

**INTERNAL QUALITY ASSURANCE CELL (IQAC)  
47<sup>th</sup> COORDINATION MEETING  
22 Dec 2021**

**Time: 3.00 PM**

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

The 47<sup>th</sup> Coordination Meeting with the undermentioned Heads of Institutions, Heads of Offices & Unit Heads, including concerned officials was held on 22<sup>nd</sup> Dec 2021 under the Chairmanship of the Vice Chancellor, SMU.

Members present: -

- 1 Dr Muralidhar V Pai, Dean, SMIMS
- 2 Prof (Dr) GL Sharma, Director, SMIT
- 3 Prof (Dr) KS Sherpa, Registrar, SMU
- 4 Dr Yogesh Verma, MS, CRH
- 5 Prof Champa Sharma, Offg Principal, SMCON
- 6 Dr Luna Adhikar, DCE (Med)
- 7 Dr Mallikarjuna, Director, SMUDDE
- 8 Mr Anand Ruhela, Head IT, SMU
- 9 Mr S V Ravi Sankar, SFO, SMU
- 10 Dr Madan Chettri, Coordinator, HSS, SMU
- 11 Prof Soumen Gupta, Representative, SMCPT
- 12 Mr Premendra Pradhan, Dy Registrar, IQAC
- 13 Dr Ishwar Shivakoti, Dy Registrar, Acad & Skill Dev SMU
- 14 Dr T Ramu, Dy Registrar, Dy Registrar, SMU DDE & Evaluation
- 15 Mr Yogesh Choubey, Officiating Head Operation, CRH

Vice Chancellor welcomed all the members present in the meeting.

At the outset, Vice Chancellor welcomed Prof (Dr) GL Sharma as the Director, SMIT and extended best wishes to the outgoing Director, Prof Ashis Sharma, who rendered his exemplary service for more than two decades.





**Points from Vice Chancellor to all HOIs, HoOs & HoUs**

<b><u>Points</u></b>	<b>Discussions &amp; Directions</b>	<b>Action by Hols, HoOs &amp; HoUs &amp; Timelines</b>
<ul style="list-style-type: none"> <li><b>Ownership &amp; Commitment for sustainable implementation</b></li> </ul>	<p>The VC emphasised that this is the most important imperative for the organisation and particularly institutions, units &amp; departments of SMU.</p> <p>He implored that all Hols, HoOs, HoUs &amp; HoDs take ownership of the areas of their responsibility with full commitment and defined accountability and also ensure that the implementation to be monitored, checked, sustained and course corrected.</p>	<p><b>As elucidated</b></p>
<ul style="list-style-type: none"> <li><b>KRAs &amp; Strategic Objectives</b></li> </ul>	<p>VC reiterated the necessity for proper templated feedback to be submitted as per specified timelines. A 5-year roadmap of Long Term Perspective Plans be prepared &amp; presented. Actionables with timelines should be monitored &amp; reviewed quarterly.</p>	<p><b>01 Feb 2022 for LTPP from the institutes and offices.</b></p>
<ul style="list-style-type: none"> <li><b>NAAC/ NIRF/ NBA/Rankings/ Reputation</b></li> </ul>	<p>Revisit the NAAC deficiencies, voids and concerns. Ensure optimum preparedness for all future (NBA, NIRF, misc.) inspections / assessments carried out by various ranking agencies. SMIT inspection by NBA needs priority hence request ensure all preparations for the successful conduct.</p>	<p><b>12 Jan 22 7<sup>th</sup> of each month thereafter</b></p>
<ul style="list-style-type: none"> <li><b>Lesson learnt &amp; Course Corrections</b></li> </ul>	<p>As sought, requisite inputs with repository to archive be submitted &amp; confirmed. These should be shared with all concerned stakeholders.</p>	<p><b>18 Jan 2022</b></p>



