

Internal Quality Assurance Cell (IQAC)

37th Coordination Meeting

5 Dec 2020

Time: 2:30 PM

Venue: Conference Hall, Level III, SMIMS

The 37th Coordination Meeting with all the Heads of Institutions and Heads of Offices was held on 5 Dec 2020 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 Mridula Das, Principal, SMCON
6. Prof Nikita Joshi, Principal-SMCPT
7. Dr Mingma L Sherpa, Head Operations, CRH
8. Dr G Malikarjuna, Director, SMUDDE
9. Mr Anil D'souza, Head – HR, SMU
10. Mr Anand Ruhela, Head IT, SMU
- 12 Mr Ravi Shankar, Senior FO, SMU

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




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Agenda Item 1

Budgetary projection

- Budgetary projections for 2021-22 need to be formulated by all Units and to be submitted to the Office of SFO by 20 December 2020.
- Budget of SMIMS to include the budgetary projections of Medical Biotechnology, Hospital Administration and Paramedical

Hon'ble Vice Chancellor informed that financial year 2021-22 is going to be vastly different due to current pandemic situation. All the maintenance work will be happened only in case of necessary and essential.

Strategic plan for the 5 years to be formulated to know where we stand in the next five years. We will have a review in the month of January with All HOIs/HOOs keeping in loop with all HODs.

Agenda Item 2

Holiday List of 2021

- Draft of Holiday list of 2021 is being shared

List of holidays will be shared to all members and requested any observations made to be communicated to Registrar.

HVC emphasized Community Medicine Departed to anchor Health Days Celebration in coordination with Concern Department.

Agenda Item 3

- Dr Ambika Lama, AP, SMCPT is being nominated as warden for Don Den Building
- Substitute of Dr Ambika during her leave to be worked out

HVC suggested Dept of HSS & Nursing to prepare roaster in cooperation of Unit Heads for substitution of Dr Ambika Lama, Hostel Warden, Don Den Hostel.

Ensure General Services to take all the responsibilities for onsite visit of the Don Den Hostel for placement of grills, water dispenser and requisite



modification whatever the safeguards to be undertaken. Also plan to install CCTV and guards for the safety of the girl students.

Agenda Item 4

University Management Committee (UMC)

- University Management Committee has been constituted with Pro Chancellor as Chairman
- Request all stakeholders to provide information and update for Monthly MEMG meeting before the meeting of UMC

HVC informed that the University Management Committee (UMC) meeting is a monthly meeting to be held between MEMG and SMU for the consensus decision. All are requested to forward relevant points for the MEMG meeting not less than 3 to 4 days before the meeting.

Registrar SMU, Dean SMIMS and Director SMIT will be the member Secretary of the Committee. HOOs also to be in attendance. all are seated at Conference Hall before 10 a.m.

Agenda Item 5

Employer Branding

Head Hr Briefed on the objective of Employer Branding. Employer Branding is a secure employer employee engagement and retain employee in a healthy manner. Timeline will be 6 to 7 month from the start. it was initially formalised by Vice Chancellor on 10 Nov. Similar program was organised at MAHE and MUJ by Peoples Business Co. Preliminary meeting of Vice Chancellor was held with Mr Sandeep from Peoples Business to further implement the plan. Next Kick off meeting will be held next week with all HOIs/HOD/HOOs .



Information Points

- 58th Academic Senate Meeting on 10 December 2020
- SMU Pride Award in the month of January 2021

SMU pride award is scheduled to be held in the month of January due the current pandemic situation could not be held in the month of November. The process for award is already initiated by Head HR, SMU.

Hon'ble Vice Chancellor informed that the impending visit of Global leaders from HR and Academics will be from 21 to 24 of Dec 2020.

Global Heads are also likely to visit constituent units. HOIs are requested to be ready and prepare a short presentation.

