Internal Quality Assurance Cell (IQAC)

31st Coordination Meeting

6 May 2020

Time: 10:30 AM   Venue: Conference Hall, Level III, SMIMS

The 31stCoordination Meeting with all the Heads of Institutions and Heads of Offices was held through video conference on 6thMay 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. 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
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Review of the previous meeting

Admission updates from SMIMS

MBBS	: 215

SMCON

BSC Nursing	: 34
MSC Nursing	: 9
BPT	: 21
MPT	: 10
BSC Medical Bio Tech	: 26
M SC Medical Bio Tech	: 9
DMLT	: 1
DRIT	: 1
DCCLT	: 1
MHA	: 9

Humanities & Social Sciences, SMU applications received

BA	: 13
B Com	: 3
MA	: 3
M Com	: 1

Principal SMCON informed that digital material is prepared for online admission however SMCON is giving more focus on offline admission. Total budget allocation for admission for SMCON is not yet received.

Hon'ble Vice Chancellor suggested to enable online payment portal for HSS admission and directed to consult SMIT Admission Officer for online admission.

Online Viva-Voce exam for MHA students to be carried out through Skype or Microsoft teams subject to presentation and evaluation of thesis is completed. External examiner to be identified and finalised the date for examination in consultation with DCE, SMU.

Following UGC Guidelines on Examinations and Academic Calendar for the Universities in view of COVID-19 pandemic and subsequent lockdown represented by Registrar, SMU

a) Institute to adopt an alternative and simplified modes and methods of examinations to complete the process in shorter period as prescribed by UGC. These may include MCQ based examinations, assignment/presentation-based assessments.

b) All institute to adopt efficient and innovative modes of examinations by reducing the time from 3 hrs to 2 hrs assigned to each examination, if need arises without compromising on the quality, so that the process may be completed in multiple shifts and, at the same time, sanctity to evaluate the performance of student is also maintained.

c) Grading of the students could comprise of 50% marks based on pattern of internal evaluation adopted by the universities and the remaining 50% marks can be awarded on the basis of performance in previous semester only (if available). The internal evaluation can be continuous evaluation, prelims, mid semester, internal assignments.

d) In situation where previous semester or previous year marks are not available, particularly in the first year of annual patter of examinations, 100% evaluation may be done based on internal evaluation.

e) If the student wishes to improve the grades, he/she may appear in special exams for such subjects during next semester

f) In addition to the above, following steps are required to be taken

The scheme of "Carry forward" (for the subjects in which the student has failed) will be allowed for current academic year in the universities and every student will be promoted to next semester/year. However, such students may clear the examination for the course in which he/she has failed/remained absent. Whenever the examination is held next.

Regarding the requirement of minimum percentage of attendance for the students/research scholars, the period of lockdown may be treated as 'deemed to be attended' by all the students/research scholars.

The universities may conduct the practical examinations and viva-voce examinations through Skype or other meeting apps, and in case of intermediate semesters, the practical examinations may be conducted during the ensuing semesters.

The following calendar is suggested for academic session 2019-20

Conduct of examination:

i)   Terminal Semester/Year   01/07/2020 to 15/07/2020
ii)   Intermediate Semester/Year   16/07/2020 to 31/07/2020

Evaluation and Declaration of Result

i)   Terminal Semester/Year   31/07/2020
ii)   Intermediate Semester/year   14/08/2020

Admission to the UG/PG programmes for the session 2020-21 may be completed by 31 Aug 2020. If necessity arises, provisional admissions may also be made, and relevant documents of qualifying examination may be accepted up to 30 Sep 2020.

The above matter was discussed at length with all HOIs and members of the House.

Hon'ble Vice Chancellor recommended that all institute to follow the UGC guidelines for the future course of action except Medical and Nursing colleges.

Hon'ble Vice Chancellor encouraged to take provisional admission in all units excepting medical and nursing.

Head IT to ensure all the application received by IT Department to be immediately forwarded to the concerned department.

Separate mobile number for admission to paramedical courses to be facilitated and shared on the website.

Dean SMIMS Informed that SMIMS has successfully conducted counselling for MD/MS program. Admission to PG course completed on 28 & 29 April. 4 students have taken admission.

Agenda #1

NABH accreditation

Update on NABH accreditation presented by HO, CRH

Hon'ble Vice Chancellor suggested as soon as lockdown opens get the ALS and PLS completed and any other documentation and protocol needs to be worked out to be done during this time.

Agenda #2

Conservation of Electricity and water (Measures taken by Engineering Department, SMU).

Head General Services apprised details on saving in consumption of electricity

SMIT:

Feb to March – 68,205 Unit   -Costing Rs.3.75 Lacs

March to April – 60,225 Unit   -Costing Rs. 3.31 Lacs

YOY During April-105000 Units   - Costing Rs.5.77 Lacs

Electricity Bill for SMIMS campus has not been received after November 2019.

Hon'ble Vice Chancellor thanks and applauded Head GS and his team for effort taken for saving consumption of electricity and water at constituent units.

Dr Malikarjuna, Director SMUDE reported on the demonstration organised by Merit Track on the examination process.

COURSERA

Details on Coursera and RMS given by Mr Pemendra Pradhan, Asst Registrar, IQAC

Coursera status as on 01/5/2020

No. of learners registered 500

No. of learners who have completed at least one course – 211

RMS update

SMIT	:	654
SMIMS	:	268
SMCON	:	55
SMCPT	:	24
HSS	:	6

Mr Pemendra Pradhan, Asst Registrar, IQAC and Dr Bibeth Sharma, SMIT has suggested organising Series of WEBINAR comprising of alumni of different unit on that provision of registration to be given.

Dr. Bibeth Sharma can host the webinar SERIES in coordination with Head SMU IT & alumni HOIs/HODs of different unit.

Hon'ble Vice Chancellor thanked Mr Pemendra Pradhan and Dr Bibeth Sharma for giving valuable suggestion which will be productive for the organisation as a whole.

Hon'ble Vice Chancellor, SMU expressed his concern on the following points:

- All HOIs to ensure that academic delivery is regular and as per timetable and look at the syllabus is completed within the prescribed time frame.
- All HOIs to go through guidelines for the academic calendar.
- HOIs & DCE (Med) & (Tech) read through guidelines to conduct exam and promotion policy and guidelines.
- SMIT counselling is going on successfully. Dr Rustum, SMIT has developed extremely user-friendly system for online admission. Head IT to

coordinate with all HOD concern and ensure that Dr Rustam's system is demonstrated to all department. All institute to follow user friendly and uniform system.

- Financial review of CRH for the last one month to have as soon as possible and have a review meeting.
- CRH has done many good activities like complex surgeries. The outcome of the activities to be updated in social media. CRH to promote themselves in social media in terms of patient related outcome and range of services provided. One column is reserved in Sikkim Express for publication of CRH activities and Services offered by CRH.
- Returning of students from outside the state to be meticulously planned and follow the policy of quarantine and isolation. All students reaching the campus after the lockdown from outside the state must undergo 14 days quarantine provisioned at campus.

Campus quarantine is also provisioned for students who stayed outside the campus on paying guest or rented house before the lockdown,

Committee to be constituted for planning and supervision of students coming from outside the state once the lockdown opens.

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