



**SMU** SIKKIM  
MANIPAL  
UNIVERSITY

Established under Govt of Sikkim, Act No. 19 of 1973, re-organized under Act of the SGO, No. 1456.

**MINUTES OF MEETING**

**SMU: INTERIM COORDINATION MEETING**

**13 MAY 2021 (THURSDAY)**

1. An interim coordination meeting was held on 13 May 2021 (Thursday) in the Conference Hall, Level III, SMIMS Building. The following members and invitees attended the meeting: -

- (a) Lt Gen (Dr) Rajan S. Grewal, Vice Chancellor: SMU
- (b) Dr. Ashis Sharma, Director: SMIT
- (c) Dr Sudip Dutta, Dean (Officiating): SMIMS
- (d) Dr Yogesh Verma, MS: CRH
- (e) Dr. Mingma L. Sherpa, Head, Operations: CRH
- (f) Dr Mallikarjuna: SMU DDE
- (g) Mr. Ravi Sankar, SFO : SMU
- (h) Mr. Anil D'Souza, Head, HR : SMU
- (i) Mr. Anand Ruhela, Head, IT :SMU
- (j) Lt Col. Virender Yadav, HGS : SMU
- (k) Dr Seena Biju, Addl. Director (Humanities & Mgmt. Studies): SMU
- (l) Dr Luna Adhikari, DCE (M): SMIMS
- (m) Mr. Premendra Mani Pradhan, AR, IQAC : SMU

2. The meeting began with welcome by the Vice Chancellor, who highlighted the extra ordinary COVID-19 pandemic challenges & constraints which make it imperative that all stakeholders harmoniously synergy to function optimally & safeguard the health of our employees.

No. 129 /SMU /REG /ICM /2021

Date : 14 May 2021





**DELIBERATIONS ON FRESH AGENDA POINTS AND DECISION: INTERIM COORDINATION MEETING**

Ser No	Agenda Point	Deliberations & decision	Responsibility & Timelines
1.	<p>LTPP: CAPEX - Tadong Campus                      Lt Col. Virender Yadav, Head, General Services: SMU made Power Point Presentation on Infrastructure Requirements: Long Term Perspective Plan for Tadong Campus, based on consensus in 50h Finance Committee Meeting held on 20 April 2021.</p> <p>Background on the requirement of new infrastructures are as follows:</p> <p>(a) To cater for new NMC norms w.r.t. 150 MBBS intake</p> <p>(b) To cater for sports &amp; recreational facilities at Tadong Campus</p> <p>(c) To give better quality of life &amp; experience of accommodation in the Hostel &amp; Campus</p>	<p>Area (83, 636 sq ft) for this infrastructure development including academic block with sports &amp; recreation facility will be parallel to the existing SMIMS building and from right of the present Animal House to the pathway leading from SMCPT to the PG Hostel. The proposed block will have a balcony connecting to the existing SMIMS building.</p> <p>This block will also house the College of Physiotherapy and the Department of Medical Biotechnology.</p> <p>Proposed hostel block of 1,00,000 sq ft will be in the area adjacent to the present PG block.</p> <p>Dr Nikita Joshi, Principal, SMCPT also presented the revised infrastructure requirement (12, 370 sq ft) for the College of Physiotherapy.</p> <p>VC apprised that the proposed infrastructure development was in follow up of his discussion</p>	<p><b>Dean: SMIMS</b>  <b>Principal: SMCPT</b>  <b>Head: Medical Biotechnology HGS</b></p> <p><b>Feedback requested by 1<sup>st</sup> June 2021</b></p>



minimum required for 100 seats and would be of critical requirement for proposed 150 seats of MBBS.

VC opined that 20(+) classrooms projected in the proposal, including SMCPT and Medical Biotechnology were beyond essential. He further added that the concerned units would not have to run concurrent theory intensive classes. Therefore, in the era of maximum utilization of available space (specially class/demo room) a staggered academic (theory) calender be formulated by HoIs & Unit Heads. HoIs should plan classrooms which could be common usage/class forms optimally, thereby the number of classrooms required should be reduced.

VC concluded that the rationale behind projected 20(+) classrooms needed to be properly reviewed & justified and revisited by all stakeholders. Phasing must be done more realistically.