All HOIs in addition to SMU and HR to prepare presentation. Following are the flagging issues needs to be taken seriously:

1. Leverage of the NEP – Dr Sangeeta Jha, SMIT
2. Actions taken on preparation for IQAC/NAAC inspection. feedback to be sent not later than 15 Dec 2020
3. Directorate of Research – Dr Bidhita Khandelwal, SMIMS
4. General Services department- first 100 meters of entry of SMU Campus /CRH needs to be properly maintained. Garden Committee has been formed for the beautification and landscaping of the premises and pleasant ambiance.

Hon'ble VC congratulated Dr Yogesh Verma on appointment as a Medical Superintendent of CRH and welcomed him as a member of the Coordination Committee meeting.



Following points were highlighted by HVC

1. All institute to build a best practices database and best practices repository. These are to be assessed through ADRI cycle i.e. Good Approach, Deployment, Result and Improvement Cycle.
2. Linkages with the industry and corporate sector, cooperation with industry and academy and Community engagement is also important.
3. Faculty Development Program - online faculty development programme will be rolling out in cooperation with the MAHE and Manipal Group of hospitals.
4. Building strategic plan is also extremely important. Draw a five-year plan with Short term KRA, midterm and long term goals. Academics be given the primal importance because of NAAC ranking for the next year.
5. Requested to prepare a proper webpage and web links of the page to be created by all departments to be completed by end of this month.

HVC informed about the sad demise of Mr Dawa Tamang, Chef and Caretaker of SMU Guest House who breathed his last on 23rd Nov 2020. He served with distinction as the Chef and Caretaker of SMU guest house from the year 1999 to November 2020 however, he was not properly taken care.

HVC requested all HOIs to take care of their employees.


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Internal Quality Assurance Cell (IQAC)
38TH MONTHLY COORDINATION MEETING

30 December 2020 (Wednesday)

Time: 2.30 PM

Venue: Conference Hall, Level III, SMIMS

1. The 38th Monthly Coordination Meeting with all the Heads of Institutions and Heads of Officesunits/ was held on 30 December 2020 under the chairmanship of Lt Gen (Dr) Rajan S Grewal, Vice Chancellor, SMU.

Members present

- (a) Prof (Dr) Ashis Sharma, Director, SMIT
- (b) Dr Sanjiba Dutta, Dean (Officiating), SMIMS
- (c) Prof (Dr) KS Sherpa, Registrar, SMU
- (d) Prof Mridula Das, Principal, SMCON
- (e) Prof Nikita Joshi, Principal, SMCPT
- (f) Dr Mingma L Sherpa, Addl. MS & Head Operations, CRH
- (g) Dr G Mallikarjuna, SMUDDE
- (h) Mr Anil D'Souza, Head – HR, SMU
- (i) Col Umakant Singh, Head General Services, SMU
- (j) Lt Col. Virender Yadav, Head General Services (Designate), SMU
- (k) Mr Anand Ruhela, Head IT, SMU
- (l) Mr Ravi Shankar, Senior FO, SMU
- (l) Mr Madan Chettri, Coordinator, HSS
- (m) Dr G C Mishra, DCE(T), SMIT
- (n) Dr Luna Adhikari, DCE(M), SMIMS
- (o) Mr PM Pradhan, Asst Registrar, IQAC

2. Vice Chancellor welcomed all the members present in the meeting. In his opening remarks, VC thanked and conveyed his appreciation to Col Umakant, Singh (Retd) Head-General Services, SMU for his dedicated service, and commendable contribution at SMU. He welcomed Lt Col. Virender Yadav (Retd), Head-General Services (Designate), SMU to the SMU



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Review of the Previous Meeting

COVID Prevention, Protocol & Safety Measures

3. It has been observed by VC & Registrar while visiting some of the depts. of SMIMS that students were found unattended and clustered in groups. Social distancing was also compromised.
4. Head-GS informed that sanitization of classrooms, buses etc is on smoothly and it is only difficult during the evening.
5. While citing examples of IIT-Madras and some reputed academic institutions which have faced serious flak due to negligence of COVID protocols, VC re-emphasized on strict implementation and monitoring of COVID protocols and preventive measures in all units of SMU. He expressed concerns on students leaving the classrooms and laboratories in groups with serious violation of social distancing. All Hols, Unit Heads and officials concerned were advised to be alert and aware on health issues of faculty and staff members who have joined and would be joining after their spell of year ending leave. He further stated that next 4-6 months would be crucial for SMU to protect our team, faculty, staff, students, and everyone from unfavourable COVID related situations.

