

**INTERNAL QUALITY ASSURANCE CELL (IQAC)
42nd COORDINATION MEETING
3rd JULY 2021**

Time: 2:30 PM

Venue: Conference Hall, Level III, SMIMS

The 42nd Coordination Meeting with all the Heads of Institutions and Heads of Offices was held on 3rd July 2021 under the Chairmanship of the Vice Chancellor, SMU.

Members present: -

1. Dr Muralidhar V Pai, 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, Offg Principal, SMCON
6. Prof Nikita Joshi, Principal - SMCPT
7. Prof (Dr) Luna Adhikari, DCE (Med)
8. Prof (Dr) GC Mishra, DCE (Tech)
9. Director, SMUDE
10. Mr Anand Ruhela, Head IT, SMU
12. Mr Ravi Shankar, Senior FO, SMU
13. Mr Premendra Mani Pradhan, Asst Registrar, IQAC
14. Ms. Sunita Tamang, Sr. Asso. HR, SMIMS



Vice Chancellor welcomed all the members present in the meeting.

Sl. No.	Points /Discussions	Action & Timelines
1.	SMU Family welcomes Dr Murlidhar V Pai , Dean: SMIMS	Vice Chancellor extended warm welcome and gave brief introductory of Dr Muralidhar Pai as a Dean, SMIMS.
	SMU congratulates Dr Bidita Khandelwal , Associate Dean (R&D): & Professor, Department of Medicine: SMIMS on being appointed as the First Director of Directorate of Research: SMU	Congratulated Dr Bidita Khandelwal, Asso. Dean (R &D) for taking charge as the first Director of Directorate of Research: SMU
	Review of Previous Coordination Meeting	
	Admission <ul style="list-style-type: none"> • Regular update and review meetings to upscale at University level • Decisions made in these meetings to be monitored to ensure implementation by all Hols, Head of the Units and Admission Officers • Admission template (followed in MUJ and approved by MEMG Leadership) to be used for UMC & MEMG updates. 	<u>All HOIs, Unit Heads & HoOs</u> Singularly devote themselves to get satisfactory admissions. Progress to be presented on every Friday, and 8 th July thereafter.



	<ul style="list-style-type: none"> • Tadong Campus Units to improve strategies undertaken to augment admissions, as has been done by SMIT. • Update of progress by 08 July 2021 <p>Very low number of applications for all courses at Tadong Campus. This is cause of huge concern. SMIT has done exceedingly good</p> <p>SFO requested clarification number of instalments for fees during admission.</p>	<p><u>SFO</u></p> <p>Vice Chancellor directed to give three options for fee instalments for the first year students. Also offer incentives to those who are paying full fee at one go.</p> <p><u>Head IT</u> - Website will contain information that “scholarships will be consider for deserving eligible students with exceptional academic merit, extraordinary achievements in sports and co-curricular activities and very low economic status (BPL with due validation and verification and of proper documentation proof thereof)”.</p> <p><u>SFO/HOIs</u> Committee to be constituted to address this issue holistically.</p>
	<p>Examination Update report on feasible uniformity in Examination systems & Revised Exam Manual (SoP) by ✓ DCE (T)</p>	



	<ul style="list-style-type: none"> ✓ DCE (M) • Forecast Exam Update of all concerns till October 2021 by 11 July 2021 • Update on SMU DDE Examination schedule by Dr Mallikarjuna <p>DCE Tech informed that the Draft Examination Systems & Revised Exam Manual (SoP) prepared to be presented to Vice Chancellor next week.</p> <p>DCE (T) Director DDE apprised exam schedule for July to Aug 21.</p>	<p><u>Director, SMU DE and Legal Team.</u></p> <p>Vice Chancellor sought clarity on window of examination schedule for next set of examinations and suggested withdraw legal opinion.</p> <p><u>Director SMU DE:</u> requested to share detailed report on the number of current court cases of SMUDE to Registrar and copy to VC, SMU</p>
	<p>Telemedicine and CRH cum (24x7) Covid Helpline</p> <ul style="list-style-type: none"> • Status update of implementation of the Telemedicine scheme in CRH: by Head, IT & Addl. MS: CRH 	<p><u>Dean SMIMS</u> will look into the matter and address this issue.</p>