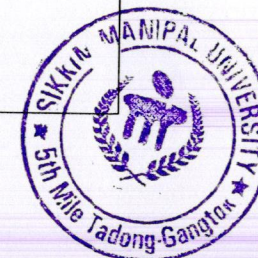


<ul style="list-style-type: none"> <li>• <b>NEP-2020: Actions, Milestones &amp; Timelines</b></li> </ul>	<p>NEP: 2020 to be given due priority with clearly defined action imperatives &amp; timelines, as elucidated in various meetings and updates.</p>	<p><b>25 Jan 2022</b></p>
<ul style="list-style-type: none"> <li>• <b>Good Practice Data Base</b></li> </ul>	<p>Every Institute should have a Good Practices Database. We should also study good practices of all our sister Manipal Group Universities &amp; reputed institutions of higher education and create a database of good practices which will help us to plan forward.</p>	<p><b>1 Feb 2022</b></p>
<ul style="list-style-type: none"> <li>• <b>Preparation of Calendar of Events</b></li> </ul>	<p>All Hols, HoOs &amp; HoUs are requested to plan &amp; prepare a detailed Calendar of events for 2022, including Academic year and Financial year of 2022-2023 be made ready.</p>	<p><b>25 Jan 2022 (Annual Calendar)</b> <b>10<sup>th</sup> Feb (Fin &amp; Acad Year Calendar)</b></p>
<ul style="list-style-type: none"> <li>• <b>Proper Feedback Mechanism</b></li> <li>• <b>Students participation &amp; feedback</b></li> </ul>	<p>Robust feedback mechanisms from students, faculty &amp; staff should be instituted virtually as per emerging COVID restrictions. When the COVID situation improves meetings, Townhalls, upscaled interactions with various stakeholders may be given impetus.</p> <p>VC highlighted that it is vital to analyse students' inputs through engagement should be completed in a structured proforma and with defined periodicity.</p> <p>Student participation in various research &amp; outreach, activities and co-opting in decision making processes (as relevant to them) should also be properly planned &amp; executed.</p>	<p><b>Regular quarterly update</b></p> <p><b>Quarterly</b></p>





<ul style="list-style-type: none"> <li>• <b>Reporting of Adverse Events &amp; Unusual Incidents</b></li> </ul>	<p>VC reiterated to institutionalise the Reporting of Adverse Events &amp; Unusual incidents as specified vide SMU letter on the subject at all Units &amp; Offices, under personal supervision of Hols, HoOs &amp; HoUs. This should be cascaded across various stake-holders. There should be a robust follow up mechanism with meaningful interactions &amp; actionables which are critical to resolving matters/ issues.</p>	<p><b>Initial Report On occurrence Detailed Report after 01 week</b></p>
<ul style="list-style-type: none"> <li>• <b>Collaborations</b></li> </ul>	<p>VC elaborated on the MESVCC discussions regarding collaborations within the Manipal Group. HEIs; and also reputed national and international bodies. Industrial and corporate linkages/ connects must be given due importance. The Dept of International Affairs needs impetus to improve the scores by the Ranking agencies.</p>	<p><b>01 Feb 2022</b></p>
<ul style="list-style-type: none"> <li>• <b>Alumni Affairs</b></li> </ul>	<p>Emphasising that our Alumni are our ambassadors, VC urged that optimally engaging with the alumni is essential. Periodic connects &amp; newsletters/ emails should be planned.</p>	<p><b>Quarterly feedback</b></p>
<ul style="list-style-type: none"> <li>• <b>Capacity Building</b></li> </ul>	<p>VC emphasised that faculty development and management development programs with cooperation of the SMU (Faculty &amp; Staff) Capacity Building Council should be rolled out periodically. We are the lead University of the Manipal Group.</p>	
<ul style="list-style-type: none"> <li>• <b>Adherence to Roadmap-timelines</b></li> </ul>	<p>Roadmaps and timelines of all actions must be specified in the minutes of the meeting &amp; in all communications and feedback. These should be monitored by Hols, HoOs &amp; HoUs.</p>	<p><b>21 Jan 2022</b></p>





<p><b>Finance</b></p> <p>➤ <b>Budgetary Estimates</b></p>	<p>The exercise of planning &amp; projecting Budgetary Estimates should be done with due diligence and proper peer review at the level of the HOIs, HoOs (concerned) &amp; SFO for the financial year 2022- 2023; with completion <b>by 18 Jan 22.</b></p> <p>The VC informed that as per recent trends this year may also be another COVID constrained year. In view of that, budgeted expenditure has to be rationalised to essential &amp; critical necessities only which should be duly prioritised &amp; phased. Avoidable expenditure should be reduced realistically while preparing the budget estimates.</p>	<p><b>18 Jan 2022</b></p>
<p>➤ <b>Receivables/ Recoverables</b></p>	<p>The long outstanding high receivables/ recoverables, specially of CRH, are a serious concern and need to be addressed on priority. Sustained engagement with the Govt &amp; all stakeholders be ensured. Fortnightly progress report <b>by 21<sup>st</sup> Jan 2022.</b></p>	<p><b>5<sup>th</sup> &amp; 20<sup>th</sup> of each month thereafter</b></p>
<p>➤ <b><u>Annual Procurement Plan by Hols in consonance with LTPP &amp; Strategic Plans</u></b></p>	<p><b>HOIs, HoOs &amp; HoUs</b> are required to plan procurements on a financial year basis in consonance with LTPP &amp; Strategic Plans. This should be phased, prioritized (essential/ critical items only) and properly budgeted. Course corrections may be done where necessary. <b>Monthly monitoring be done by Hols &amp; SFO.</b></p>	<p><b>10<sup>th</sup> of each month</b></p>





