

Internal Quality Assurance Cell (IQAC)

39th Coordination Meeting

27 Jan 2021

Time: 2:30 PM

Venue: Conference Hall, Level III, SMIMS

The 39th Coordination Meeting with all the Heads of Institutions and Heads of Offices was held on 27 Jan 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 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
13. Mr Pemendra Mani Pradhan, Asst Registrar, IQAC

Vice Chancellor welcomed all the members present in the meeting.

At the outset, he highlighted two important topics one the NAAC inspection and our preparations prior to inspection. Also requested Peer Review Committee and their HOIs and HODs to upload whatever is pending.



REGISTRAR
SIKKIM MANIPAL UNIVERSITY
5TH MILE, TADONG
SIKKIM-737102

Two, Regional Council Meeting of NAAC at SMU on 25th & 26th Feb 21 and SMU is the primary host.

Review of Previous Coordination 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.*
-
- DCE (T) and DCE (M) & Committee will review the Examination Manual to bring feasible uniformity in both the campuses & also ensure credibility & integrity of the examination system.
 - Quality of online examination and offline examination result analysis to be made to assess the differences of performances of students between two different types of examinations.
 - Vice Chancellor highlighted importance of a Question Bank. He advised to create Question Bank.
 - He also added that lesson learnt from exams conducted in 2019 & 2020 be compiled for course correction.
 - The Vice Chancellor also advised that a eRepository of the Offline Theory Exams & Online Exams be maintained as archives.



Admissions/refund of fees

- *Late date of admission: 15 January 2021*
- *Refund of full fees (less processing fee of Rs. 1000) as per UGC latest guidelines upto 31 December 2020.*
- *Post 31 December 2020, refund policy as per SMU Admission Prospectus 2020-21 to be followed.*

It was concluded that all Unit Heads to loop in Finance Department about all the fees installment received and fee dues of the students. Finance should follow UGC guidelines with regard to refund of fees.

Faculty Feedback

- *Faculty feedback on*
 - (a) Lessons learnt (2019-2020)*
 - (b) Concerns and problems*
 - (c) Expectations and aspirations*
 - (d) Suggestions for improvement*
 - *Template (followed in MAHE) was circulated to all units by Head, HR.*
 - *Action requested from Hols & HoOs by 05 February 2021.*

Feedback & Comments of HOIs/ Unit Heads requested by 5th Feb 2021 has not been received. Feedback to be obtained from all employees including Non-Teaching staff. This is a wealth of information which will help to plan forward.



Examination dispensation during pandemic

- *Detainees*
- *NFTE*

Dy Controller Exam (Tech) informed that no students were declared NEFT during this pandemic, all students were promoted. HVC suggested decisions to be based on credibility & fairness.

Quick Update

- *SFO Budgetary projections for 2021-22: SFO*
- *e-Archiving/ e-Repository: Head, IT*
- *Nomination of warden of Don-Den Building in stand-by: H&SS and SMCON*

SFO informed that review completed from all units. Budgetary proposals based on actuals considering the month of January will be completed by 4th Feb 2021. By second week of February, Finance SMU to give final presentation to the Vice Chancellor.

Vice Chancellor emphasized on the important points during budgetary proposals/issues, namely due diligence, the quarterly metrics of quantifiable parameters with roadmap, milestones and timelines clearly defined and a three years growth & development road map.

Projection of budgetary proposal for Hospital Administration, Med Biotechnology and Paramedical Courses to be included in the SMIMS budget including upgradation of paramedical courses.

It was agreed that all Paramedical Diploma Courses to be upgraded to degree courses in a phased manner.



Vice Chancellor put emphasis on the ownership of the paramedical courses to be under the guidance of HODs concerned primarily, with the Coordinator who would function under the leadership of MS CRH. Dean SMIMS & MS CRH were requested to give plan for upgradation of paramedical courses.

Vice Chancellor highlighted the importance of short term and long term budget for NMC compliance for 150 MBBS seats intake expedited.

Vice Chancellor directed both DCE (T) & DCE (M) to commence e-archival mode. Head IT shared email ids for e-archival mode and e-repository to all HOIs, HODs and other stake holders. It was also addressed to consider high speed scanner to enable digitization of paper records for which roadmap, timeline be defined to upload documents.

Principal SMCPT confirmed that one faculty has been arranged to relieve Dr Ambika, Hostel Warden, Don Den Building, during her leave period.

Fresh Agenda for 39th Coordination Meeting

Agenda Item #1: Feedback Sought

- *Feedback (as sought) on points discussed during visit of Mr Nishith Mohanty along with Video Conference with Pro Chancellor and CFO:
MEMG*

Registrar informed that feedback received from SMIT, CRH and Med-Biotech. He requested remaining Institutes, Units and Department to forward the same.

Action: Dean, SMIMS/Coordinator HSS



Agenda Item #2. UMC Meeting

Dissemination of UMC Meeting discussions

It was advised that the key points be disseminated to all HODs.

