



SMU SIKKIM
MANIPAL
UNIVERSITY

Established under Govt of Sikkim, Act 7 of 1975, recognized under 201 of the UGC Act, 1956

**INTERNAL QUALITY ASSURANCE CELL (IQAC)
41st COORDINATION MEETING
4th JUNE 2021**

Time: 2:30 PM

Venue: Conference Hall, Level III, SMIMS

The 41st Coordination Meeting with all the Heads of Institutions and Heads of Offices was held on 4th June 2021 under the Chairmanship of the Vice Chancellor, SMU.

Members present: -

1. Dr Sudip Dutta, Offg 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, SMUDDE
10. Mr Anil D'souza, Head HR, SMU
11. Mr Anand Ruhela, Head IT, SMU
12. Mr Ravi Shankar, Senior FO, SMU
13. Mr Premendra Mani Pradhan, Asst Registrar, IQAC


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Ser No	Point/ Discussion	Action & Timelines
1	<p>Vice Chancellor welcomed all the members present in the meeting.</p> <p>Firstly, on behalf of SMU, Vice Chancellor conveyed profound gratitude and acknowledged distinguish tenure of Dr Rajen Padukone former Hon'ble Pro Chancellor, SMU and extended hearty welcome to Lt Gen (Dr) MD Venkatesh, ex-Vice Chancellor, SMU as Hon'ble Pro Chancellor, SMU.</p>	
2	<p style="text-align: center;">Review of Previous Coordination Meeting</p> <p>Admission</p> <ul style="list-style-type: none"> • Update on admission status & strategies for maximum intake; by Hols, Principals & Coordinator: H&SS • Henceforth, strategies on increasing admission intake in every unit will be a part of discussion in UMC meeting. • Fortnightly meeting on admission to be conducted at every academic unit with progress update to SMU by 07th and 21st of each month. <p>Mr Jitendra, Admission In-charge, SMIT highlighted detailed information on progress of admission activities for the current session.</p> <p>Vice Chancellor complimented Director SMIT and Admission Team for very focused activities taken for admission. Instructed each HOIs, Unit Heads, Admission Officers of Tadong, Campus to follow best practices and similar strategies followed by SMIT.</p>	<p><u>Hols</u> <u>Head HR</u> <u>Unit Heads</u></p> <p>Weekly progress report by 01/07/21 & thereafter every Thursday</p>



	Requested first feedback on admission from all units by 9 th of June 2021 for further information to MEMG and UMC meeting.	
3	<p>Examination</p> <ul style="list-style-type: none"> • Update on progress made so far and plans for QE: September 2021 examination from:- • DCE (T) • DCE (M) • Dr Mallikarjuna: SMU DE Examination • Action on lessons learnt in online exams by given priority <p>DCE Tech detailed on the schedule of all semester examinations to be conducted from June to August 2021. Descriptive and MCQ type of questions have been prepared for the online examination for this year. Vice Chancellor appreciated the initiative taken to conduct examination by DCE (T) and directed to allow students (with bonafide ground/ reasons) to reappear for examination taking into consideration the issues pertaining to COVID - 19 Pandemic. He informed the house that the appointment of Controller of examination has been approved by MEMG leadership and the UMC.</p> <p>DCE (M) informed about the various examination scheduled to be held.</p> <p>Director SMUDE highlighted the examination scheduled for this session.</p>	<p>Feedback by 05 Jul 21</p> <p>DCE (T) DCE (M)</p> <p>Fortnightly progress update by 07/07/2021 Director SMUDE</p>





	<p>Vice Chancellor directed SMU DE to clarify whether to extend this window till July to clear the backlog. The Vice Chancellor complimented the Director SMUDE for dealing effectively against malpractice issues and also suggested that this be institutionalised at Tadong campus. He sensitised all Heads of Departments to follow similar types of practices. Archival of all the online examinations at the level of Head of Departments to be monitored by Unit Heads and HOIs. Periodic assessment (on quarterly basis) has to be done for robust & transparent internal assessment. Quarterly archival report to be submitted by 7th of July. Regular online assignments, quizzes and competitions and evaluation and assessment should be ensured.</p>	
4	<p>Telemedicine & 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• Identification of bottlenecks & impediments• Formulation of Core Group• Regular monitoring• Strategies for marketing & publicity with defined targets (KPIs), roadmaps and timelines• Defining way forward <p>Addl MS, CRH informed that so far 175 video consultations have been received this month of which 75% have been done. She added that Covid care response is very good. Vice Chancellor emphasised on wide publicity of CRH Covid helpline.</p>	<p>MS : CRH AMS & HO : CRH Dr Sukirti Chauhan (Neuro Surgeon)</p> <p>Meeting with Dean SMIMS, MS CRH, AMS & HO CRH and all clinical HODs, including</p>



