

**Internal Quality Assurance Cell (IQAC)**

**40<sup>th</sup> Coordination Meeting**

**1<sup>st</sup> April 2021**

**Time: 2:30 PM**

**Venue: Conference Hall, Level III, SMIMS**

The 40<sup>th</sup> Coordination Meeting with all the Heads of Institutions and Heads of Offices was held on 1<sup>st</sup> April 2021 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 Yogesh Verma, MS, CRH
5. Prof Champa Sharma, Vice Principal, SMCON
6. Prof Nikita Joshi, Principal-SMCPT
7. Director, SMUDDE
8. Mr Anil D'souza, Head – HR, SMU
9. Mr Anand Ruhela, Head IT, SMU
- 12 Mr Ravi Shankar, Senior FO, SMU
- 13 Mr Premendra Mani Pradhan, Asst Registrar, IQAC

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



  
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## **COVID Protocols & SMU Guidelines**

- **All units to gear up for COVID strictures**
- **Flying squads or COVID Protocol Implementation Committee at every level to be constituted and Hols/ Units Heads to monitor the strict compliance**
- **Compliance & deterrence to be ensured, checked and monitored by Hols, Unit Heads & HoDs**
- **Coordination of implementation by ICC**

Initially, Dr Sumit Kar, Nodal Officer Covid 19, SMU updated status and future course of action to combat Covid 19 pandemic at SMU.

Vice Chancellor instructed that all employees and students precisely in the medical field is now mandatory for wearing of N95 or three layered mask. It is unanimously decided penalty of Rs 100 for improperly wearing a mask and Rs. 200 for without mask. Second time penalty will be Rs. 500. Foremost frequency of checks to be clearly defined. This is to be applicable to all employees, staff and students of SMU. All Classes and labs to be sanitized frequently. Implementation of the regulations is extremely important.

SMUDE examination scheduled to be held from 2<sup>nd</sup> of April 21. HGS to detail Security Supervisor and one person from concern committee for screening of students who are coming from outside the state.

Vice Chancellor complimented Brig (Dr) VK Mehta, Dean SMIMS for his fruitful tenure at SMIMS. On behalf of SMU wishes Brig Mehta and Madam Mehta for success and good health.



## **Review of the previous meeting**

### **Examination & Results**

- DCE (T) and DCE (M) to bring feasible uniformity in examination policies and procedures.
- Review the Examination Manual for any amendments/ corrections.
- Result analysis, by Hols and concerned DCE, to assess the concordance and quality between online and offline examination.
- Report requested by 10 April 2021.

Dr Mishra, DCE (T) informed that number of meetings held with DCE (M) major points were recorded. He ensured that reports will be submitted by 10<sup>th</sup> April 21.

Vice Chancellor emphasized all HOIs that examination processes fortified with credibility integrity and certain sanctity so that malpractice and use of unfair means is minimize. Presentation on online examination conducted by various department is requested.

### **Feedback on KRAs & Strategic Objectives**

- Short Term KRAs – 15 April 2021
- Progress on Medium & Long Term KRAs – 10 May 2021





### **Soft Term Goals.**

- Timeline for framework of strategic plan with defined roadmap milestones for all constituent units is 12<sup>th</sup> April 21.
- Perception management to be handled at various labels such as admission, OP & IP footfall and statistics. Timeline for perception management and media management will be 16 April 201.
- HOI and Unit Heads optimally utilize their respective webpages. Reports on this to be reached by 30 April 2021
- Mr Premendra updated status on ranking and reputation of SMU. Vice Chancellor insisted to give due priority on this and weekly updates to be given. Emphasized to constitute a peer group by 10<sup>th</sup> May 21 to oversee ranking and reputation management. Essential inputs to be provided by all units within a stipulated time frame. By 19 April 21 standardized templates to be ready and be reviewed by 5<sup>th</sup> of each month.
- Timeline 5<sup>th</sup> May 21 for KRA for each unit for the forthcoming academic session.
- NEP 2020 meeting to be scheduled 4<sup>th</sup> week of April.