	<ul style="list-style-type: none"> • Identification of bottlenecks & impediments • Formulation of Core Group • Regular monitoring <p>Major Constraints:</p> <p>(a) Low faculty & stakeholder interest & ownership</p> <p>(b) Resistance to leverage</p>	
	<p>First Quarter Budget Review</p> <ul style="list-style-type: none"> • All Hols and HoOs to conduct 1st Quarter Budget Review upto 30 June 2021; and submit report to SFO by <u>7th July 2021</u>, with forecast upto <u>31 December 2021</u>. • Monitoring mechanisms, checks & safeguards to be enshrined in financial management • Non budgeted expenditure to be scrutinized & minimized. • Financial Oversight Committee constituted by Hols be confirmed. • Outstanding recoverable to be followed vigorously with update <u>by 07 July 2021</u>. 	<p><u>All HOIs/HOOs/Unit Heads</u></p> <p>First quarter budget review to be submitted by 7 July 21 for the quarter ending June. Second quarter budget review by 13 July 21 for quarter ending September Third quarter budget review by 15 July 21 for quarter ending ending 31 Dec 21.</p> <p>Fee waiver to be given to the students who have lost their earning member due to Covid 19.</p> <p>Financial Oversight Committee to be constituted wherein Tadong Campus Committee should be SMIT centric Committee and SMIT Committee should be Tadong Campus centric Committee.</p>



		<p>Procurement Committee to be constitute before the inception of procurement.</p> <p>Report analysis on audit observation for financial year 2019-20 and 2020-21 and key observation and lesson learned by 15 July 21.</p>
	<p>Progress, Update and Imperatives from HOIs, HOOs & Unit Heads</p> <ul style="list-style-type: none"> Update on Monthly MEMG Leadership, UMC Meetings & Coordination Committee points with effect from January 2021 (as applicable), by Hols, HoOs & Unit Heads <u>by 10 July 2021</u>. KRAs & KPIs for Financial Year 2021-22 & Academic Year 2021-22 to be submitted by Hols, HoOs & Unit Heads <u>by 15 July 2021</u> 	<p><u>All HOIs/Unit Heads/HoOs</u></p> <p>Maintain timeline.</p>
	<p>SWAYAM based online credit courses</p> <ul style="list-style-type: none"> Gazette notification issued by UGC on 25 March 2021 and 29 May 2021 40% of the total courses can be offered in a particular programme in a semester through online learning courses offered through SWAYAM platform 	<p><u>All HOIs/Unit Heads/HoOs</u></p> <p>SMCPT, Biotechnology and SMCON also see flexibility for implementation of SWAYAM course.</p> <p>Inputs on roadmap with timeline for implementation of scheme is 10 July 2021</p>



	<ul style="list-style-type: none"> • Set of courses have been released in SWAYAM portal. • Request road-map with timelines for implementation of schemes by 05 July 2021 	<p>Feedback and progress report on short term and long term KRA to be submitted by 12 July 2021.</p>
	<p>Fresh Agenda for 42nd Coordination Meeting</p>	
	<p>Agenda Item #1: Reporting of incidents/occurrences</p> <ul style="list-style-type: none"> • Ref: Office Memorandum no. 162-A/ SMU/ REG/ OI/ 02/ 2021 dated 22 June 2021 regarding <u>Imperative: Timely Reporting of Incidents/ Occurrences</u> • Ensure prompt reporting of incidents/ occurrences, on mobile phone & WhatsApp immediately, followed by Incident/ Occurrence Report as per the shared format. • Hols, MS, HoOs & Unit Heads are requested to disseminate to all concerned, as also ensure & <u>monitor compliance</u>. 	<p><u>All HOIs/Unit Heads/HoOs</u></p> <p>This has to be implemented and is a cause of concern.</p> <p>This type of information should be disseminated to the Head of Offices as early as possible.</p>
	<p>Agenda Item #2: Admission initiatives</p> <ul style="list-style-type: none"> • During admission review meetings, following points were deliberated:- 	<p><u>SFO</u> will present detailed report on this.</p>



