

Internal Quality Assurance Cell (IQAC)

25th Coordination Meeting

13 November 2019

Time: 2:30 p.m

Venue: Conference Hall, Level III, SMIMS

The 25th Coordination Meeting with all the Heads of Institutions and Heads of Offices was held on 13 Nov 2019 under the Chairmanship of the Hon'ble Vice Chancellor, SMU.

Members present

1. Prof (Dr) Ashis Sharma, Director, SMIT
2. Dr VK Mehta, Dean, SMIMS
3. Prof (Dr) KS Sherpa, Registrar, SMU
4. Prof Mridula Das, Principal, SMCON
5. Dr Nikita Joshi, Principal SMCPT
6. Dr Mingma L Sherpa, Head Operations, CRH
7. Mr MS Sridhar, Head HR SMU
8. Prof GC Mishra, Dy Controller (Tech). SMIT
9. Dr Manoj Kumar Nagasampige, Coordinator, IQAC
10. Col Umakant Singh, Head General Services, SMU
11. Mr Anand Ruhela, Head IT, SMU
12. Ms Srijana Sharma, Coordinator In-Charge, HSS
- 13 Mr Pradeep Chaturvedi, Ex-Sr FO, SMU
13. Mr Satyavolu Venkata Ravi Sankar, Sr FO, SMU
14. Dr Bibhusan Dhungel, Asst Controller of Exam (Med), SMIMS
15. Mr PM Pradhan, Asst Registrar, IQAC
16. Dr Kasinathan S, SMUDDE

Leave of absence granted to:

Mr Madan Chettri - Coordinator HSS; Dr Mallikarjuna – Director, DE




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Hon'ble Vice Chancellor welcomed all the members present in the meeting.

- At the outset Hon'ble Vice Chancellor congratulated one and all involved in the conduct of 19th Convocation of Sikkim Manipal University. The success of 19th Convocation was immensely praised by the team from Head Office, Bangalore and Govt of Sikkim and received huge appreciation from all corners. All were requested to convey heartfelt congratulation to all the employees of the constituent units of Sikkim Manipal University.
- He also thanked all the member of the house for successful completion of 25th Coordination Meeting of SMU and successful completion of GC/EC/FC meeting. Shri Ranjan Pai, CEO, MEMG expressed his happiness over the growth of the University and level of involvement of employees in various field.
- All HOIs to submit bills pertaining to convocation expenditure and close the account before 15th of Nov 2019.
- He expressed happiness to inform that the University Governing Body has passed Rs. 15 Crore for the new academic block.

Review of the previous meeting

Review: Introduction of Elective Subject

- ✓ *Elective subject on "Consumer Affairs" to be implemented in all undergraduate courses*
- ✓ *To be introduced as elective subject in BA/BCom/BCA/BBA*
- ✓ *Requested from HoIs / Coordinators to place the matter in the next Academic Senate Meet on 17 December 2019*
- ✓ *CRH was to organise workshop on 'Consumer Protection'*

Hon'ble Vice Chancellor directed to constitute 4 members committee comprising of Dept Arts, Commerce, Management and Computer Science. Committee will create common curriculum for the elective subject on "Consumer Affairs". Curriculum to be passed by respective BOS and submitted in the next Coordination meeting for further approval in the Academic Senate Meeting

Within next weeks' time MS CRH will nominate appropriated date for workshop on Consumer Protection at CRH.

Review: Summer Internship for Students from Group Institutes



- ✓ *SMIT to forward details of summer internship for students from Group Institutes*
- ✓ *Action requested by the 26th Coordination Meeting*
- ✓ *21st MESVCC decided to charge Rs.500/- (non refundable) from students of Group Institutions. Status quo to be maintained from students from outside the group.*

Department of HSS also to organise summer internship program in collaboration with MUJ and SMIMS will float summer internship program. All the interested students can take part in the program.

Registration fee of Rs. 500 to be levied on all participating students for summer internship program organised by SMU.

Review: Manipal Students' Research Colloquium

- ✓ *Manipal students' research colloquium 2019 was held on 17-18 October 2019*
- ✓ *Intimation sent to all units on 05/09/2019*
- ✓ *Update of participants from all units*

Director SMIT informed that nine students from SMIT participated in Manipal Students' research Colloquium 2019 held at MUJ.

