

Internal Quality Assurance Cell (IQAC)

27th Coordination Meeting

13 January 2020

Time: 2:30 PM

Venue: Conference Hall, Level III, SMIMS

The 27th Coordination Meeting with all the Heads of Institutions and Heads of Offices was held on 13 January 2020 under the Chairmanship of the Hon'ble Vice Chancellor, SMU.

Members present

1. Dr VK Mehta, Dean, SMIMS
2. Prof (Dr) Ashis Sharma, Director, SMIT
3. Prof (Dr) KS Sherpa, Registrar, SMU
4. Prof Champa Sharma, Principal I/C, SMCON
5. Dr Saumen Gupta, Principal I/C, SMCPT
6. Dr Mingma L Sherpa, Head Operations, CRH
7. Prof GC Mishra, Dy Controller (Tech). SMIT
8. Dr G Malikarjuna, Director, SMUDDE
9. Ms Bhima Chettri, HR Representative, SMU
10. Col Umakant Singh, Head General Services, SMU
11. Mr Anand Ruhela, Head IT, SMU
12. Mr Ravi Shankar, Senior FO, SMU
13. Mr Bijendra Sharma, Coordinator I/C, HSS
14. Mr PM Pradhan, Asst Registrar, IQAC

Leave of absence granted to:

Mr Anil D'souza, Head-HR, SMU; Prof Mridula Das, Principal-SMCON; Prof Nikita Joshi, Principal-SMCPT; Ms Srijan Sharma, Coordinator, H&SS

Hon'ble Vice Chancellor, welcomed all the members present in the meeting, thanked everyone for their great support in 2019 and wished good luck for the year 2020.

Hon'ble Vice Chancellor emphasized on regular monitoring of admission activities by the Head of the Institutions / Colleges / Departments and planning of effective marketing strategies.




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He further informed all heads of the units and offices to finalise the budget for 2020-21 and also make assessment of the budge allotted last year.

Review of the previous meeting

(a) Workshop on “Digital Transaction” by SMU – Finance

Registrar again reiterated the workshop on “Digital Transaction” to be conducted at various units of University by the Finance team every three months.

SFO, SMU has taken note of for the action in this regard.

Action: SFO, SMU

(b) Workshop on “Consumer Protection” by CRH

Registrar informed that CRH had requested to support with suitable resource person. Registrar also apprised that Sikkim University had been approached for the resource person.

Action: MS / HoO – CRH

(c) Budget 2020 – 21

Hon’ble VC informed all HoIs and HoOs to finalise their budgets by 3rd week of January 2020 (one week extended as decided on this matter in last coordination meeting).

Action: HoIs / HoOs

(d) Admission Budget

As decided in the 26th Coordination meeting, SFO would be presenting the mobilization of admission budget in every coordination meeting. Hon’ble VC instructed all units to diligently plan their admission advertisements and avoid last minute run. He also instructed Registrar to constitute a separate committee to look after the advertisement of Medical Biotechnology, Hospital Administration, Humanities & Social Sciences and Paramedical courses.

Action: HoIs



(e) Hired Accommodation for Students

As decided in 26th Coordination meeting, Head – GS would collect the estimate the number of students of H&SS, SMCON, SMCPT and Paramedical Courses requiring hired accommodation. Hon'ble VC instructed Head-GS to present the detail in the next coordination meeting.

Action: Head-GS

(f) Progress on Outcome of Research Mobility Grant

Decided in the 26th Coordination meeting, all HoIs to regularly monitor the progress of faculty members who had availed MAHE Research Mobility Grant and forward the report to the University.

Registrar informed that report has been received from SMIT and reports from other units were awaited.

Action: HoIs

(g) Feedback on Creation of SMU Research Mobility Fund

Hon'ble VC informed that SMU would create SMU Research Mobility Fund of Rs.10.0 Lakhs per annum besides the existing MAHE Research Mobility Fund. All units showed positive approach toward the creation of this fund. Registrar would prepare the SoP on SMU Research Mobility Fund.

Action: Registrar-SMU

Agenda #1: Learning Outcome Based Curriculum Framework (LOCF)

Registrar presented the insights of LOCF notified by UGC (as per UGC Quality Mandate) on

- Graduate Attributes in subject
- Qualification Descriptors
- Programme Learning Outcomes
- Structure of Course
- Course Learning Outcomes
- Teaching-Learning Process
- Assessment Methods



- Teachers' Training

He further informed that taking inputs from LOCF and blending those into the existing curricula would add value, robustness and refinement.