Examinations and Internal Assessment

6. Internal assessment marks of students need to be intimated to the respective Examination Section quarterly through the Head of the Institutions commencing from **05 January 2021**.
7. Head, IT and DCEs to work out for number of CCTV cameras needed to be installed in respective Examination Section including strong rooms. Proctoring and invigilation mode must be done with due diligence and monitored. Hols should nominate a set of teams to work with DCEs for ensuring smooth and effective invigilation during the examination in general and online examination in particular. VC further informed DCEs to expeditiously prepare the corrigendum on online examination in the existing manual by end of first week of January 2021. DCEs to conduct intrinsic analysis & comparison to establish concordance in examination procedure as far as possible in all units of SMU.



8. Result analysis should be done by Hols of pre COVID (physical presence) versus post COVID online examinations to check for major variations in the performance of the students.

Budgetary Projections for 2020-21

9. Budgetary projections from all units and offices are requested by **06 January 2021**. Budget projections from SMIMS shall include SMCPT*, *SMCON, MHA, Medical Biotechnology and Paramedical Courses (*already submitted). Due diligence is requested while projecting the budget in this financially constrained year. Non critical items may be deferred by factoring only essential and unavoidable expenditures till revenue generating capital expenditure may be considered with due justification in the projection. All units and offices must chart out the road map on budgetary projections up to 2022-23 duly prioritised and phased.

Hostel Warden – Don Den Building

10. Dr Ambika Lama, AP, SMCPT has been functioning as a hostel warden for Don Den Building. Substitute for Dr Ambika Lama during her leave is requested from SMCON and H&SS. It is apprised that the top two floors of this building have been earmarked for quarantine & isolation.

Agenda Item No. 1

Visit by Mr Nishith Mohanty

11. VC requested all members to work together to make his visit successful. First day will be interactive session between Hols, SFO, Head-HR and key HoOs. KRAs, KPIs with strategic plans and initiatives including important achievements must be a part of the discussion. Special focus during his visit would be on preparedness for NAAC re-inspection. Core committee comprising of Head-HR, Head-GS and Registrar as Nodal Officer is constituted for coordinating all activities related to the visit. **PPTs from the HOIs, Unit Heads & HOOs should be shared with VC & Registrar by 03 January 2021.**



Agenda Item No. 2

Refund of Fees

12. It was clearly informed been informed that all units must adhere to the latest UGC directions (as per UGC Guidelines on 17 December 2020) on withdrawal of admission by the students and refund of fees till **31 December 2020**. Rs 1000/- only to be retained as processing fee.

13. Post **31 December 2020**, refund of fees should be based on guidelines in the SMU Admission Prospectus unless/ till any intimation/ notification is received from the regulatory authorities.

14. All Hols to ensure that students withdrawing admissions or changing the admission category, their fee will be refunded based on the above UGC guidelines and this has to be carried out *suo-moto*, without waiting for any request/ application/email for the same. Completion report to be submitted by 02 Jan 2021.

Agenda Item No. 3

Renewal of Contracts & Conclusion of Rate Contracts.

15. All existing contracts with external agencies must be regularly monitored for compliance of all terms and conditions. Calendar of contracts expiring to be prepared by HOIs, HOO & Head-GS and process of renewal or fresh tendering must begin three months before the expiry of contracts in a transparent manner with due diligence & approval.

16. All critical, essential and lifesaving drugs are to be placed under rate contracts on fast-track basis.

17. Contract policy has to be drafted by a Committee comprising of Registrar, Head-GS representative of Director SMIT with updates from HOIs/HOOs concerned and to be **submitted by third week of January 2021**.