	<ul style="list-style-type: none"> ✓ Number of instalments for admission fees considering financially constrained period ✓ Scaling down the initial payment of admission fees ✓ Consider exceptional academic merit, extraordinary achievements in sports, co-curricular activities & BPL students (with documentary verification) ✓ <u>Upscale admission strategies: TOP PRIORITY SFO is working on this and it will come</u> 	
	<p>Agenda Item# 3: Proactive Financial Management</p> <ul style="list-style-type: none"> • Ref: Office Memorandum no. 162-A/ SMU/ REG/ OI/ 01/ 2021; dated 16 June 2021 • Office Instructions & Addendum to Purchase Policy on Proactive Financial Management: Monitoring, Checks & Feedback in COVID Constrained Times have been shared. • All Hols, HoOs & Unit Heads along with SFO requested to monitor compliance. 	<p><u>All HOIs/Unit Heads/HoOs</u></p> <p>Compliance from all HOIs and Unit Heads requested. e-portal has been created by IT SMU and e-financial concurrence to be accorded within a time frame.</p>



	<ul style="list-style-type: none"> Quarterly feedback by <u>07 July 2021</u>; 07th of each subsequent quarter. 	
	<p>Agenda Item #4 : e-Correspondence</p> <ul style="list-style-type: none"> Ref: Previous Coordination Meetings Consider present situation, physical correspondence may cause delay in implementations/ initiating actions It is reiterated that all Hols, HoOs and Unit Heads to be active on e-correspondence through e-mail and archiving important decisions <u>e-archival/ repository:- mandatory</u> 	<p><u>All HOIs/Unit Heads/HoOs</u></p> <p>To be complied by everyone. Formulate e-archival repository to be maintained and monitored at their end.</p>
	<p>Agenda Item #5: Monthly institute/department level meeting</p> <ul style="list-style-type: none"> Every Hol/ Unit Head of SMU shall include the following points as the regular discussion points during their monthly meetings: <ul style="list-style-type: none"> ✓ KRAs & strategic objectives ✓ Research enhancement ✓ Admission initiatives ✓ Website update 	<p><u>All HOIs/Unit Heads/HoOs</u></p> <p>Key decisions and information to be shared with other units and institutes of SMU. Address that proactive and strategic development in one area of responsibility and management and leadership role.</p>



	<ul style="list-style-type: none"> • Reports on monthly meetings have been regularly shared by SMIT & SMIMS • Report on monthly meetings by other units/ departments also to be submitted <u>by 07th of each month.</u> 	
	<p>Agenda Item #6: Creation of the Department of Neurosurgeon</p> <ul style="list-style-type: none"> • 33rd EC/GC held on November 2013 had approved the creation of the Department of Neurosurgery. • Further, proposal has been received and approved in principle for creation of the Department of Neurosurgery with no additional financial implications. • SMIMS for follow up and update in the 43rd Monthly Coordination Meeting. 	<p><u>Dean SMIMS</u></p> <p>Department to be set up by retrospective effect i.e. Nov 2013 approved by GC/EC.</p> <p>Dean SMIMS to follow up and give update in the next coordination meeting.</p>
	<p>Information points</p> <ul style="list-style-type: none"> • Academic Senate Meeting: Last week of July Fresh inputs & proposals by 10 July 2021 with the feedback on previous points 	<p><u>All HOIs/Unit Heads/HoOs</u></p> <p>Agenda to be forwarded by 10 July 2021.</p>


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



**INTERNAL QUALITY ASSURANCE CELL (IQAC)
INTERIM COORDINATION MEETING
26th JULY 2021**

Time: 3.00 PM

Venue: Conference Hall, Level III, SMIMS

The Interim Coordination Meeting with all the Heads of Institutions and Heads of Offices was held on 26th July 2021 under the Chairmanship of the Vice Chancellor, SMU.

Members present: -

1. Dr Muralidhar V Pai, Dean, SMIMS
2. Prof (Dr) Ashis Sharma, Director, SMIT
3. Prof (Dr) KS Sherpa, Registrar, SMU
4. Dr Yogesh Verma, MS, CRH
5. Dr Mingma L Sherpa, HO & Adl MS CRH
6. Prof Champa Sharma, Offg Principal, SMCON
7. Prof Nikita Joshi, Principal - SMCPT
8. Prof (Dr) Luna Adhikari, DCE (Med)
9. Prof (Dr) GC Mishra, DCE (Tech)
10. Director, SMUDDE
11. Mr Anand Ruhela, Head IT, SMU
12. Mr Ravi Shankar, Senior FO, SMU
13. Mr Premendra Mani Pradhan, Asst Registrar, IQAC
14. Mr. Tirtharaj Dasgupta, HR, SMIMS


REGISTRAR
SIKKIM MANIPAL UNIVERSITY
5TH MILE, TADONG



Vice Chancellor welcomed all the members present in the meeting.