Hon'ble VC also apprised that such schemes of UGC would slowly be made mandatory and therefore, serious attention to be rendered to such schemes of UGC.

Action: HoIs to note

Agenda #2: Gender Champion

Registrar apprised that Gender Champions had been created in all units as per previous decisions. He reiterated that activities on Gender Champion / Sensitisation to be carried out at unit level. He further informed that the University had received a letter from Secretary, UGC on TOP PRIORITY in this regard. Hon'ble VC instructed all units that every three months some activities pertaining to Gender Champion / Sensitisation to be carried out.

Action: HoIs

Agenda #3: Introduction of "Research Publications and Ethics" as Course Work

Registrar informed that UGC had introduced "Research Publications and Ethics" as one of the additional mandatory course work for Ph.D. scholars. Looking at the contents of the course, he proposed that Dr Akash Bhoi from SMIT and Dr Samrat Bhandari from SMIMS to teach this course as they had already undergone training twice conducted by UGC/MHRD. Respective HoI approved their names and Registrar would work out the modalities to carry on this course work.

Action: Registrar – SMU

Additional Agenda: PG Dissertation - SMIMS

DCE(M) informed about the difficulties encountered by the Examination Section in dealing with the PG dissertation and its misplacement during the transaction. Hon'ble VC suggested that the DCE(M) to notify all the Departments through the Dean – SMIMS to provide soft copies of dissertation along with their hard copies.

Action: DCE(M)



Additional Agenda: Online Generation of Hall Ticket

DCE(M) also proposed for the online generation of hall ticket for the yearly or semester examination. Hon'ble VC instructed DCE(M) to check the feasibility of the implementation of online generation of hall tickets with the Head-IT, SMU.

Action: DCE(M) and Head-IT

Presentation on Update on 'RMS'

Mr Premendra Mani Pradhan, Assistant Registrar, IQAC-SMU presented the update on RMS. Hon'ble VC announced that henceforth all research incentive would be linked to RMS. On verification and recommendation of Associate Dean (Research)-SMIMS and Associate Director (R&D)-SMIT, respective HoI would approve the incentive. Later, sanction / approval of conference bills astride any faculty member would be approved only if linked to RMS.

Action: Registrar-SMU to issue notification

Presentation on Update on 'Coursera'

Mr Premendra Mani Pradhan, Assistant Registrar, IQAC-SMU also presented the update on utilisation of 'Coursera' licenses issued last year and updated on the interested faculty members and students on issuance of new licenses. Hon'ble VC emphasised that faculty members and students who did not utilise the licenses last year after registration should not be granted license this year. Further, he suggested that close monitoring of proper utilisation of new licenses to be made after every six months. Any unutilised licenses to be transferred to the interested candidates in waiting list.

Action: Assistant Registrar, IQAC-SMU

Information Points

Point (1): Workshop on "Develop, Design and Deliver on MOOCs Courses"

Mr Saibal Saha, Assistant Professor, Management Studies, SMIT moved to Guru Nanak Dev University, Amritsar to attend workshop on "Develop, Design and Deliver on MOOCs Courses" from 09 – 15 January 2020.

Mr Saibal to submit report after returning to the Director-SMIT.



Point (2): “UTSAV” Cultural Fest of MAHE

Registrar apprised that information pertaining to the schedule and events had been forwarded to all units and requested participation of students.

Point (3): “Sikkim Turbulence Conference”

As a follow up action on MoU with Sikkim Central University, the Department of Physics – SMIT and Department of Physics – Sikkim Central University in collaboration with IIT-Kanpur will be organising “Sikkim Turbulence Conference” from 05 – 08 May 2020 at SMIT.

Venues and accommodation for speakers and participants would be sponsored by SMU/SMIT.

Point (4): Update and Agenda for GC/EC/FC

Registrar informed that all concerned have already been intimated that all update and agenda for forthcoming GC/EC/FC to reach the office of the Registrar by 08 February 2020 positively.

Action: HoIs / HoOs

With no more agenda, Hon’ble VC thanked all the members for their active participation and the meeting concluded.




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