

Minutes of 30th Coordination Meeting

30th Coordination Meeting was held online on 15 April 2020 (Wednesday) at 10.30 AM.
Following members joined the meeting online

Dr Ashis Sharma, Director, SMIT

Dr Mallikarjuna, Director, SMU DDE

Dr Gautam Dey, MS, CRH

Dr Mingma Lhamu Sherpa, Head Operations, CRH

Prof Nikita Jossi, Principal, SMCPT

Dr G C Mishra, DCE (T), SMIT

Mr SV Ravi Sankar, SFO, SMU

Col Umakant, Head, GS, SMU

Mr Premendra Mani Pradhan, Asstt. Registrar, IQAC, SMU

Following members were present in the Conference Hall, SMIMS Building

Lt Gen (Dr) M D Venkatesh (Retd), VC, SMU

Dr K S Sherpa, Registrar, SMU

Brig (Dr) V K Mehta, Dean, SMIMS

Prof Mridula Das, Principal, SMCON

Dr Luna Adhikari, DCE (M), SMIMS

Mr Madan Chettri, Coordinator, H&SS

Mr Anil D'Souza, Head, HR, SMU

Mr Anand Ruhel, Head, IT, SMU

Hon'ble VC welcomed all the members to the 30th Coordination Meeting.

Registrar informed that due to the lockdown major actions on agenda points of 29th Coordination Meeting could not be accomplished and therefore, the review of action points of 29th and 30th Coordination meeting will be taken up in the next coordination meeting.

Taking forward, HVC highlighted following action points



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For HoIs / Principals / Coordinators

- (1) HoIs / Principals / Coordinators must critically review the online academic activities and its effective delivery since last month. All academic delivery must be based on the schedule that must be informed to the student beforehand. Faculty members available shall be called to the workplace and made to deliver lecture (without students). These lectures could be sent online to the students.
- (2) Use of virtual lab to demonstrate experiments may be looked into. Medical Sciences may look into the pre scheduled demonstration in the form of videos.
- (3) Entire academic calendar of this session to be revisited and recalibrated so that next academic session could be started with minimum loss. Academic calendar of the next academic session shall also be critically reviewed. All units shall target to begin the next academic session in time.
- (4) Planning of clinical rotation must be critically analysed.
- (5) Deputy Controller of Examinations in coordination with head of the units shall plan for compressed examination (main and supplementary) schedule including declaration of results. Special attention to be provided for examination of first B Tech students.
- (6) Edunext portal from MaGE will be available for academic delivery. Dr Mallikarjuna, Director, SMU DDE has been given the charge as nodal officer to coordinate with MaGE for Edunext portal for SMU. Head, IT, SMU shall provide all technical support in this regard.
- (7) HVC apprised that MCOMS, Nepal and Malaysia are using the content developed by MAHE in health sciences through Edunext. Dean, SMIMS has been requested to create core group of 2-3 faculty members to review these contents and try implement in SMIMS.

For Head, IT, SMU

- (8) IT team must cater uninterrupted broad band internet facilities and use of Microsoft Team to all units for effective academic delivery. This action must be hastened up on priority. He also quoted that it is the time for IT to shine in this hour of crisis with its full-fledged involvement / support.

For HoIs / Principals / Coordinators

- (9) All the units must critically monitor all admission activities and dynamically adapt with the situation to enhance the admission. Looking at the situation, HVC



suggested to review the release of admission advertisement in newspapers. He, rather, emphasized on effective digital marketing. All Hols must encourage innovations in relation to attracting prospective candidates for admission.