<ul style="list-style-type: none"> <li>➤ <b>Audit Observations, Analysis &amp; Corrective Measures</b></li> <li>➤ <b>Control Expenditure check</b></li> <li>➤ <b><u>SMU Purchase Policy: Addendum &amp; Guidelines</u></b></li> </ul>	<p>All Audits to be given due importance and observations be promptly addressed.</p> <p>Expenditure to be restricted to critical necessities which should be checked during Audits.</p> <p>Addendum of SMU purchase Policies and financial guidelines of June 2021 should be followed strictly for purchase/ procurement/ projects.</p>	<p><b>01 Feb 2022</b></p>
<p><b>Monitoring &amp; Oversight Committee</b></p>	<p>HOIs are requested to constitute Monitoring and Oversight Committee. These should examine entire process, tech specs (QR) rates, including (market survey, supply orders, financial concurrence, IPC/UPC constitution at inception) execution, completion, verification &amp; certification report be submitted to HOIs concerned accordingly.</p>	
<ul style="list-style-type: none"> <li>➤ <b>Revenue Generation: new avenues</b></li> </ul>	<p>VC implored to look at other avenues for income other than admissions as decided in the last MESVCC. All Hols to submit the concept paper for the same.</p>	<p><b>By 15 Feb 2022</b></p>
<ul style="list-style-type: none"> <li>➤ <b>CRH Revival Strategy</b></li> </ul>	<p>Dean SMIMS &amp; MS CRH are requested to submit monthly progress update on revival. Marketing &amp; monitoring of performance be given due importance for success.</p> <p>VC re-emphasised the importance of pro-active action on all important HR issues as per regulatory requirement,</p>	<p><b>21 Jan 2022</b> <b>10<sup>th</sup> of each month thereafter</b></p>









<ul style="list-style-type: none"> <li>✓ <b>Sensitization, Prevention &amp; Deterrence: POSH &amp; Disciplinary cases</b></li> <li>✓ <b>HR Audit Discussion</b></li> <li>✓ <b>Employee Branding- EVP</b></li> </ul>	<p>VC implored upon preventive measures like training, sensitization &amp; refresher courses to be initiated along with adequate safeguards to prevent any disciplinary violations and sexual harassment at the workplace. We have to be vigilant and also ensure counselling of all concerned should be given importance. A message should go out that violation of code of conduct is unacceptable. Sensitization, creation and facilitating a safe, enabling &amp; aware working environment can act as preventive measures. Hols, HoUs and Hols are requested to see that preventive measures and deterrents are in place and actions with focus on preventive actions &amp; safeguards.</p> <p>HR audit to be presented by Director SMIT after NBA inspection.</p> <p>Presentation on Employer Branding to be given by Ms Ankita by next week.</p>	<p><b>13 Jan 2022</b></p>
<p><b>GS</b></p> <ul style="list-style-type: none"> <li>❖ <b>Project Progress &amp; Monitoring – PMG</b></li> <li>❖ <b>Project Completion Status- due process</b></li> </ul>	<p>VC emphasised on laid the guidelines for Project Progress Monitoring by duly constituted Project Management (&amp; Monitoring) Group – (PMG), where set of core experts are to be co-opted from the very beginning to monitor the project right from its inception. Project completion should be duly confirmed &amp; certified as per University directions on the subject.</p>	<p><b>25 Jan 2022</b></p>





<ul style="list-style-type: none"> <li>❖ LD-Specifics for delays in delivery, installation &amp; completion of projects/ purchases &amp; works</li> <li>❖ Forecast 2022-23 &amp; 2023-24 as per LTTP &amp; Strategic Plans</li> <li>❖ Academic Sports PC Block &amp; ICUs – MEMG Review</li> <li>❖ Budget- Due diligence</li> <li>❖ Prioritization &amp; phasing</li> </ul>	<p>Vendors violating the delivery period need to be appropriately dealt with. A warning letter and punitive actions including deduction or liquidated damages (LD) charges applicable for delay should be levied as per terms &amp; conditions of Purchase Order.</p> <p>VC requested for due priority and forecast for this quarter of the Financial year and proper budgetary planning of projects, works, repair &amp; CAPEX for FY 2022-23, with prioritization &amp; phasing.</p>	<p>01 Feb 2022</p>
<p><b>Admission</b></p> <ul style="list-style-type: none"> <li>▪ Budget forecast</li> <li>▪ Analysis of last 5 years</li> <li>▪ Lesson learnt</li> <li>▪ Strategies for Admissions 2022-23</li> </ul>	<p>VC appreciated the efforts of the technical campus for achieving optimum admissions. The medical campus should continue to upscale efforts for maximising admissions. List from the Govt for Nursing is yet to be received.</p> <p>He implored those effective strategies would enhance admissions like school connect, mass media, digital marketing and other programs &amp; initiatives should be planned &amp; prioritised for academic session 2022-23.</p>	<p>21 Feb 2022</p>
<p><b>IT</b></p> <ul style="list-style-type: none"> <li>➤ E-procurement</li> </ul>	<p>VC highlighted the features of the e-procurement process which should be followed by all units and institutions. Head IT should reach out to all institutions and stakeholders in procurement offices/ depts to train their staff for smooth functioning of the process.</p>	<p>01 Feb 2022</p>









