

Internal Quality Assurance Cell (IQAC)

33rd Coordination Meeting

04 July 2020

Sl No.	Name	Designation	Signature
1	Prof (Dr) VK Mehta	Dean, SMIMS	
2.	Prof (Dr) Ashis Sharma	VC In-Charge, SMU/Director, SMIT	
3.	Dr Gautam Dey	MS, CRH	
4.	Prof Mridula Das	Principal, SMCON	
5.	Dr Nikita Joshi	Principal, SMCPT	 4/7/20
6.	Dr Mingma L Sherpa	Head Operations, CRH	 4/7/2020
7	Dr G Malikarjuna	Director, SMUDDE	
8.	Col Umakant Singh	Head General Services, SMU	 4/7/20
9.	Shri Anil D'Souza	Head -HR, SMU	
10	Shri Satyavolu Venkata Ravi Sankar	Sr FO, SMU	
11	Prof GC Mishra	Dy Controller – Tech, SMIT	
12	Prof Luna Adhikari	Dy Controller – Med, SMIMS	
13	Shri Madan Chettri	Coordinator, HSS	
14.	Mr Anand Ruhela	Head IT, SMU	
15	Mr PM Pradhan	Asst Registrar, IQAC	
16			
17			
18.			
19.			



Internal Quality Assurance Cell (IQAC)

33rd Coordination Meeting

4 July 2020

Time: 10:30 AM

Venue: Conference Hall, Level III, SMIMS

The 33rd Coordination Meeting with all the Heads of Institutions and Heads of Offices was held on 4 July 2020 under the Chairmanship of the Lt Gen (Dr) MD Venkatesh, outgoing Vice Chancellor, SMU.

Members present

1. Prof (Dr) Ashis Sharma, Officiating Vice Chancellor, SMU & Director, SMIT
2. Dr VK Mehta, Dean, SMIMS
3. Prof (Dr) KS Sherpa, Registrar, SMU
4. Dr Gautam Dey, MS, CRH
5. Prof Mridula Das, Principal, SMCON
6. Prof Nikita Joshi, Principal-SMCPT
7. Dr Mingma L Sherpa, Head Operations, CRH
8. Dr G Malikarjuna, Director, SMUDDE
9. Mr Anil D'souza, Head – HR, 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 Madan Chettri, Coordinator, HSS
14. Mr PM Pradhan, Asst Registrar, IQAC




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

Dr Ashis Sharma, Officiating -Vice Chancellor, welcomed all the members present and requested Lt Gen (Dr) MD Venkatesh outgoing Vice Chancellor, SMU to Chair the meeting.

He thanked the Hon'ble Sir for his guidance and initiation of monthly coordination meeting of SMU which paved the way for sharing our best practices among institutions and work as a family.

Review of the previous meeting

Retrieval of Student: Dean SMIMs informed that priority will be given to final year students who are due to appear for supplementary examination. Students were contacted and informed about the quarantine details. Information disseminated to all heads of units and requested them to act accordingly.

4 new PG students are in quarantine at MBBS hostel and more are expecting after the second round of counselling after the dates are announced by the MCI.

Nursing principle informed that all students who are from outside the state are contacted and apprised about the quarantine details.

Principal BPT informed that three students from outside the state are required to do internship. Hon'ble Vice Chancellor directed to allow those students to do their project from the local hospital of their hometown. Only the last two months of internship will be done at hospital attached to the college.

Hon'ble Vice Chancellor directed the Officiating Vice Chancellor to write a letter to Govt of Sikkim routed through Education Department, Govt of Sikkim for exemption of charges of Covid-19 test for the students of SMU or request for concessional rate.

Hon'ble Vice Chancellor emphasized that the Head Microbiology, SMIMS & Head Operation, CRH ensure that the application to NHBL should go by next week for setting up of virology lab at CRH.



Status of admission budget: SR FO informed that out of an allocation budget of Rs.160 lakhs, Rs. 110 lakhs have been spent and Rs. 50 lakhs are the remaining balance. If any departments need money, it is available with the Finance Section.

Admission Department of HSS

43 admissions

BA 20

B Come 19

MA 4

Department of SMCPT

18 BPT

7 MPT

Hon'ble Vice Chancellor stressed on organizing webinars by all the institutions on a common topic twice in a month. SMIT has already started this on almost weekly basis and can be seen the visibility in a national and global platform. To be updated in the next coordination meeting

Coordinator HSS informed that online Economy and Business Quiz was held from 19th June to 2nd July 2020. The quiz was a huge success with a total 555 participants from all over the country including different schools, colleges, and universities of Sikkim.