Next year SMIT will organise Research colloquium in the month of March/April or October/Nov 2020.

Review: Structural Audit of Buildings

- ✓ *Structural audit of building ageing between 15- 30 years*
- ✓ *Department of Civil Engineering, SMIT, to purchase NDT equipment*
- ✓ *Update requested from Head, GS.*

Head General Services, SMU reported that written letter has been sent to concerned department, Govt of Sikkim. They have permitted SMIT for structural audit of building subject to one member should be chartered member of the institution of India. Hon'ble Vice Chancellor suggested to take it forward.

Review: Faculty Training by WIPRO

- ✓ *WIPRO' has proposed to train the faculty members from SMIT for the proposed subjects specified by WIPRO*
- ✓ *Update requested from Director, SMIT*

Details awaited from the concerned department.

Agenda #1: Holiday Calendar of 2020



- ✓ Holiday calendar of 2020 is placed for approval

Decision: Approved

Action: Registrar, SMU

Agenda #2: Use of University Logo

- ✓ *Some documents still carry old University logo*
- ✓ *All Heads to ensure the replacement of such logo with new one.*
- ✓ *DCE(T) / DCE(M) to replace the old stock of certificates bearing old University logo.*

Decision: Hon'ble Vice Chancellor expressed his concern and suggested to destroy all the documents containing old logo of the university which creates lots of confusion.

Action: All HOIs/DCE (T)/DCE(M)

Agenda # 3: Concessions to Kashmiri Migrants / Kashmiri Pandits / Kashmiri Hindu Families

- ✓ *Ref: Letter No. F.No.3-4/2017-NER dated 15 October 2019 from Sr. Economic Advisor (Higher Education), MHRD, GoI. Matter to be made effective from academic year 2020-21*
- ✓ *Concession for the wards of Kashmiri Migrants and Kashmiri Pandit / Kashmiri Hindu Families (Non-Migrants) living in Kashmir Valley in HEIs*
- ✓ *Relaxation in cut-off percentage upto 10% subject to minimum eligibility requirement*
- ✓ *Increase in intake capacity upto 5% course-wise*
- ✓ *Reservation of at least one seat in merit quota in technical / professional institutions*
- ✓ *Waiving off domicile requirements for Kashmiri Migrants only. Kashmiri Pandits / Kashmiri Hindu Families (Non-Migrants) living in Kashmir need domicile certificate.*

Decision: Approved for implementation.

Action: All HOIs

Agenda # 4: Constitution of Ek Bharat Shreshtha Bharat (EBSB) Club

- ✓ *Ref: D.O. No. 14-9/2019(CPP-II) dated 06 November 2019 from Secretary, University Grants Commission*
- ✓ *Constitution of Ek Bharat Shreshtha Bharat Club (EBSB) in HEIs and its affiliated colleges / institutes to propagate language, culture of the paired State through various activities*
- ✓ *Club constitution:*



Nodal Officer, Teachers, Students, Volunteers of NSS and Cadets of NCC. The Club is to be supervised by the Associate Dean/Director, Student Welfare (in case of Universities) and Principals (in case of colleges)

- Paired Stated and Union Territory for one year

Delhi: Sikkim & Assam

Decision: As directed, SMU will conduct activities based on Delhi Culture. First and foremost, one common club to be formed headed by the Asso Dean SMIMS and Asso Director SMIT. Separate meeting to be called to discuss this issue.

Details of all activities to be uploaded/submitted in the given format on University Monitoring Portal (UAMP), UGC.

Action: All HOIs/Registrar, SMU

Agenda # 5 (a): UGC Policies Under Draft

- ✓ *UGC Quality Mandate on "Tracking of Students Career Progression and Alumni Network"*
- ✓ *F.No. 1-15/2019(QIP)/(Alumni Association) Dt: 07 November 2019*
- ✓ *Framing Policy Documents and feedback requested from stakeholders by 15 November 2019 by UGC.*

Discussion: Vacancies for faculty position to be uploaded in UGC portal including induction training program for faculty and students. Keep track on Student progression in terms of Student database, post qualification, Alumni association and registration. Critically look at participation of under graduating students in various activities of the University and documentation of the same is imperative.