Action: Registrar, SMU/Head IT

Agenda Item #3: Establishment of an office for International Affairs

- **Ref: D.O. No. 152/-8/2020 (IC)**
- **Functions:**
 - (a) *To coordinate all matters relating to welcoming and supporting foreign students*
 - (b) *To disseminate information related to admission process among prospective foreign students*
 - (c) *To engage in promotional activities and brand building campaign abroad*
 - (d) *Single point contact for carrying out all collaborative activities with foreign institutions*
 - (e) *Act as liaison body between the foreign students and the sponsoring agency*
 - (f) *To address the grievance of foreign students in all matters*
 - (g) *Single point contact for registration with FRRO/ e- FRRO*
 - (h) *To facilitate networking with fellow students*

Vice Chancellor suggested that SMIT to take the lead on this issue embedding other members from other institutions as a member. He desired to share good practices among colleges. He added that we should make an honest effort to be made by all to attract foreign students which will improve credibility, ranking and regional reputation of the University.

Action: All HOIs/Registrar, SMIMS/HOOs



Agenda Item #4. NEP

- *NEP 2020 to be implemented from 2022.*
- *Curriculum alignment for*
 - (a) *Certificate, diploma and degree level exit*
 - (b) *Introducing vocational and innovative approach*
 - (c) *Multidisciplinary approach*
 - (d) *Defined roadmap and timelines*
- *Strengthening DoR for Research University*

HVC reflected that the year 2022 is the closing year for Implementation of NEP. Rule out plan curriculum conclave sometime in March wherein: Multidisciplinary approach, flexibility approach, the realignment and reconfiguration of courses and add value added program along with the regular course the student enrolling for. Paper to be ready on the roadmap ahead.

Action: All HOIs

Agenda Item # 5: Admissions

- *To be given Top Priority by Hols and Unit Heads*
- *Monthly meeting for any assistance from University.*
- *Wide and strong digital marketing.*
- *Marketing strategies: with or without pandemic*

This should be addressed and rolled out by second week of Feb 2021.

Each unit to make concerted effort to get full admissions and quality students for the next academic year.

Action: All HOIs/Admission Officers



Agenda Item #6: Telemedicine

- *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*

Vice Chancellor informed that the telemedicine initiative can only succeed with the ownership of faculty, all stakeholders, consultants and departmental sensitization to the community which has to be a major marketing initiative. He requested all concerned to give importance on these.

Action: Dean, SMIMS/MS CRH/HO CRH

Agenda Item #7: CRH & STNMH Collaborations on Super-Specialities

- *MEMG suggested collaborative approach between CRH and STNMH in catering super-speciality facilities to public*
- *CRH already has infrastructure to extend some super-specialities*
- *Strategies, roles & responsibilities*
- *Terms of engagement*

MS CRH written letter to MS STNM hospital for utilization of services of STNM Super Specialist to cater super-specialty care at CRH. HVC emphasized further to initiate collaboration with STNM hospital and also give impetus to facilitate deputation of super specialist from MAHE. Most importantly CRH must reach out to the community into the rural population.

Action: MS & HO CRH/Head HR



Agenda Item #8 Inventory Census/Stock Verification

- *Tally of ground, ledger & software balance*
- *Ledger entry*
- *Identification and numbering of items*
- *Verification/ Authentication Certificate from Units*
- *Depreciation model*

Already submitted and discussed SR FO. Need to review this by finance department. HVC informed that verifying stock / audit by other agency is a good step.

Action: All HOIs/Registrar, SMU/HOOs

Agenda Item #9. University & Institute Flag

Proposal for University & Institute Flag

Suggestions to be sent to Registrar SMU. Input on these from all HOIs by 1st March 2021.

Action: Registrar/All HOIs

Agenda Item #10 Proctored online examination by Merit track

HR, IT and Finance capture the number for its viability. Request inputs from HOIs, HODs, by 15 Feb 2021.

Action: Head HR/ Head IT




REGISTRAR
SIKKIM MANIPAL UNIVERSITY
5TH MILE, TADONG
SIKKIM-737102

Information Points

- *Creation of post of Controller of Examination*
 - *Creation of post of Deputy Registrar*
 - *Creation of the Department of Education*
 - *Big ticket projects to be in consultation with CPC: MEMG*
 - *Integrated approach to the Department of H&SS and Management Studies*
 - *North East NAAC Summit at SMU*
-
- Requested Director and HOIs to nominate members suitable for North East NAAC Summit Committee as a primary host of the summit.
 - Any high end procurement we need to have reasonability check from MEMG.
 - SFO informed that finance staffs who are designated for MO Duties of CRH to be relieved from their MO Duties since Finance Department is facing lots of problem.

Agenda Item # 11: Any other agenda put with the permission of the Chair

Director SMIT requested for approval of Quota/seat reservation at SMIT for the wards of NHPC employees– **HVC tentatively approved in principle to be ratified by Executive Committee.**