Sl. NO	Points/Discussion	Actions/Timelines						
1	SMU Family extended warm welcome to Dr Gurdaman Lal Sharma, Additional Director: SMIT							
2	<p>Good wishes from SMU Family to Mr Anil D'Souza & Dr Seena Biju</p> <p>On behalf of SMU, Vice Chancellor wished Mr. Anil D'souza and Mrs Seena Biju for the future endeavour.</p>							
3.	<p><u>Agenda Item 1: Hon'ble Pro Chancellor's visit</u></p> <p>Hon'ble Pro Chancellor's visit to SMU is being planned by the third week of August 2021.</p> <p>Tentative Programs:-</p> <table border="1" data-bbox="424 1019 1938 1328"> <thead> <tr> <th data-bbox="424 1019 1481 1117">Event</th> <th data-bbox="1499 1044 1938 1117">Responsibility</th> </tr> </thead> <tbody> <tr> <td data-bbox="424 1125 1481 1206">Presentation of SMIMS including SMCON, SMCPT, Bio Med Technology, Paramedical & HA</td> <td data-bbox="1499 1141 1938 1206">Dean: SMIMS</td> </tr> <tr> <td data-bbox="424 1214 1481 1295">Presentation of SMIT</td> <td data-bbox="1499 1230 1938 1295">Director: SMIT</td> </tr> </tbody> </table>	Event	Responsibility	Presentation of SMIMS including SMCON, SMCPT, Bio Med Technology, Paramedical & HA	Dean: SMIMS	Presentation of SMIT	Director: SMIT	
Event	Responsibility							
Presentation of SMIMS including SMCON, SMCPT, Bio Med Technology, Paramedical & HA	Dean: SMIMS							
Presentation of SMIT	Director: SMIT							



Presentation of CRH	MS & AMS: CRH	
Presentation of AIC-SMUTBI	CEO: AIC-SMUTBI	
Presentation on SMU Research	Director: DoR	
Presentation on Finance	SFO	
Other events as advised by VC: SMU		
<p>Vice Chancellor directed to incorporate following topics into their presentation in honour of visit of Pro-chancellor:</p> <p>(i) Achievement in the academic year that is gone by and the first quarter of financial year.</p> <p>(ii) KRAs, KPIs for the financial year quarter wise and the academic year including key strategic objectives, roadmaps, timelines highlights, achievement and also mid term, long term KRAs, Admission status and strategy, Examination mandate and retrieval plan of students.</p> <p>One to one meetings with the HOIs/HOOs.</p>		<p>HOIs/HOOs/ Unit Heads By 10th Aug 21</p>
<p><u>Agenda Item 2: KRAs & KPIs</u></p> <ul style="list-style-type: none"> • KRAs & KPIs for Financial Year 2021-22 (as discussed during last Q-1 update to MEMG Leadership) & Academic Year 2021-22 to be submitted by Hols, HoOs & Unit Heads by 31 July 2021. 		



- KRAs on Mid Term & Long Term to be submitted by 09 August 2021

HOI (INSTITUTIONAL) KRAs

#	Key Focus Areas	Measurement Metric	Base Threshold
1	Academic Excellence	1] Student Satisfaction Score 2] Avg weighted student performance YoY change (by Institution) 3] Graduate Outcomes (NIRF / Others)	1] Improvement by X% over last SSS 2] Improvement by X% over last Academic Year [TBD] 3] Placements & Perception Scores (Peer / Public) 4] DDE Outcomes - to define for DDE
2	Research & Publications	1] Metrics for Publications 2] IPR and Patents: Filed, Published, Granted and Licensed (IPR) 3] Footprint of Projects and Professional Practice 4] Executive Development Programs (FPPP)	YoY improvement in foll; <i>(to define base threshold quantified - Per Capita by Dept / Inst]</i> 1] Publications - count / qual (Qtr / Indexed) 2] Patents - count 3] Grants - count / value 4] Projects / PP others - count / value