- (10) All head of the units / departments must prepare the detailed plan on all academic activities and delivery including compressed examination schedule within 24 hours and share the same with HVC online or in person. Schedule of the interaction of Head of the units / departments will be shared by the Registrar.
- (11) HVC informed that suspension all classes, academic activities and examination will be extended up to 16 May 2020. Summer vacation to faculty members will be curtailed / cancelled this time.
- (12) Associate Head, Training & Placement, SMIT shall liaise with the major recruiters for the update on status of placement offered to students.
- (13) Students who are doing internships or major projects outside the campus must be monitored regularly by their TGs and HoDs.
- (14) Hols must keep monitoring the well-being of hostellers. Their floor wardens / TGs must stay connected to their parents on regular basis.

For All Concerned

- (15) HVC apprised that University has reasonable reserve for next 3 - 4 months. Further delay in cash flow in terms of fees will grossly affect the financial health of the University. He, therefore, requested all head of the units to try schedule the next academic session in time at the most by June 2020. This must be made understood from the level of faculty members by the Head of the units.
- (16) HVC further informed that cash flow of the University at present is also grossly affected by the complete lockdown. Therefore, there will be total freeze on all capital expenditure till further order. Only emergent operating expenditure will be processed. However, he reiterated that expenses on combating Covid stand out of this purview.

For CRH Management

- (17) CRH management to review and optimize income and expenditure. CRH shall critically look into enhancing the operational efficiency following social distancing and all Covid guidelines. All cost control measures like oxygen supply, light and water usages must be followed.
- (18) All OPD must begin at 9.00 AM to reduce the crowd.



- (19) Some JRs from CRH have resigned earlier. Now the Department is again requesting for consider / reconsider the resignation. HVC informed that once the resignation is accepted, the prerogative lies with the Dean, SMIMS.

For Head, GS, SMU

- (20) Engineering Section, SMU must critically look into the conservation of electricity and water as many of the hostel rooms and hospital wards are empty.

Update from Director, SMIT

- All online classes are going as scheduled.
- 15 April will be last date of online assignment and thereafter, sessional tests will be conducted online with remote proctoring.
- 30 % of the students are having problem with internet connectivity. However, other means of the academic delivery have been taken care. Buffer week has been kept aside for considering sessional tests for such students with internet connectivity.
- Round about 400 candidates have registered for online admission test.

Update from Dean, SMIMS

- Planned way of online academic delivery is on.
- Regular meeting with HoDs are being held to monitor the progress.
- Training of teachers on online teaching methods are also in progress.

Update from Principal, SMCON

- Online academic delivery is going smoothly in a planned way.
- Principal is in close monitoring everyday of all academic activities.
- HVC requested Head, IT, to provide 1-2 laptops / desktops for the time being to facilitate the academic delivery.

Update from Principal, SMCPT

- Online academic delivery is on using Whatsapp.



- All links are being provided to students through this app to connect to lectures notes and assignments.
- HVC suggested to use Microsoft Team for pre scheduled lecture delivery by teachers.

Update from Coordinator, MHA

- Online academic delivery is on.
- Final year dissertation is being scheduled in first week of May earlier. Revised scheduled will be worked out and shared with HVC offline.

Update from MS / Head, Operation, CRH

- CRH is fully prepared to deal with Covid.
- Bus facilities are being provided to ferry hospital staff.
- Due to limited availability of PPE, its usage is closely monitored.
- Surgical masks are also provided to only clinical departments and not to the academic departments due to its limited availability.
- Consumption of hand sanitisers have increased and cost incurred in this regard will be shared with units concerned.
- Evaluation / Isolation desks are active.
- She further thanked Director-SMIT, Head-GS, Head-IT and Head-HR for all out support rendered to CRH in this hour of crisis.
- HVC informed that ICMR has permitted to set up Covid testing lab at CRH under the supervision of NEGRIMS.

Update from SFO

- Approved budget proposal for 2020-2021 has been forwarded to all concerned.
- Requested for strict compliance of March 31, 2020 as the closure of last financial year.

Update from Director, SMU DDE

- Result of March examination has been declared.
- 850 students have re-registered for the next semester.



All other updates from concerned offices / units / departments will be taken up on one-on-one basis.

With no other points for discussion, the meeting was concluded.



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