Agenda Item No. 4

e-Repository & e-Archival mechanism

18. It has been repeatedly emphasized that the creation of e-repository/ archival is mandatory on all examination processes and all-important decisions being taken on e-mails. This is required to ensure organizational and institutional memory. Head-IT apprised the meeting that the process of creation of e-repository/ archival is on track as an interim & long term solution.

Agenda Item No.5

Lessons Learnt and Annual Forecast of important events & activities

19. VC advised Hols/ HoOs to record the lessons learnt in 2019-20 and the corrective measures to be charted out. This would help improve our adversity quotient with learning unlearning approach and relearning to overcome constraints, problems and setbacks. It also helps in reconfiguring the strategies to address various important issues.

20. VC further recommended for calendar of events and the forecast of
- (a) Scheduled predictable events in 2021
 - (b) Strategic objectives & KPIs
 - (c) Important days for celebration (including Health Days), conferences, webinars, CMEs, workshops, symposia and updates. Reports in this regard are requested by 15 January 2021 from Hols/ HoOs.

Agenda item No. 6

Feedback from Faculty Members & Staff

21. Mechanism of collecting feedback from faculty members must be initiated at all units under SMU on:-

- (a) Concerns and problems
- (b) Aspirations and expectations
- (c) Suggestions for improvements



22. Head, HR informed that this is one of the contents of Employer Branding proposal. Assistant Registrar, IQAC and Head, Operations, CRH reiterated about the significance of such feedbacks. 23.

23. Since Employer Branding proposal would take some more time, VC suggested Head-HR to take the lead in this regard and provide matrix on which the feedback would be taken by Hols/ HoOs. He also apprised of the importance of this action as far as NAAC is concerned and also that this would be a value addition for SMU. **The timeline for submission by the HOIs, HODs & Unit Heads is 01 Feb 2021.**

Agenda item No. 7

CRH Matters

24. On advice by Pro Chancellor to connect with MS: Kasturba Medical College, Mangalore and Manipal for pharmacy rate contract, Head-Operations: CRH informed that the action would be initiated with the office of the Pro Chancellor.

25. MS-CRH to examine the feasibility of creation of COVID treatment facilities, especially private rooms in CRH as suggested by Dr Ranjan Pai, Chairman MEMG in earlier MEMG monthly meeting. VC advised that actions recommended by Dr Bidita and her team in this regard may be revisited by MS-CRH considering all the vulnerabilities and proactive action be taken on priority.

Agenda item No. 8

Closure of Admissions

26. University had earlier intimated 30 November 2021 as the last date for admissions. As per the conformity with UGC guidelines and relaxation due to pandemic, last date of admissions is hereby extended up to 31 December 2020 barring MBBS admissions on as extended by any regulatory body. VC directed that a fast track induction programme be constituted to update the newly admitted students (who joined late) be given due momentum.



Information Points

27. It is informed that 23rd MESVCC would be held in the month of February 2021. This MESVCC would be theme based and VC asked for suggestions on themes from all concerned by 15 January 2021.

28. SFO apprised the members on fee collected from admission in the year 2020.

New Year's Greetings

29. As we bid adieu to the most challenging & difficult year in more than a century, Team SMU joins the VC to wish that the new year 2021 & beyond....., ushers in a promising era of robust health, splendid success, bountiful joy, prosperity and many illustrious laurels for you, your faculty, staff, students and employees including their families.

30. We wish and pray that God showers his choicest blessing on our team, students and our families of SMU in this new year & the fascinating decades that follow. VC reiterated to monitor measures to stay safe, protected and healthy & follow all precautions & preventive measures against COVID-19 particularly with return of students & campus.

31. With no points for further discussion, meeting concluded.

32. Feedback & progress update may please be submitted as per timelines specified above.



No. 097/SMU/REG/MOM/IQAC/ /2021

(Prof (Dr) K.S. Sherpa)

Date : 02 January 2021

Registrar

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Distribution

All concerned