5	<p>Inventory census & Stock verification</p> <ul style="list-style-type: none">• Tally of ground, ledger & software balance• Ledger entry verification of old inventory & new purchases• Identification and numbering of items• Depreciation model (by SFO/ Unit Finance)• Revised Correctness Certificate (proforma) has been circulated for submission by 15 June 2021 positively. <p>HOIs to Unit Heads to capture serviceability, quantity, residual self-life, custodian/responsible, depreciation, records & archival in the inventory census and stock verification ledger. Receipt for purchase of new items to be put up in ledger.</p>	<p>Hols HoOs Unit Heads</p> <p>Feedback as per revised format by 01 Jul 2021</p>
6	<p>Agenda #1: First Quarterly Budget review</p> <ul style="list-style-type: none">• Concurrence of SFO for all budgeted procurements above Rs. 2.0 Lakh and Rs 75,000/- (for non budgeted items) at the initial (pretendering) stage.• Procurement Committee (IPC/ UPC) be constituted with Tech Expert & Finance members at the beginning (inception) of procurement process, after in principle approval of Competent Financial Authority (CFA) (VC/Hol concerned).• Detailed Draft Purchase Policy submitted by HGS be peer reviewed by Hols & SFO• Office Order on financial safeguards & check under finalization <p>Financial guidelines on various financial matters read by SFO to be shared with all Unit Heads for proper flow of Financial work. New guidelines to be circulated separately.</p>	<p>Feedback on bydget review and recoverable update by 05 Jul 2021</p> <p>Hols SFO</p>



	<p>Decision: Quarterly Budget Review with progress updates on receivables be submitted by 05/07/2021 Financial Oversight Committee to be constituted by Hols & Registrar, at all levels. Formulate guidelines for revenue projection (receipts & deficits). All expenses to be justified and minimise essentials.</p> <p>Procurement Committee to be constituted at the beginning of process for budgeted and non-budgeted items. Benchmark the rate of items through e-market or market survey. All Hols and Head IT to create repository or archival Id for all email approvals of financial cases.</p> <p>Draft Purchase Policy prepared by HGS to be shared to all HOIs for peer review.</p>	Unit(s) Finance/
7	<p>Agenda #2 : Update 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 by 14 June 2021. <p>KRAs & KPIs for Financial Year 2021-22 & Academic Year 2021-22 to be submitted by Hols, HoOs & Unit Heads by 01 July 2021</p> <p>Decision: Updates on the points in the MEMG Leadership, UMC & Coordination Committee meetings of last five months to be submitted by respective departments by 14 of June 2021. Next time onwards updates on this to be submitted on monthly basis by 7th of succeeding month.</p> <p>KRA and KPI will be finalised by Pro-Chancellor</p>	Hols HoOs Unit Heads Feedback on each by 07th July 2021



8	<p style="text-align: center;">Agenda # 3. Covid care & prevention</p> <ul style="list-style-type: none">• Ref: Office Order no. SMU/ REG/ 26/ OO/ 2021, dated 25 May 2021 as Addendum to Office Order on Monitoring & Implementation of GoS Order on Measures for Containment of COVID-19 be complied with.• COVID Care Control Center (in line with WAR ROOM at STNMH) to be established at CRH with members from all units in Tadong Campus• All precautions & preventive measures be implemented, checked & monitored for all employees.• COVID Task Force to be created at every unit. <p>ICMR guidelines for Covid care is apprised by Dean, SMIMS. Covid Care Control Room has been set up at CRH. Vice Chancellor complimented MS, CRH and his team for commendable projection of CRH in social media</p> <p>Vice Chancellor expressed his concern and requested all HOIs, HODs & HOOs to prevent exposure of our staff and measures taken for Covid 19 contentment for our staff in compliance with ICAMAR guideline for Covid care also to capture vaccination details of all employees.</p> <p>Decision: Covid Task force to be set up in all educational units mandated by UGC. Mobile collection centre also to be initiated by CRH.</p>	<p>Hols HoOs Unit Heads</p>
9	<p style="text-align: center;">Agenda #4: 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	

	<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 30 June 2021 <p>Discussion: Implementation of these courses will have a huge impact on our student acquisition. HOIs, Unit Heads, Associate Dean Academics all HOOs to give absolute fraction and momentum to optimally utilise it</p> <p>Decision: Reports to be submitted by 15 July 2021.</p>	Hols HoOs
10	<p style="text-align: center;">Agenda # 5: Closure of Programmes, SMIT</p> <ul style="list-style-type: none"> As per AICTE recent mandate, partial registration of programmes/ courses shall not be considered. SMIT proposed the closure of M Tech programmes in <ul style="list-style-type: none"> ✓ Structural Engineering (Civil Engineering) ✓ Mechanical Engineering ✓ Information Technology <p>Decision: To be taken up to the UMC meeting for further discussion and approval. Vice Chancellor reiterated that upgrading of SMU website is extremely important as our admission is approaching.</p> <p>Requested Dean SMIMS to plan mock online inspection for admission of 150 MBBS seats and corrective measures to be defined at the earliest.</p>	Dir SMIT Head IT Website Committee Mr A Roy (IT)

Meeting ended with vote of thanks by the Chair.



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