3	Relationships & Liasoning	<ul style="list-style-type: none"> 1] Engage key government / NMC / AICTE officials 2] Media Management 	<ul style="list-style-type: none"> 1] % improvement in Govt. Outstandings over last period (Healthcare) 2] NMC / AICTE / Regulatory inspections – zero NCs on inspections 3] Policy / rules conversions where required 4] Positive media visibility (count) – MoM 	
4	Technology Adoption	<ul style="list-style-type: none"> 1] Stabilize ERP / Tech platform, org-wide institutionalization, Business intelligence implementation 2] Capex YoY change 3] Hardware & Software standardization 	<ul style="list-style-type: none"> 1] % Utilization in Teaching / Research / Administration 2] MIS & Analytics 3] Service Quality Scores (mystery shopping on Tech enablement - Student / Parents / Internal / External Stakeholders – Faculty / Govt / Others) 4] Downtime / error ratio 	



5	People Capability	<ul style="list-style-type: none"> 1] Research areas - FDPs 2] Teaching areas - FDPs / SSS 3] Leadership Growth / Succession areas - FDPs / Count of Leaders identified and rotated 4] Regulatory mandatory trainings 5] HOD+ levels - rotation program mgmt. 	YoY change/growth; Per Capita by Dept / Inst <ul style="list-style-type: none"> 1] Diversity & Count of workshops 2] Roles & Responsibilities Rotation 	
6	New Projects	<ul style="list-style-type: none"> 1] To define each new project planned 	<ul style="list-style-type: none"> 1] Determine milestones, cost management, error rate / rigor 	
7	Compliances & Accreditations	<ul style="list-style-type: none"> 1] NMC / AICTE / UGC Compliances – SMU & Unit wise 2] Increase areas of specialization - CRH 3] Accreditations (National / Global) – SMU & Unit wise 	<ul style="list-style-type: none"> 1] Regulatory inspections & audit 2] Sat-Score improvement by X% 3] NABL / NABH / AICTE / NAAC / NIRF others – accreditations progression from last period – specific milestones review 4] % NCs on UGC / NMC / AICTE regulations 5] Count & mgmt. of policy actions (Disciplinary / Student Teacher ratios / Others) 	



8	Financial Deliverables	Revenue Management : Admissions, Other Sources of Funds / Income & Expenses	As per Board Mandate	
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STRATEGY & APPROACH TO EXECUTION IN CRH

1. Upgrade infrastructure facilities & capacity building
2. Encourage technology adoption for Hospital functions
3. Strengths, Weaknesses, Opportunities and Threats/Challenges
4. Directions for formulating strategies: OP & IP Services
5. Strategies for growth in other areas
6. Strategies for pan-spectrum growth
7. Strategies for improvement in occupancy for NMC
8. Directions for formulating strategies: Optimization of Management and Cultural Change

HUMAN RESOURCES : KRAs and Imperatives (1 of 2)

KRA	Performance Objectives	Measurement Criteria
Staff Retention	Engagement & Retention of existing Staff specially in High Risk & High Critical Disciplines	Attrition % by cadre, dept – criteria based



NMC Hiring Mandate fulfilment : 2022 – 2025	Ensure compliance on regulatory norms for optimum student teacher ratio management. Forecast deficiencies and build cushions	NMC Mandate Fulfillment	
STNMH Staff Induction	Leverage manpower cost abitrage & Govt. Faculty availability based on PPP agreement	Optimum Hiring & retention of Govt Hosp Staff as available	
Career Advancement	Improve Retention & Engagement of existing staff across cadres	Timely promotions so as not to adversely impact NMC rules	
FDP	Skills Development; Clinical, Administrative, Regulatory	Number of programs, program diversity, RoI development & periodic measurement	



Super Speciality Hiring	Improve revenue management by extension of clinical specialties in CRH. Improving Clinical Material for Student Teaching & Learning. Hiring, Engagement & Retention by ensuring high clinical material, infrastructure & Revenue Management PoA	Revenue (top-line), Clinical Material, EBITDA	
NABH regulatory compliances on HR requirements	For Full NABH Accreditation	Criteria based - Entry Level to Full Accreditation	
Patient Mobilisation Facilitators	Improve patient flow by facilitating movement of patients from catchment areas to CRH. Impact on improvement of Clinical Material.	Target Based roles for Facilitators	
HR Audit	Review existing policies, practices for continuous improvement & compliance on regulatory & non-regulatory items.	Audit Observations on defined criteria	



