

Internal Quality Assurance Cell (IQAC)

29th Coordination Meeting

12th March 2020

Time: 2:30 PM

Venue: Conference Hall, Level III, SMIMS

The 29th Coordination Meeting with all the Heads of Institutions and Heads of Offices was held on 12th March 2020 under the Chairmanship of the Hon'ble Vice Chancellor, SMU.

Members present

1. Dr VK Mehta, Dean, SMIMS
2. Prof (Dr) Sangeeta Jha, Director I/c, SMIT
3. Prof (Dr) KS Sherpa, Registrar, SMU
4. Dr Gautam Dey, MS, CRH
5. Prof Mridula Das, Principal, SMCON
6. Prof GC Mishra, Dy Controller (Tech), SMIT
7. Prof Luna Adhikari, Dy Controller (Med), SMIMS
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. Dr Yogesh Verma, Prof & Head, Pathology, SMIMS
13. Prof Ajeya Jha, Prof & Head, Management, SMIT
14. Mr Chandra Rai, FO I/c, SMU
- 12 Mrs Srijana Sharma, Coordinator I/C, HSS
- 13 Mr Uttam Upadhaya, Lecturer, HSS
- 14 Mr PM Pradhan, Asst Registrar, IQAC

Leave of absence granted to:

Mr Ravi Shankar, Sr FO, SMU; Mr Madan Chettri, Coordinator, H&SS

Hon'ble Vice Chancellor welcomed all the members present in the meeting.




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SIKKIM MANIPAL UNIVERSITY
5TH MILE, TADONG
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Review of the previous meeting

- Utilisation of Budget 2019-20
- Hired accommodation for students
- Utilisation status of SMU / SMIT / SMIMS / SMCON buses
- UG and PG course in Business Administration in Rural Management

Hon'ble Vice Chancellor informed that the budget for 2019-20 was audited and the balance sheet has been created.

Head GS, SMU briefed that University has hired private building with 35 rooms for providing accommodation to the students of HSS, BPT, MHA & Bio-technology. Modalities to be reviewed accordingly and finalized before admission begins. Status of utilization of SMU/SMIMS/SMIT/SMCON buses to be discussed separately in order to facilitate better utilization.

Hon'ble Vice Chancellor reiterated that the Govt of Sikkim has requested to introduce UG and PG courses in Business Administration in Rural Management at SMU.

HOD Management recommended for MBA as a specialized course.

Hon'ble Vice Chancellor emphasized to implement specifically for BBA course since resources and training will be provided by Mahatma Gandhi Institute of Rural Management or decide as appropriate for the department.

Update on admission 2020

SMIT - applications received till date

B Tech - 701
BBA - 20
MBA - 18
B CA - 16
M CA - 4
MCA lateral entry - 5
M Sc - 4
Btech lateral entry - 17
Mtech - 2

SMIMS - applications received till date

MBBS - 111
MD/MS - 43
B Sc Nursing - 24
MSc Nursing - 4
BPT - 12
MPT - 8
BSc Med Biotechnology - 10



M Sc Med Biotechnology- 4
DRIT -1
Med Bio - 4
MHA -7 one from Bangladesh and 1 Nepal

HSS: applications received till date

5 -6 online applications for master as well as bachelor courses
HSS is more focus on offline admission. From first of April faculty will visit different schools in Sikkim.

Agenda #1: Advisory on Covid-19

- Triage for screening of patients at CRH
- Triage for screening of students and staff returning from leave at Tadong and Majhitar campus
- Reported case must be transferred to CRH immediately. Mr Yogesh Choubey (9593000331) is the single point of contact at CRH from Tadong and Majhitar Triage Counter.
- Avoid domestic travel. International travel is prohibited till the situation subsides
- Hand hygiene and Respiratory hygiene to be emphasised and publicised

Registrar SMU informed about the receipt of advisory from UGC and will be forwarded to all HOIs for wide circulation among student, faculty and staff. All HOIs to communicate with students and sensitize them about precautionary measures to be taken.

Hon'ble Vice Chancellor expressed that the routine activities of SMUDE cannot be cancelled. Director SMUDE to ensure that students coming for examination from outside the state are screened and ask not to socialize with inhouse students. Faculty and students who are resuming duty after leave are to be screened.

Hon'ble Vice Chancellor advised all faculty, staff, students to follow hand hygiene and respiratory hygiene and avoid large gathering as far as possible and also to educate student and staff to maintain confidentiality of the hospital and patient, who have been kept in isolation.