<input type="checkbox"/> <b>AIC: SMUTBI</b>  <input type="checkbox"/> <b>MAHE- Connect</b> <input type="checkbox"/> <b>MRB</b> <input type="checkbox"/> <b>Certification</b>	<p>Integration of SMUTBI in the research, innovation ecosystem is the need for better publications and grants.</p> <p>As discussed in the 23<sup>rd</sup> MESVCC, the creation of a Manipal Research Board which will be an overall body in a collaborative framework. Inputs requested from all Hols and Unit Heads to be given to Director DoR.</p>	<p><b>01 Feb 2022</b></p>
<p><b><u>Collaborations</u></b></p> <ul style="list-style-type: none"> <li>❖ <b>Group Capacity Building Council</b></li> <li>❖ <b>Student &amp; Faculty Exchange Mobilisation Grants</b></li> <li>❖ <b>Summer/ Winter Internship</b></li> <li>❖ <b>Apprentice/ Observership/ Cadetship</b></li> </ul>	<p>Dr Ajeya Jha to anchor the SMU initiative Group Capacity Building Council &amp; submit Concept Paper as endorsed by 23<sup>rd</sup> MESVCC.</p> <p>VC requested all Hols to consider student and faculty exchange once the COVID situation abates.</p> <p>All the action points of MESVCC meeting to be shared. Registrar is requested to follow up for presenting an approach for the same to the MESVCC.</p>	<p><b>18 Jan 2022</b></p> <p><b>01 Mar 2022</b></p> <p><b>01 Mar 2022</b></p>





## Review of previous meeting

Action	Responsibility	Timelines
Internal NAAC Pre Inspection	DR (QA), HoIs & HoUs	DH & SS to give report on NAAC status.
Academic Audit	DR (Academics), HoIs & HoUs	Needs to be a regular practice. Requested Dean SMIMS and Director SMIT to get the template of MAHE & MUJ respectively how they conduct the Academic Audit
Student's Information System	Head, IT	-
KRAs & Lessons Learnt	HoIs, HoOs & HoUs	-
HIS Audit	Addl Director: SMIT	-
SMU Calendar & Annual Report	DR (Admin)	A standardised template to be created and retrieve Customise data of Annual Report in such a format which can be used for other purposes.
Utilisation of Don-Den Building	HGS	Optimal utilization to be looked at. To be discussed separately. Dean SMIMS and HGS to discuss and report