Faculty involvement is immense. All department must align their outcome based on their performances. HOD to align their assessment best on their outcomes.

Hon'ble Vice Chancellor emphasised to initiate course in Digital marketing program at SMU.

Action: Induction training to be conducted by HR Department to all newly recruited faculty and students. Employee requirements to be uploaded in UGC portal.

University activities with photograph and title of the program with caption to be shared immediately to the Registrar for uploading in social media. Emphasized to create more visibility of SMU in social media.

Action: Registrar/Head-HR/HOIs/HODs



Agenda # 5 (b): UGC Report Under Draft

- ✓ UGC Quality Mandate on "Enabling and Enhancing University and Industry Linkages"

Decision: Circulated to all concerned for implementation.

Action: All HOIs

- ✓ F.No. 7- 1/2018 (QIP) (Social & Industry Connect) dated: 07 November 2019
- ✓ Working Group Report has been shared and requesting feedback by 22 November 2019 by UGC.
- ✓ 56th Academic Senate Meeting is being scheduled on 17 December 2019 (Thursday). Agenda for the same is requested by 30 November 2019.
- ✓ 2nd Edition of SMU Pride Award will be held on 15 November 2019 from 2.30 PM onwards in SMIMS Auditorium
- ✓ HoIs / HoOs / Principals / Course Coordinators to review short / mid / long term objectives

Inauguration of year of research on 14 Nov 2019.

A brief presentation on coursera was given by Mr Premendra Mani Pradhan, Assistant Registrar, IQAC.

The following points were suggested by Hon'ble Vice Chancellor

- ❖ Freeze upto 500 license for next year in a half yearly basis distributed on a first come first served. Review after every six months if not completed within six months' time to be replaced with new member.
- ❖ Keep aside 50 license for students of first sem and 6th sem B.Tech of SMIT.
- ❖ One slide on coursera to be kept in every coordination meeting.
- ❖ Should encourage all research scholars to do coursera on research methodology.

Presentation on ISMS was made by Head IT SMU.

Hon'ble Vice Chancellor complimented for detailed presentation on enabling information security management system at SMU. He suggested two to three days workshop on cyber security to be organized to share dos and don'ts on computer security and server at multiple level after segregating level of users.



Presentation on Research Management System (RMS) by Dr Manoj Nagasampige

Requested all HOIs to motivate faculty to present paper in conference and the same to be published into journals. Journals to be published only in Scopus. More entries of journals in RMS (NAAC Portal) from all the departments is encouraged at least one paper per faculty per year.

From first of January 2020 TA/DA will not release for the faculty for attending conferences unless conference publication is uploaded in RMS. All faculty are requested to strictly adhere the University policy.




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13 November 2019

Sl No.	Name	Designation	Signature
1	Prof (Dr) VK Mehta	Dean, SMIMS	
2.	Prof (Dr) Ashis Sharma	Director, SMIT	
3.	Dr Gautam Dey	MS, CRH	
4.	Prof Mridula Das	Principal, SMCON	
5.	Dr Nikita Joshi	Principal, SMCPT	 13/11/19
6.	Dr Mingma L Sherpa	Head Operations, CRH	
7	Dr G Malikarjuna	Director, SMUDDE	
8.	Col Umakant Singh	Head General Services, SMU	
9.	Shri MS Sridhar	Head -HR, SMU	
10	Shri Satyavolu Venkata Ravi Sankar	Sr FO, SMU	
11	Dr Manoj Kumar Nagasampige	Coordinator, IQAC	
12	Mr Anand Ruhela	Head IT	
12	Shri Madan Chettri Mrs. Srijana Shasna	Coordinator, HSS	
12.	Prof GC Mishra,	Dy. Controller –Tech, SMIT	
13	Prof Luna Adhikari	Dy Controller – Med, SMIMS	
14	Mr P. M Prachan	Asst Registrar, IQAC	
15.	Dr. KASINATHAN S	SMUDDE	
16.			
17.			