	<p>Vice Chancellor reiterated that every effort should be made to remedy the deficiencies as SMU has very considerable potential particularly in the North East. Academic excellence to be given due importance. Uniform template for a student's satisfaction to be brought out. Need to improve ranking, reputation, professional parameters, relationship and liaisoning with GoS.</p> <p>Technology adaption: A Long term IT plan by 2024 to 2025 to be ready and capex to be discussed.</p>	<p>HOIs/HOOs/ Unit Heads By 10th Aug 21</p> <p>Head IT Head to submit by 7 Aug 2021</p>
<p>4.</p>	<p><u>Agenda Item 3: Admission</u></p> <p>Decisions taken during weekly/ fortnightly meetings to be monitored to ensure implementation by all Hols, Head of the Units, Admission Officers & HR: SMU</p> <ul style="list-style-type: none"> • Mr Tirtharaj Dasgupta, HR, SMU will be supervising the admission of Tadong Campus in place of Mr Anil D'Souza • Early Bird Update from SFO as received from all Hols & Unit Heads • Scholarship Committee has submitted the report on scholarships schemes 	



ADMISSIONS - KRAs and Imperatives (1 of 3)

KRA	Performance Objective & Parameters	Measurement Criteria
Branding	<ul style="list-style-type: none">• Developing & implementation of an annual strategy for ATL & BTL initiatives & brand communications.• Analyze & benchmark current trends in Institutional Branding.• Create, execute, and manage marketing programs and campaigns.• Defining Institutional USP.• Website development.• Technology Enablement.	<ul style="list-style-type: none">• Brand recall & preference - India wide Customer Survey (annual).• Rankings (accredited national & global databases).• YoY interest generated, Mystery shopping inferences.• Website hits - benchmarked against best websites: ease of access to relevant pages, info, data collection capability.• Utilization of social media handles, website hits, Academic digital platforms - data on hits, 'applications' pipeline funnel movement.



<p>Marketing</p>	<ul style="list-style-type: none"> ▪ Devise Admissions Products, Packaging, Communications - benchmarked on current trends & defined Institutional USP. ▪ Strategic Collaborations - inter and intra University / Group / External Agencies. ▪ Integrating Mkt plans with Schools / Local Institutions / Other stakeholder development. ▪ Alumni engagement. 	<ul style="list-style-type: none"> • ROI on Campaign / Collaborations results - analysis by each 'Line of Activity' strand. • Alumni actions – website interactive portal development & activity measurement, conversions through Alumni engagements (track and report based on 'Activities / engagement strands'). 	



Lead Management & Counselling	<ul style="list-style-type: none"> • Systems approach - utilization of tech enabled apps. • Qualifying, and tracking Inbound Leads. • Lead inventory & pipeline management. • Define Data Profile/Fields for Leads and Prospects, and Customers. 	<ul style="list-style-type: none"> • Conversions : Actuals against Institutional Budget Admissions for the year. • Stratified analysis of conversions against each 'Line of Activity / Marketing'. 	
Budget	<ul style="list-style-type: none"> • Planning & Utilization 	<ul style="list-style-type: none"> • ROI against stratified spend 	
<p>Vice Chancellor voiced his grave concern over the importance of the regulatory bodies like NMC, AICTE, UGC, NABHL, NBA, NAAC, NIRF. He emphasised that each and every HOD should be aware of what is required to fulfil the criteria. Also suggested to retain qualified faculty and build good working relation with STNM co-faculty.</p> <p>HODs to make a plan with the Registrar and Scholarship Committee how many are observed on financial model</p> <p>Admission scholarship was considered on the merits of following</p> <ol style="list-style-type: none"> Academic excellence has to be quantifiable Extraordinary achievement in co-curricular activist Children who lost earning member due to Covid 19 pandemic, Extreme BPL <p>Plan on financial model to be worked out and shared after due concurrence by HOIs and SFO.</p> <p>HR Audit is very important to be done within a time frame</p>			<p>Submitted by 6 Aug 2021</p> <p>All HOIs/HOOs /Unit Heads Registrar to Chair meeting next Friday</p> <p>Mandate is 10 weeks for Mr Tirtha Dasgupta and</p>



