

Internal Quality Assurance Cell (IQAC)

23rd Coordination Meeting

4 September 2019

SI 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	4/09/19
5.	Dr Nikita Joshi	Principal, SMCPT	
6.	Dr Mingma L Sherpa	Head Operations, CRH	4/9/19
7	Dr G Malikarjuna	Director, SMUDDE	
8.	Col Umakant Singh	Head General Services, SMU	4/9/19
9.	Shri MS Sridhar	Head -HR, SMU	4/9/19
10	Shri Pradeep Chaturvedi	Sr FO, SMU	
11	Dr Manoj Kumar Nagasampige	Coordinator, IQAC	
12	Mr Anand Ruhela	Head IT	
12	Shri Madan Chettri	Coordinator, HSS	4-9-19
12.	Prof GC Mishra,	Dy. Controller –Tech, SMIT	
13	Prof Luna Adhikari	Dy Controller – Med, SMIMS	
14	Mrs Diki Lama Tamang	PS to VC, SMU	



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Internal Quality Assurance Cell (IQAC)

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Time: 2.30 p.m

Venue: Conference Hall, Level III, SMIMS

The 23rd Coordination Meeting with all the Heads of Institutions and Heads of Offices was held on 4 September 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 Gautam Dey, MS, CRH
5. Dr Mingma L Sherpa, Head Operations, CRH
6. Mr Anand Ruhela, IT Head, SMU
7. Mr MS Sridhar, Head HR SMU
8. Dr G Malikarjuna, Director, SMUDDE
9. Prof Champa Sharma, Principal In-Charge, SMCON
10. Dr Nikita Joshi, Principal, SMCPT
11. Prof GC Mishra, Dy Controller (Tech). SMIT
12. Col. Umakant Singh, Head General Services, SMU
13. Mr Madan Chettri, Coordinator, HSS
14. Mr Chandra Rai, FO In-Charge, SMU

Leave of absence granted: Dr Luna Adhikari, Deputy Controller, Examination (Medical), SMIMS and Mr Pradeep Chaturvedi, Senior Finance Officer, SMU and Dr Manoj Nagasampige, Director, IQAC, SMU

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



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Review of the previous Coordination meeting.

SMU year of research

- *Consolidated calendar of events to be prepared and shared with all the faculty, Ph.D Scholars and students of the University to encourage full participation from all the departments and also avoid overlapping of the events.*
- *Hon'ble Vice Chancellor emphasized on having two oration programs annually at University level one on Health Care and one on technology and also to organize guest lecture every month in both the campuses separately.*

Hon'ble Vice Chancellor advised to have the inauguration of the event first. It is decided that second week of September will be tentative date for Inauguration.

Local learned person or anybody from outside to be invited for the Guest lecture internal faculty also can be called for the lecture. Subject/topic should be of common interest.

Hon'ble Vice Chancellor emphasized on having two oration programs annually at University level one on Health Care another on technology. Oration program will be named as TMA Pai Oration. Certificates and medals will be given to the best speaker of the program.

Action: All HOIs/Asso. Dean (R &D) SMIMS /Asso Director (R &D) SMIT

Leave Travel Concession

- *LTC request from SMIT*
- *Informed that due to tax and group policy, status quo on LTC scheme to be maintained*
- *However, it was decided that Head- HR would review and look into for final decision this month.*

Mr M S Sridhar, Head, HR, SMU updated that proposal is permissible. Therefore, it is permitted only to those institutions having vacation leave.

Action: The Chairman instructed Head, HR, SMU to amend the SMU People's Policy to implement the proposal and release the notification to all vacationing units.



Course on Environmental Science:

Agenda	Placed during Coordination Meeting	Initiator	Decision
Course on Environmental Sciences should be implemented in HEI (D O No. F-13-1/2000(EA/ENV/COS-I); dated 14 May 2019	21 st	SMU	Humanities & Social Sciences is requested to formulate a draft curriculum and showcase as a value added courses for interested SMCON & SMCPT students.

To be discussed at large on module of course and syllabus and finalized before the next coordination meeting.

Action: Principal (SMCPT & SMCON) along with the Coordinator, H&SS shall jointly formulate a packaged course on Environmental Science. This course could be taken as value added audit course.

Hoardings and Digital Display

- *Monitoring of hoardings and digital display (at MG Marg)*
- *Replacement of content of hoardings*
- *Content of digital display at MG, Marg to be replaced*

Hon'ble Vice Chancellor instructed that henceforth all the new hoardings of SMU should be visual impact and eye catching. Relook at how to promote the admission and move towards brand building.

Admission is over for the session 2019-20. Digital display and hoarding of various places to be changed according to university need precisely concentrating on brand building.

Head, GS to survey all the hoarding placed by SMU and also communicate with the HRD Official for pulling down all the hoarding placed by other agencies in and around SMU premises.

Action: (i) Marketing team of CRH to work out for the display content for digital display hired at MG, Marg.

(ii) Head, HR, SMU to help CRH in content formulation for the said display.

