs to review on monthly basis with the faculty member on research topic and mentor the faculty for publications. Set a target one publication per faculty. HOIs to motivate faculty and request monthly report from HODs on research publications.

Especially for SMIT and HSS proclaim Ph.D is mandatory requirement for carrier advancements for faculty.

3. All HOIs, HODs to directly involve in financial implementations. Every department should be little more diligent towards preparation of Budget. Budget to be prepared institution wise and review budget only on critical areas.

4. Hon'ble VC complimented MS CRH, HG and FO for management of fund without loan for completion of numerous infrastructure project at SMIMS & SMU.

5. 18th Convocation of SMU to be held on 13 Oct 2018.

6. Awards: Head HR SMU has initiated awards and recognition for Non-Teaching/Teaching employees on various categories. All HOIs/HODs are requested to put an honest effort for selecting best candidate.

7. Shifting of HR office –to be shifted next month.

8. Hon'ble Vice Chancellor asserted modification of conference Hall of SMIMS before the next Governing Council/Executive Committee/Finance Committee meeting of SMU




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