

Internal Quality Assurance Cell (IQAC)

28th Coordination Meeting

5 February 2020

Time: 2:30 PM

Venue: Conference Hall, Level III, SMIMS

The 28th Coordination Meeting with all the Heads of Institutions and Heads of Offices was held on 5th February 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 Gautam Dey, MS, CRH
5. Prof Mridula Das, Principal, SMCON
6. Dr Mingma L Sherpa, Head Operations, CRH
7. Prof GC Mishra, Dy Controller (Tech). SMIT
8. Dr G Malikarjuna, Director, SMUDDE
9. Mr Anil D'souza, Head – HR, SMU
10. Col Umakant Singh, Head General Services, SMU
11. Mr Anand Ruhela, Head IT, SMU
12. Mr Ravi Shankar, Senior FO, SMU
13. Mrs Srijana Sharma, Coordinator I/C, HSS
14. Mr Chandra Rai, Sr Executive, Finance, SMU
15. Mr PM Pradhan, Asst Registrar, IQAC
16. Dr Saumen Gupta, Principal I/C, SMCPT

Leave of absence granted to:

Prof Nikita Joshi, Principal-SMCPT; Mr Madan Chettri, Coordinator, H&SS




REGISTRAR
SIKKIM MANIPAL UNIVERSITY
5TH MILE, TADONG
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Hon'ble Vice Chancellor welcomed all the members present in the meeting. Firstly, he congratulated Director SMIT and his team for successfully organizing event "Run for SMIT for Health, Mind and Body" on 2 Feb 2020. Such activities will bring more bonding and similar type of event will also be organized by SMIMS.

Hon'ble Vice Chancellor thanked all HOIs/HODs for timely submission of budget and final consolidated Budget will be discussed in the next coordination meeting. Emphasized to stick to the budget as much as possible.

He also indicated that as per UGC policy, SMU Distance Education will conduct exam only in Sikkim and next fourth five months is scheduled for DE examinations at SMIT and SMIMS Campuses. This is a humongous exercise for SMUDE. Requested Director, SMIT and Dean SMIMS and all HODs/HOOs to support Director SMUDE for the success of examinations.

Hon'ble Vice Chancellor congratulated and applauded CRH and NABH Monitoring Team for successful submission of application for "NABH pre accreditation certification" and emphasized to prepare themselves for the forthcoming team's visit.

Review of the previous committee meeting.

➤ **Updates on admission was given by respective Heads of Institutes**

Registered for admission as on 5 Feb 2020

SMIMS

MBBS - 43

MD/MS - 22

B Sc Nursing - 7

MSc Nursing - 1

BPT - 3

MPT- 3

Bsc Med Biotech - 8

Msc Med Biotech - 2



SMIT

B. Tech - 567

BBA - 7

MBA - 7

BCA - 8

MCA - 5

Lateral entry - 6

M Sc - 3

Principal SMCON stated that B.Sc Nursing is more focused on spot admission during the month of April and May rather than online admission.

Director SMIT apprised of the Digital marketing (College Dunia) started for admission in the academic year 2020 and working wholeheartedly to enhance institutional rank.

Hon'ble Vice Chancellor suggested to explore digital marketing specially for BPT, HSS and paramedical courses with the help of Director, SMIT and advised IT Head to look at it. Emphasized to review SMU website and highlight admission process for clear visibility/ attractive. Separate meeting to be scheduled to discuss this issue.

➤ **Hired accommodation for students**

Head GS reported that the hostel accommodation for the students of SMCPT, HSS & Biotechnology outside SMU Campus is under process.

➤ **Activities on 'Gender Champion' by SMIMS, SMCPT & H&SS**

Committees for Gender Championship is set up in all units. Department of Physiotherapy has organized one show on Gender Champion last year. Registrar requested to upload detailed event organized by various departments at SMU portal.

➤ **Participation in "UTSAV"**



Dean SMIMS informed that medical college already had a meeting with culture committee. SMCON, BPT, HSS and SMIT is under process.

➤ **Agenda for GC/EC by 08 February 2020**

Requested to forward agenda for the GC/EC meeting scheduled to held on 18 March 2020.

➤ **SMU Research Mobility Fund of 10 Lakhs**

Hon'ble Vice Chancellor acknowledged that SMU Research Mobility Fund of Rs. 10 lakhs have been sanctioned and notified that all the faculty of all the constituent units of SMU to start utilizing this grant to carry out more research work.

Hon'ble Vice Chancellor informed that the Dean SMIMS has become a member of the All India Unaided Medical College & Universities Association (AIUMCUA) as representative of Sikkim Manipal Institute of Medical Sciences. This forum is a very good platform to discuss issues related to private medical colleges. At least 250 colleges have joined this forum.