(iii) Head, GS to regularly survey the unnecessary hoardings around SMU campus.



Central Rate Contract

- *Central Rate Contract (CRC) vide no. 149/SMU/REG/Sty/70/2019; dated 31 July 2019 stands in place and not binding.*
- *The Institute / Offices purchasing items at lower price quoted in CRC may continue.*
- *CRC will be made binding from next year and the process for the same to be initiated by the University Office*

Registrar informed that the process of central rate contract was in process and in the same line, exhaustive list of stationery items has been prepared and sent to all units including CRH for inclusion of any left-out stationery items. He also informed that only SMIT had responded to the request, but other units had not.

Chairman informed that from the next financial year all the stationery and printing item will be done through Central Rate also should be done through Central Rate Contract.

Action: HoIs / MS-CRH

Internal Adjunct Faculty

- *Head / Coordinators of the University Departments to monitor the classes and collect feedback of associate faculty members from other units*

Principals / Head of the Departments/ Coordinators to HOIs/Coordinators to monitor and collect the student's feedback of internal adjunct faculty members visiting the colleges / departments to teach a subject. In case of any irregularity, the matter to be brought to the notice of the HoI concerned.

Updates from the concerned institute to furnish monthly updates/feedback to Registrar, SMU and get the student's feedback.

SMU Facebook, Twitter & Instagram

- *One Spoc requested from all units / colleges who would coordinate with PRO, SMU.*
- *Dr Bibeth Sharma, SPOC from SMIT*

Office Order from the concerned head assigning SPOC from CRH, SMIMS, SMCON, SMCPT and H&SS of the respective units to be provided to Registrar, SMU.



International Student Cell

- **Request to other HoIs/ Principals / Coordinators**
- Registrar is assigned to communicate with foreign students personally take care to address the concern of the students and HOIs to provide opportunity to showcase their talent in the various program organized by SMU and its constituent units

Registrar, SMU is appointed In-Charge of the foreign student cell. He will meet all the foreign students of both the campuses once in a month. One spoc from the constituent units to be appointed to take care of these students.

Agenda Item # 1 Activate Institutional Committee

- Existence of various institutional committees specially on Student's Grievance Redressal Committee, Workplace Harassment Redressal Committee etc must be made aware to all stakeholders
- Matters pertaining to these committees to be looked into by these committees

Decision: Grievances to be recorded and handled at institutional level. HOIs to call a meeting of all the staff and make them understand the examination rule to interpret the rule in a same way.

Students are allowed to represent their grievances only to the Hon'ble Vice Chancellor along with their respective HOIs.

Action: All HOIs

Agenda Item # 2: Readiness for NAAC Reassessment

- Institute must gear up for NAAC reassessment
- Institute NAAC committees to be proactive

Decision: For NIRF registration and rank the quality of data and quality of supporting documents are the two main required field. All department to ensure that everything of the previous record is updated.

Action: All HOIs



Agenda Item #3: NAD Update – SMU DDE Update from the Registrar

- *Upload of student's degrees / certificates in NAD portal*
- *Update from Officiating Director, SMU DDE*

Discussion: Director, SMU DDE informed that uploading of data is already started and is under process.

Decision: Before October 2019 two years data to be uploaded.

Action: Director, SMUDE

Agenda Item #4: Endowment Fund Utilisation

- *Institute Research Unit to prepare Endowment Fund (2017-18) Utilisation report*
- *Report presentation by end of September 2019.*

Decision: Utilisation report on endowment fund for 2018-19 and proposal for 2019-20 to be provided in the next coordination meeting.

Action: Asso. Dean (R &D), SMMS/Asso Director (R & D) SMIT

Agenda Item #5: SMU Calendar 2020

- *Photographs / arts from students to be a part of SMU calendar 2020*
- *SMIT - 2*
- *SMIMS - 2*
- *SMCON - 2*
- *SMCPT - 2*
- *University Departments - 3*
- *SMUDE – 1*

Decision: 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.

Action: All HOIs



Information: Awareness Workshops

- ❖ *Workshop to be organised by*
- *Gender Sensitisation by HR, SMU*
- *RTI by Director, SMU DDE*
- *CPA by CRH*
- ❖ *Visit to SMIMS by Vice Chancellor, Sikkim University*

Decision: To be done in the 2nd and 3rd week of September 2019.

Action: All HOIs/HODs

Hon'ble Vice Chancellor highlighted following points to be discussed in the next coordination meeting

1. In the next coordination meeting analysis on admission to be done incorporating shortfall and improvement of admission 2019-20.
2. Review of budget to be done with comparative figure of last year and this year. SFO to meet the HOIs individually and re-estimate and reassess the budget for next financial year.
3. Head, Operations, CRH informed that there would be briefing on NABH in the next coordination meeting.

Detailed Presentation was given by Head HR, SMU and his team on SMU Pride awards scheduled to be held on 15 Nov 2019

Meeting concluded with vote of thanks by the Chairman, SMU


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