Highlight of hospital activities

HO informed that CRH is reviewing the previous data and working on mechanism to start with target base activities per department at least two in a month.

Hon'ble Vice Chancellor insisted to focus more on social media.

Hoarding

HO, CRH will monitor the digital hoarding at MG Marg and accordingly update it to the VC, SMU



HGS to ensure all the hoardings are in place and ask the vendor to clean the nearby area of our hoardings.

Implementation of SWAM

Coordinator HSS informed that during the last two months, 120 students have registered for this course and one student has successfully completed the certificate course. Mr Pemendra to check out the credential of the course and help for implementation.

Adoption of village under Unnat Bharat Abhiyan

Registrar, SMU requested to submit report and perspective plan for the next year. Hon'ble Vice Chancellor suggested that formal and informal part of training /activities of the institutions to be documented and submitted to Registrar and copy to IQAC on quarterly basis. IQAC to coordinate and produce report carried out by various institution and submit to Registrar. Final report will be forwarded to the to the Governor.

Agenda #1

Updates by Asst Registrar, IQAC

NAAC

- Data collection for reassessment has been completed. Data cleansing work is in progress
- SMU has engaged a consultant as an advisory to provide inputs for data curation and presentation during SSR and DVV process
- Planned to submit application for reassessment during 1st week of August

Coursera

No of learners registered 500

No of learners who have completed at least one course 419



Percentage of learner who have completed course 83.6%

Coursera under Covid 19 Program

No of license issue 3759

No of learners registered 1422 (38%)

No of learners who have completed at least one course 959 (26%)

RMS

SMIT 698

SMIMS 271

SMCPT 25

SMCON 55

HSS 6

SMIT organized Webinar twice during the month of June & July. It was well appreciated by the Hon'ble Vice Chancellor. Through this webinar SMIT is now recognized in the global platform.

Hon'ble Vice Chancellor also suggested to organize local webinar for the local students of SMCPT and HSS in coordination with Head IT.

Agenda Item #1

Assets and Census of stock verification

11th & 14th coordination meeting were referred with regard to Asset and Census of stock verification. Final certification of Asset and Census of stock verification of HOIs as of 31st March 2020 to be submitted to the Registrar before the next coordination meeting.



Sr Finance Officer requested to assign asset identification number for all the inventory. All the assets procured out of research budget to be put up in the finance ledger as per financial guidelines.

Hon'ble Vice Chancellor suggested that the payment has to be made only after verification of identification number of the asset. Streamlining the issue of research grant inventory to be initiated.

Action: All HOIs.

Agenda Item#2

Commencement of classes

Online classes are in full swing for all the courses. Classes to be rescheduled in such a way that all the classes are equipped with all necessary inputs.

Action: All HOIs/Sr FO

Agenda Item # 3

Before the start of the next session fee demand has to be sent. Annual or semester registration to be done before starting of new classes.

Sr FO will work out the details and timeline to be decided for the instalment of fees

Action: All HOIs/Sr FO

Agenda Item # 4

Registrar requested all HOIs to prepare presentation by all institutional Heads/HoOs for presentation before the new Vice Chancellor.

Action: All HOIs/Sr FO

Information points

In view of COVID-19 pandemic and subsequent lockdown this year physical convocation is not possible and as suggested by the Pro Chancellor SMU will



organize virtual convocation this year. SMU will organize the First Virtual Convocation in the country to be held on 29 Sept 2020. Head IT to explore this platform and give a plan to Officiating VC and formalize to go ahead.

Hon'ble Vice Chancellor thanked all the members present and expressed that he enjoyed his journey as Vice Chancellor fabulously. He expressed his concern on the following points:

- Requested to remain collaborative and commitment to the organization and society. Work for the students, college, organization and colleague. SMU has done humongous achievement during this three years and team showcased efficiency in many ways this is to be continued.
- Focus on the student and academic delivery has to be top class.
- Complimented IT Head and his team for helping transition into a new platform. Transition has been seamless. He praised Dr Rustam Ali for his commendable work.
- Congratulated SMIMS and SMIT for getting included in the list of best colleges of the country.
- Emphasized on research & collaboration. It is very important component for any ranking and accreditation, needs to get boosted. Special emphasis to HOIs to encourage young faculties in the field of research.
- Ranking & accreditation going to become the norms, all recognition will be based on outcomes and accreditation. Sound and credible data is required, generate quality data.
- Set up very strong alumni network.

Meeting ended with vote of thanks by the Chairman.



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