
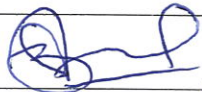
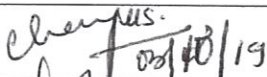


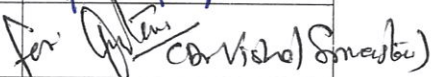

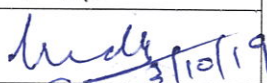
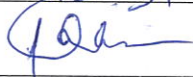
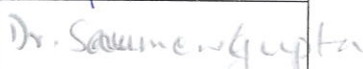
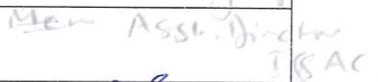

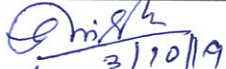
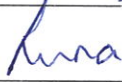
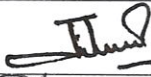

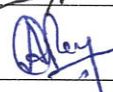


## Internal Quality Assurance Cell (IQAC)

### 24<sup>th</sup> Coordination Meeting

3 October 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	 campus. 02/10/19
5.	Dr Nikita Joshi	Principal, SMCPT	
6.	Dr Mingma L Sherpa	Head Operations, CRH	 3/10/19
7	Dr G Malikarjuna	Director, SMUDDE	 for CA Vichal (Smartsu)
8.	Col Umakant Singh	Head General Services, SMU	 for 3/10/19
9.	Shri MS Sridhar	Head -HR, SMU	 3/10/19
10	Shri Pradeep Chaturvedi	Sr FO, SMU	
11	Dr Manoj Kumar Nagasampige	Coordinator, IQAC	 Dr. Saumen Gupta
12	Mr Anand Ruhela	Head IT	 Man Assn. Director IQAC
12	Shri Madan Chettri	Coordinator, HSS	
12.	Prof GC Mishra,	Dy. Controller -Tech, SMIT	 3/10/19
13	Prof Luna Adhikari	Dy Controller - Med, SMIMS	 luna
14	Dr. Jilendra Kumar	Chairman Admission, SMIT	
15.	Dr. Dechenla T Bhutia	Admission Officer, SMIMS	
16.	Avisit Roy	SMU-17	



## Internal Quality Assurance Cell (IQAC)

### 24<sup>th</sup> Coordination Meeting

3 October 2019

Time: 2.30 p.m

Venue: Conference Hall, Level III, SMIMS

The 24<sup>th</sup> Coordination Meeting with all the Heads of Institutions and Heads of Offices was held on 3 October 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. Dr Mingma L Sherpa, Head Operations, CRH
5. Mr MS Sridhar, Head HR SMU
6. Prof Champa Sharma, Principal In-Charge, SMCON
7. Dr Nikita Joshi, Principal, SMCPT
8. Prof GC Mishra, Dy Controller (Tech). SMIT
9. Dr Dechenla T Bhutia, Admission Officer, SMIMS
10. Col. Umakant Singh, Head General Services, SMU
11. Dr Vishal Srivastava, Director In-Charge SMUDE
12. Ms Srijana Chettri, Coordinator In-Charge, HSS
13. Dr Jitendra Kumar, Member, Admission Committee, SMIT
14. Dr Saumen Gupta, Asst. Director, IQAC
15. Mr Chandra Rai, FO In-Charge, SMU
16. Mr Avijit Roy, SMU IT

Leave of absence granted to:

Mr Anand Ruhela - Head IT, Prof. Mridula Da - Principal SMCON, Mr Pradeep Chaturvedi - Sr FO, SMU, Mr Madan Chettri - Coordinator HSS, Dr G Malikarjuna - Director, SMUDE.



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

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

Review of the previous meeting

#### LTC

- *LTC for faculty members of the Institute (with vacation leave) can avail it during vacation period.*
- *This is with effect from January 2020.*

#### **Approved.**

Consequent upon amendment of the previous circular the new circular to be issued by Registrar, SMU explicitly for only vacationing institutions. Head, HR to release the amendment in SMU People's Policy Manual.

**Action: Registrar, SMU & Head, HR, SMU**

#### COURSE ON ENVIRONMENTAL SCIENCE

- *Humanities & Social Sciences is requested to formulate a draft curriculum and showcase as a value-added courses for interested SMCON & SMCPT students.*
- *Update from Coordinator I/C, H&SS*

Hon'ble VC informed that the matter has been pending from the Department of H&SS for long. The Coordinator, Humanities & Social Sciences Department, SMU to put up a draft curriculum on Environmental Science as a value-added course for SMCPT and SMCON in the next coordination meeting the same will be brought up in the forthcoming Academic Senate meeting for further approval.