Action: All HOIs/HODs/Coordinators

Agenda #2: Contract on Lease Agreement

- Any contract or lease agreement made at Institutional level to involve Head, General Services

Copy of the information about all contract agreements made at institutional level to be sent to Head, GS, SMU.

Action: All HOIs



Agenda #3: Formation of Jal Shakti & Swachh Campus Committee

- Head, General Service to be the overall in-charge of Jal Shakti Committee and Coordinator, NSS, University Wing to be the in-charge of Swachh Campus Committee
- Overall in-charge will liaise with the Institute Coordinator.
- Presentation of activities by in-charge / coordinator during 39th Coordination Meeting

Head GS, In-Charge, Jal Shakti Committee referred all HOIs to take necessary initiative as per details given in the booklet which was circulated to all constituent units. Constitute monitoring committee and have monthly meeting at institutional level. Need to do lots of work to remodel our campus into smart campus.

Update on next coordination meeting.

Action: Head GS/Coordinator NSS/All HOIs

Agenda #4: Swachha Bharat Summer Internship

- NSS wing of University and all units to initiate action on Swachha Bharat Summer Internship this summer

Mr Uttam Upadhyaya, NSS Coordinator, SMU will coordinate on Swachh Bara Summer Internship. Some activities will be done in consultation with SMIT NSS Coordinator.

Update in next coordination meeting.

Action: HGS/NSS Coordinator, SMU

Agenda #5: International Students' Cell

- Every month meeting to be scheduled at respective unit (SMIT, SMCPT, SMCON & H&SS)
- Every quarter meeting at University level
- Meeting at University level scheduled on 21 March 2020 at 11.30 AM

Monthly meeting to be scheduled at respective unit. All units to come along with student in the University level meeting scheduled on 21 March 2020 at 11:30 hrs at SMU.

Action: HOIs/Registrar, SMU



Agenda # 6: PFMS & Research Related Purchase

- PFMS coordinator for Tadong campus has been identified and put in place by SFO.
- The coordinator will be handling all research related purchases for Tadong campus and has now delinked from purchase – SMIMS. This is done for the speedy procurement of research items.
- SMIT has established system on PFMS and purchase in place.

One person to be appointed to look after funding of PFMS. He shall be the sole person for research related purchases. Inventory to be prepared for all purchases made. Annual auditing of research fund should be carried out.

Action: Sr FO, SMU/Asso. Dean (R&D) SMIMS/Asso. Director (R&D) SMIT

Agenda # 7: Design, Develop and Deliver on MOOCS Course

- Mr Saibal Saha from SMIT to present on the “Design, Develop and Deliver on MOOCS Courses
- To be attended by AD (Academics) and Academic Coordinator of all units of Tadong campus.

Registrar, SMU requested Dean SMIMS to arrange similar program at SMIMS to be attended by Academic Coordinator of all units of Tadong campus. Dates will be finalised.

Action: Dean, SMIMS

Agenda # 8: IQAC Structure & Functioning

- IQAC to function as per the structure discussed earlier
- Regular meeting of IQAC of all units
- Master format / template to collect information

IQAC team of SMU to coordinate with contact person of various department to get information and have periodical meeting. Dean suggested involvement of HOI in communication with staff for easy and timely submission.

Action: IQAC Coordinator



Agenda # 9: Replacement of High Value Plants & Machinery

- Ref: 24th Coordination Meeting held on 03 October 2019
- HoI to provide list of high-value plants & machinery placed in various departments including their cost if replacement is required in the next one or two years.

All the high value plants & machinery more than 10 lakhs to be forecast two years before expiry of date.

Action: All HOIs/HODs

Information Points

- Postponement of 23rd MESVCC and Manipal Deans' Meet
- Postponement of Joint Researchers and HoDs meet on 13 March 2020 from 2.30 PM at Kaveri Hall, SU
- Postponement of "Sikkim Turbulence Conference"
- Annual stock verification
- Hoarding contract has been renewed
- Marketing of Paramedical Diploma Courses, H&SS, Medical Biotechnology and MHA through B&B Advertising Agency

Coursera update by Mr Pemendra Pradhan, Asst Registrar, IQAC

106 have already completed at least one courses,

285 registered and doing course,

109 have not registered

RMS number of entries

SMIMS 264

SMIT 646

SMCPT 24

SMCON 52

HSS 6




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