6.	<p><u>Agenda Item 5: Retrieval of students</u></p> <ul style="list-style-type: none"> Retrieval plan of students from following units have been received: - SMIT SMCON Medical Biotechnology MHA Interim report in prescribed template was requested by 24 July 2021 and final report on 07 August 2021. <p>The Committee after detailed discussion, resolved following parameters for retrieval of student:</p> <p>(i) Double vaccination (ii) parental consent and individual consent (iii) RTPCR within the 72 hrs of retrieval. (iv) All plans of retrieval are contingent on the emerging covid and evolving situation, Govt guidelines and restriction of movement.</p>	<p>All HOIs/Unit Head to submit plan by 7 Aug 2021</p>
7.	<p><u>Agenda Item 6: Advisory of Covid 19 Pandemic</u></p> <ul style="list-style-type: none"> 7 days quarantine post entry to Sikkim RT-PCR tests after 7 days of quarantine.....? All employees to pay for RT-PCR/ CB-NAAT tests With confirmation of official visit outside, the test amount could be reimbursed. Special exemptions, <i>wherever required by Hols.</i> Hols, HoOs & Unit Heads to ensure strict compliance. 	



	<p>Vice Chancellor suggested that all the safeguards and checks in place and customise our action accordingly. Sensitise and cascaded our faculty, staff, employee & students to become extraordinary careful. Mandate to be fulfilled by all.</p> <p>It is mandatory for examiners to do RT-PCR or CV-NAAT test on arrival who are coming from within the state and outside the state respectively. Suggested to earmark suitable place for quarantine for the examiners and health workers/employees of SMU in addition to that robust policy for quarantine facility for Covid positive staff to be systemised.</p>	<p>HOIs/HODs/ HOOs Covid Committee</p>
<p>8.</p>	<p><u>Agenda Item 7: Research</u></p> <p>Fortnightly meeting on Research with</p> <ul style="list-style-type: none"> ✓ Director, DoR: SMU – Chairperson ✓ AD (R&D) of both campus ✓ Research Coordinator of DHSS ✓ CEO- SMUTBI ✓ Registrar as coopted member • Monthly meeting (last Friday of every month) chaired by VC & Director: DoR as Member Secretary <p>Vice Chancellor stressed on the following</p> <ol style="list-style-type: none"> (i) Need to upscale our research, (ii) Have to make it multidisciplinary (iii) It has to be mandated whether the syllabus and curriculum requires or not (iv) Projects should be given to either individual or teams <p>Sikkim and Region Centric Research Projects flagged by Hon'ble Chief Minister of Sikkim and Chief Secretary, GoS. List of projects are</p>	<p>Director, Research to checked, monitored and viewed.</p> <p>Report to be submitted by 10th August</p>



	<p>(i) The High school dropout rate in secondary and senior secondary students anchored by DR Madan Cherttri, Coordinator, HSS and his team, under the guidance of Director, Research.</p> <p>(ii) Low fertility and parent to child ratio in Sikkim anchored by Dr Dechenla Tshering, HOD Community Medicine, under the guidance of Director Research.</p> <p>(iii) Vocational Education which will be by a nominee from the Director SMIT and Member Secretary from the Dept of Management Studies, SMIT under the guidance of Director Research.</p> <p>Monthly meeting to be scheduled under the guidance of Vice Chancellor along with Director of Research and HOIs other brainstorm session without VC's presence anchor will be Director Research.</p>	
9.	<p style="text-align: center;"><u>INFORMATION POINTS</u></p> <ul style="list-style-type: none"> • Academic Senate Meeting: Last week of July Fresh inputs & proposals by 10 July 2021 with the feedback on previous points • Monthly Review meeting (2nd Tuesday every month) on legal & regulatory matters with MEMG team • 21st Annual Convocation (scheduled on 23 October 2021) will be on virtual mode. • <u>Complete Tuition Fee waiver extended to</u> SMIT <ul style="list-style-type: none"> (a) Zeeshan Ali (201800336), Deptt. of EEE (b) Sushank Raj (201800223), Deptt. of ME (c) Kamil Anwar (201900309), Deptt. of CSE SMIMS <ul style="list-style-type: none"> (a) Garima Talukdar (201801027), MBBS (b) Shruti Halder (201953002), MBBS 	



<p>(a) <u>Complete Tuition Fee waiver</u> extended to SMCON a) Nima Lama (202009104), B Sc Nursing b) Pema Dolma Bhutia (201909065), B Sc Nursing</p> <p>• <u>50% Tuition Fee waiver</u> extended to SMIT (a) Saronik Sarkar (202000308), Deptt. of CSE (b) Udipta Choudhury (201700098), Deptt. of ECE</p> <p>SMIMS (a) Saumya Narang (202053003), MD: SMIMS</p>	
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