**Action: Coordinator HSS, SMU**

#### HOARDINGS / DIGITAL DISPLAYS

- *Hoardings at Mayfair (allotted for SMIT) and hoardings for SMU have been replaced.*



- *Update of replacement of content of digital display at MG, Marg by CRH*

Head GS, SMU to look at the issue pertaining all the hoardings of SMU placed at different locations. Hon'ble Vice Chancellor advised marketing team of CRH to bring up various activities held in CRH in the social media on a monthly basis.

**Action: Head GS, SMU/MS & HoO, CRH**

#### ENDOWMENT FUND UTILISATION & PROPOSAL

- *Report on Endowment Fund utilization and proposal by end of September*

Both Asso Dean, SMIMS (R&D) and Asso Director, SMIT(R&D) to prepare presentation/report on activities taken and utilization under endowment fund and its outcome to be highlighted. Reports to be submitted before the 19th Convocation of SMU.

**Action: Associate Dean SMIMS (Research) and Asso Director, SMIT(R&D)**

#### AGENDA #1: ADMISSION UPDATE

*Admission update with comparative figure from Institute*

Detailed presentation on admission 2018-19 was given by the admission committee of the respective institutions. Discussed at large on the setbacks of this year's admissions and modalities for further improvement.

**Action: All HOIs / Principals / Coordinators to regularly monitor the progress on admission.**

#### AGENDA #2: INTRODUCTION OF ELECTIVE SUBJECT

- *Elective subject on "Consumer Affairs" to be implemented in all undergraduate courses*

Elective subject on "Consumer Affairs" as directed by UGC to be implemented in the Department of Commerce, BBA, BCA, BA, BCom.



Hon'ble Vice Chancellor also emphasized Head Operation, CRH to organize workshop on consumer protection act at CRH.

**Action: All HOIs and MS-CRH.**

### AGENDA #3: STRUCTURAL AUDIT OF BUILDINGS

- *Structural audit of building ageing between 15- 30 years*
- *Department of Civil Engineering, SMIT, to purchase NDT equipment*

Head GS, SMU to discuss with the concerned department of the Government of Sikkim. If the competent authority of Government of Sikkim authorizes SMIT to certify stability of buildings located in Sikkim, SMU will subsequently go ahead for purchasing of the NDT equipment.

**Action: HGS, SMU/Director, SMITs**

### AGENDA #4: FACULTY TRAINING BY WIPRO

WIPRO' has proposed to train the faculty members from SMIT for the proposed subjects specified by WIPRO

**Action: Director, SMIT**

### INFORMATION POINTS

- Minister of HRDD, Government of Sikkim will be the Chief Guest for 19<sup>th</sup> Convocation scheduled on 19 October 2019
- Swachh Bharat Summer Internship under the aegis of NSS – SMIT has been adjudged as First in the North East District category as well as First in the State of Sikkim
- Ms Angita Barman, 1<sup>st</sup> Year – BSc Nursing, student has been awarded Rs.5000 and certificate of appreciation for her poem under University / College category on 02 October 2019 by Governor House.
- 3 students from the Department of Electrical & Electronics Engineering, SMIT, under mentorship of Dr Shabbiruddin has published research paper in SCI journal.



Following points were discussion with the permission of the Chair

- ❖ Dy Controller of Examination (Tech) apprised that the 80% of the students have completed NAD registration at SMIT. Last 3 year's student data have been successfully uploaded in NAD. Hon'ble Vice Chancellor complemented on progress of NAD registration and successful completion of uploading three years student data in NAAD.
- ❖ Detailed updates on progress of NABH accreditation presented by HO, CRH and discussed on various modalities. Hon'ble Vice Chancellor expressed his happiness and praised NABH team on the significant progress of NABH accreditation.
- ❖ Head HR requested all HOIs/HODs of the constituent units to provide nomination for awards from their respective departments as early as possible.
- ❖ It is informed to all constituent units that our own student's talent to be showcased in the SMU Calendar for the year 2020 through painting and photograph. Painting will be the first choice.  
Requested to forward photographs and paintings of the students to the office of Registrar from all the constituent units of SMU.
- ❖ Hon'ble Vice Chancellor requested all HOIs to provide list of high-volume plants & machinery placed in various departments including their cost if replacement is required in the next one or two years.

Meeting ended with the vote of thanks by the Chair.