➤ **Admission budget for 2019 -20 has been given by Sr FO, SMU.**

Hon'ble Vice Chancellor suggested all HOIs to periodically review of budget. Hold own financial responsibility and hold meeting quarterly or once a month including Finance Department. Budget should be more and more transparent.

➤ **Mr Pemendra Pradhan, Asst Registrar, IQAC gave presentation on Coursera and RMS**

All the 500 licenses have been provided to learners.

35 have already completed at least one courses 293 have already registered. 172 yet to register

RMS number of entries

SMIMS 262

SMIT 622



SMCPT 25

SMCON 48

HSS 6

MS CRH informed that Committee for virology lab has been constituted. To be discussed separately.

Agenda #1: Proposal for Endowment Grant

Proposal for Dr Ramdas Pai and Mrs Vasanthi Pai Endowment Grant for 2018-2019 to be placed for VC's approval at the earliest by all units.

Proposal for endowment grant 2019-2020 to be submitted to VC for approval. Detailed status to be submitted to Hon'ble Vice Chancellor.

Action: Registrar, SMU/Dean (R &D)/Director (R&D))

Agenda #2: Business Administration in Rural Management

MHRD has proposed the introduction of UG and PG course in Business Administration in Rural Management

Course curriculum has been formulated

Department of Management Studies to check the curriculum mapping and matching

Request feedback by 10 February 2020

Hon'ble Vice Chancellor clarified that Govt of Sikkim has requested to introduce UG and PG course in Business administration in Rural management at SMU. Director SMIT is requested to share this curriculum with Management Department specifically for BBA for curriculum matching. Mahatma Gandhi Institute of Rural Management will provide training to one of the faculty for six months under Faculty Development Program and also help to get fund from Govt of India. Compliance to be submitted by Director, SMIT for approval by the university Academic Senate.

Action: Registrar/Director SMIT

Agenda #3: Swachh Campus & Jal Shakti Campus

Campus Swachhata Core Team and Campus Jal Shakti Core Team

Campus Swachhata Policy and Campus Jal Shakti Policy



Regular Swachhata and Jal Shakti Audit

Waste Management and Water Management

Preferable: Campus Swachhata and Jal Shakti Budget

Registrar SMU elaborated on Master Plan for Swachh Campus and Jal Shakti Initiative a project of the MHRD Govt of India .

As per specification given for hierarchy there should be Swachh Core Team and Jal Shakti Core Team consisting of the leadership of the institution along with key stakeholder. Swachh Faculty and Jal Shakti Faculty Team consisting faculty members and Swachh student team and Jal Shakti Team consisting students. Swachh faculty & Jal Shakti Faculty and Swachh Student & Jal Shakti Student teams form Swachh monitors & Jal Shakti monitors. Swachh monitors & Jal Shakti monitors will report to team of campus official representing accounts, administration and maintenance divisions Swachh Admin Team & Jal Shakti Admin Team.

The entire programme will run under direction from a Designated Authority that will set the policies, rules and directives.

External Swachh Team members & External Jal Shakti Team members need to be identified from neighboring college/universities. They monitor the progress at regular intervals.

Hon'ble Vice Chancellor suggested to Constitute Committee as per directives given in the Swachh Campus & Jal Shakti Manual and one subhead to be created for Swachh and Jalsakti Budget from maintenance department.

Action: All HOIs/HOD

Agenda #4: Schedule of Manipal Student Research Committee 2020

Proposed date by Research Unit of both campus

Sept. 30 and 1st Oct (2 days) as 2nd Oct will be holiday.

9-10 Oct (2 days)

- Or any alternative days

Hon'ble Vice Chancellor suggested 3rd October 2020 for Manipal Student Research Committee meeting.



Action: Registrar/All HOIs

Information points

- ✓ SoP on SMU Research Mobility Fund
- ✓ SMU TBI inauguration on 15 February
- ✓ Membership with CII
 - Industry – Academia Interaction
 - Sponsored conferences, workshops and training
 - Visit to SMU Units by Industry
 - Placements
 - CII as bridge between GoI and HEIs of North East

- ✓ Joint Researchers and HoDs meet on 18 February 2020 (tentative) of Sikkim University & SMU
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Felicitation of students

Nine students from SMIMS, HSS & SMUDDE will be felicitated by Hon'ble VC for contribution of their artwork for SMU Calendar 2020 on 07 February at 11.30 AM

Presentation of Impartus – Automated lecture capture solution everyday by Mr.Bimal from Impartus

It was well presented; product is useful for both the colleges. To be discussed separately for further course of action.




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