- All HOIs, HODs, Unit Heads to set up research targets. Directorate Research and Asso Deans (R &D) to formulate clear road map on research and scientific publication targets. Inputs on this requested before the next coordination meeting.
- Due to Covid 19 pandemic SMU largely dependent on the Virtual learning. This is to be given due imputes. Status update on this is requested from all unit heads by 1<sup>st</sup> of June 2021.
- Feedback and preparedness on SWOC analysis to address the weakness and challenges and how to leverage the opportunities by all units and institutes to assess efficiency, KPIs, gaps and voids is expected by 1<sup>st</sup> June 21.
- 5 May 2021 status update on what are the goals specified in the perspective plan from 2018 to 2023.
- Encourage technology in all aspects.
- 3 to 5-year plan to upgrade infrastructure and facilities.
- Increase the impact of university research.
- Strengthen Academic and financial audits. Timeline for academic audit will be from rom April to June.



## **Admission**

- **Update on admission strategies by Hols, Principals & Coordinator: H&SS**
- **Henceforth, strategies on increasing admission intake in every unit of SMU to be a part of UMC discussion.**
- **Monthly meeting on admission to be conducted at every academic unit**
- **Unit wise presentations w.e.f 12 April 2021**

Vice Chancellor reiterated the importance on 100 percent admission across all courses all programs and all campus. all HOIs, HODs, Units Heads to ensure that maximum focus and commitment that all seats are occupied. Efforts should be made to target 100 percent admission. Timeline to update on admission is 21<sup>st</sup> April 21. Meeting on admission on 21 April 21.

## **Following points were discussed at large**

- **Update on submission of SSR and NAAC preparedness**
- **Status update of implementation of the Telemedicine scheme in CRH**
- **Identification of bottlenecks & impediments**
- **Regular monitoring**
- **Strategies for marketing & publicity with defined targets (KPIs), roadmaps and timelines**
- **Defining way forward**

## **Inventory Census/Stock Verification**



- Tally of ground, ledger & software balance
- Ledger entry
- Identification and numbering of items
- Verification/ Authentication Certificate from Units
- Depreciation model
- Confirmation by Hols & Unit Heads by 10 April 2021

#### **Don Den Hostel Fees**

- Update requested from Dean: SMIMS & Head: GS
- Principal: SMCON, Principal: SMCPT & Coordinator: HSS to update on occupation of hostel rooms

Deferred for the next meeting.

#### **SMU DE Examination**

- Update on progress made so far on conduct of SMU DE Examination from April 2021.
- Permission letter from GoS has been obtained and shared with all concerned.

Updates on examination given by Director, SMUDE - 1041 students have filled up form for examination. All students are coming with RTPCR negative report within 72 hrs before examination. Entire team are available at station in order to facilitate smooth conduct of examinations.

#### **Telemedicine**

MS CRH informed that he is personally monitoring and had a meeting with Government official to improve telemedicine facilities at CRH.





### **Agenda #1: University Purchase Committee**

- **Constitution of UPC for big ticket project post approval of budget every year on request of Hols or HoOs.**
- **This is to avoid the last minute hiccups, major observations of UPC and delay in placing the supply or purchase order.**
- **Purchase policy review by 15 April 2021**

**Decision:** Procurement of big ticket projects to be initiated since inception at the pre stage. Finance member, Technical expert member and HGS member should be the key member in the UPC. It has to be check, monitor and ownership before implementation.

### **Agenda #3: SWAYAM Based Online Credit Courses**

- **Gazette notification issued by UGC on 25 March 2021**
- **40% of the total courses can be offered in a particular programme in a semester through online learning courses offered through SWAYAM platform**
- **Set of courses will be released by January and July every year.**
- **Request road map of implementation of schemes**

**Decision:** HOIs to formulate their committee and define the courses and programs to be aligned and oriented with SWAM. By 15<sup>th</sup> May 21, SMIT, Management, Biotechnology and HSS to conduct a curriculum conclave mandated by UGC.

Vice Chancellor requested all HOIs, Unit Heads and HOOs to timely submission of long pending receivable from various institutes.





Registrar will formulate requisite committee and roles and responsibilities to be clearly defined for the preparation of the forthcoming GC/EC/FC meeting likely to be held in the last week of April 2021.



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