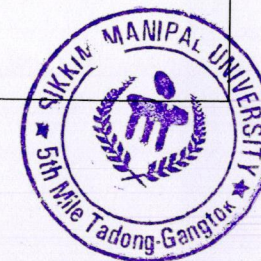
## FRESH AGENDA

Agenda Item	Point/ Discussion	Action & Timelines
Actionable Points Based on 23 <sup>rd</sup> MESVCC & 12 <sup>th</sup> UMC	<ul style="list-style-type: none"> <li>➤ MoM of 23<sup>rd</sup> MESVCC &amp; 12<sup>th</sup> UMC &amp; actionable points have been circulated to all concerned.</li> <li>➤ Request actions by the timelines specified.</li> </ul>	By 18 Jan 2022 framework of plan and strategies be submitted. By 28 Feb 2022 the implementation framework to be ready. Feedback on previous minutes to be given by 18 Jan 2022
Agenda-2: Academic Audit Report	<ul style="list-style-type: none"> <li>➤ Reference to the Academic Audit Report submitted</li> <li>➤ Hols to address Gap analysis &amp; findings report based on Academic Audit Report within defined timelines</li> </ul>	Address the gap/ deficiencies which that have been projected and course correction to be done. Elaborated report on Academic Report is presented by Registrar SMU
Agenda-3: COVID Protocols	<ul style="list-style-type: none"> <li>➤ Union, Govt, UGC, NMC, AICTE &amp; GoS notifications, including SMU COVID Advisories should be followed and monitored proactively.</li> <li>➤ Functions/ events with mass gathering should be deferred till the situation normalizes.</li> <li>➤ SMIMS COVID Task Force &amp; SMU Nodal Officer to monitor COVID preventive measures.</li> <li>➤ Covid Appropriate Behavior (CAB) should be enforced.</li> </ul>	Take note of it Ensure Covid appropriate behavior is followed. Specifically, hospital is a cause of concern to be watched and monitored. Hospital Security to enforce Covid appropriate behavior in hospital premises.
Agenda-4: Failure Rate in Subject(s)	<ul style="list-style-type: none"> <li>➤ Regular result analysis should be carried out at Institute (Hol/ HoU) level</li> <li>➤ Comparison of Online Vs Offline performance &amp; results should be done.</li> <li>➤ Large (more than 30-40%) failures found in some subjects be analysed.</li> <li>➤ Quarterly internal assessment check by Hols &amp; DCEs was suggested earlier</li> </ul>	Quarterly internal assessment is important at the level of HOs and DCE. Unit Heads to address this issue regularly. Ascertain whether the exams systems were compromised.





<p><b>Agenda-5: SMIT - CRH</b></p>	<ul style="list-style-type: none"> <li>• Nomination of a coordinator at CRH for SMIT Help Desk</li> <li>• Deputation of one specialist (Gynecologist, Medicine, Ophthalmologist etc.) for half day at SMIT (NBA requirement) once a month.</li> <li>• Updated details of health insurance may be promulgated</li> <li>• Medical Test report may be made available by mail by CRH to save time</li> <li>• The provision of collection of samples, if possible, for Medical test at SMIT health clinic</li> </ul>	<p>MS CRH agreed upon and send contact details of a person for single point of contact at CRH, for visiting faculties from SMIT.</p> <p>HR Head agreed to initiate</p> <p>Reports to be sent by WhatsApp/SMS.</p>
<p><b>Agenda-6: SMIT – Academics</b></p>	<ul style="list-style-type: none"> <li>• One to one HOD meeting on a quarterly basis with group universities for sharing best practices</li> <li>• Open electives to be offered pan university including MOOCs</li> <li>• Minor Specialization to be introduced in other departments</li> <li>• Make up examination within one month after semester exam is over</li> <li>• All subjects make up examination to be conducted in July for final year students</li> </ul>	<p>Implementation plan be submitted by 21 Jan 2022</p>





Agenda-6: SMIT- IT	<ul style="list-style-type: none"> <li>• Procurement of only laptops for future system requirements</li> </ul>	Replacement will be done in a phased manner. 20% replacement annually as decided earlier.
Student feedback mechanism	<ul style="list-style-type: none"> <li>• It is pertinent to have a robust student feedback system, for rankings and accreditations</li> </ul>	VC suggested to have a system in place for feedback to be generated.
Increase Research and Collaboration:	<ul style="list-style-type: none"> <li>• All institutes to embed faculty to develop research and other work upon the MoUs.</li> </ul>	VC requested collaborations pan university for further development of research and publications thereafter.
Faculty Development:	<ul style="list-style-type: none"> <li>• FDP to be done on a regular basis by all units, the VC implored upon investing in FDP at Tadong Campus.</li> </ul>	Report to be submitted by 15 <sup>th</sup> Jan 2022
PhD	<ul style="list-style-type: none"> <li>• No of scholars should increase in every department and every unit need to enhance the number of scholars and engage in research.</li> </ul>	Provide facilities for research. Hols need updation by DOR upon availability of grant
Increasing Competition	<ul style="list-style-type: none"> <li>• Strategies needs to be in place for improving facilities and strengthening the admissions.</li> </ul>	Dean SMIMS, to devise the mechanism for improving facilities for increase in admissions. Also look into fees analysis in other nearby institutes.
Industrial Training	<ul style="list-style-type: none"> <li>• Is an integral part of technical education and the lack of training is highlighted in the students feedback.</li> </ul>	Dept of Civil Engg, SMIT to formulate an Industrial Connect.
External Research Grant	<ul style="list-style-type: none"> <li>• There is a dearth in the grants from external bodies.</li> </ul>	It needs to be given due impetus by Hols and HoUs.

The meeting ended with Thanks to the Chair and all members present.



*[Handwritten Signature]*  
10/1/2022  
**Officiating Registrar**  
Sikkim Manipal University  
5th Mile Tadong (Gangtok)