VC also opined to create more assets to improve quality of life, sports facilities in the







		<p>Sports &amp; Recreational Blocks as microcosm of MARENA at MAHE &amp; SMIT, considering available space and the increased intake of students in future.</p> <p>VC requested HGS to address all the issues discussed, judiciously with all stakeholders and presentation by 03 May 2021 before it is slotted during UMC meeting in the month of June 2021; and subsequently in MEMG Leadership meeting.</p>	
2.	<p><u>Opinion on requirement of OPD Block: CRH</u></p> <p>Looking at the last two years trends in CRH with increased OPD care and reduced in patient care, VC sought views on the need for prospectively augmenting OPD blocks, if established near to the Highways, could be a big revenue generating proposal.</p>	<p>VC requested for the opinion from MS and Addl. MS: CRH.</p> <p>Addl. MS: CRH apprised that the establishment of OPDs must meet the NMC guidelines of required space areas and availability of such spaces.</p> <p>MS: CRH recommended augmenting OPDs contiguous to the present hospital area.</p>	<p><b>MS: CRH</b></p> <p><b>Head, Operations: CRH</b></p> <p><b>Feedback by 1<sup>st</sup> June 2021.</b></p>
	<p><u>COVID care preparedness: CRH</u></p> <p>Impact of COVID related issues.</p>	<p>VC informed CRH management and all present that :-</p>	<p><b>Long term requirements on logistics, supply</b></p>

VC informed that CRH would be considerably involved in COVID care space for reasonable length of time, from September/ October 2021 in good case scenario or much beyond that. It is unlikely that Government would roll back its decision on CRH functioning as the COVID care facility.

- (a) CRH being the COVID care hospital, all exigencies & contingencies must be factored, assessed and analysed in terms of budgeting, revenues, expenditure and fiscal issues, including HR, logistic, infrastructure & supply chain management of all essential medicines, oxygen, PPEs, consumables.
- (b) Optimum utilization of existing human resources for COVID care. Consensually, it was decided that 1/3<sup>rd</sup> of SMIMS faculty, staff/employees and half of SMCPT & SMCON faculty & staff/employees would be inducted for CRH support duties commensurate with their experience, skills and capability levels.
- (c) For ancillary, non-medical & non-technical support services, CRH may even induct the faculty & staff of the Department of Humanities & Social Sciences as per requirement.

**chain, human resources and finances for COVID care by 27 May 2021 by MS: CRH Addl. MS: CRH along with COVID Preparedness Committee SFO**





(d) To formulate Long Term Perspective Plan (LTPP)

with the Corporate Leadership during his induction visit to MEMG. He further suggested to optimally and maximally utilize the limited spaces in the Tadong Campus so as to improve the quality of life and mandatory regulatory requirements, as also plan for a long term perspective. He also emphasized that out of the total LTPP, a part should be revenue generating capex.

HGS also informed about the proposal to shift the classrooms of Biochemistry and Pathology (presently existing at level V at CRH) this new block with that seating capacity of around 180. Mr Nihar informed that present classrooms in level V for these two departments would not be sufficient and acceptable for proposed 150 seats. This will also increase the area for CRH for laying 100 beds as per NMC guidelines. Mr Nihar further informed that bed requirement for 100 MBBS seats would be 510 beds

Officiating Dean, SMIMS informed that the infrastructure projected was the bare



VC further enquired about the challenges & constraints faced by CRH in regard to the COVID care, constraints envisaged and planning for long term COVID care facilities, including the supply chain management of uninterrupted oxygen supply, life saving critical care drugs and also the adequacy of the equipment, PPE & expendables as many COVID patients will need ICUs and HDUs and finally, human resource requirements.

MS: CRH informed that CRH has very smoothly handled the COVID care in this challenging time without any furore. He expressed that main issue was the space. As per the Govt notification, CRH is supposed to cater minimum of 100 beds for COVID care. He further informed that existing human resources have been scaled up. Initially, CRH catered 107 beds including the evaluation ward for COVID care. Considering the rapid rise in the cases, he informed that CRH has activated level 7 - female ward and added another 50 beds. Evaluation ward would be





shifted to level 7 and level 8 & 9 excluding the C-Block would be converted for COVID care. That makes 107 beds plus 50 beds and fulfils CRH commitment to the Govt.

CRH has connectivity of oxygen supply to 80% of beds. Another challenge is with the oxygen supply, as per installed capacity in CRH with 500 liters per minute. Catering to many patients requiring oxygen supply, there would be drop in the oxygen supply pressure from the plant and therefore, CRH is providing jumbo oxygen cylinders to the patients in ICUs on ventilators, to the tune to 25 - 30 jumbo cylinders on a daily basis. CRH is sending these jumbo cylinders to Siliguri and could be sent to Makha for refilling, if situation arises. Makha plant has its own problem of electricity and is not able to fill up the jumbo cylinders. He also informed that Dr Vinay, Department of Anaesthesiology is detailed for auditing oxygen supply at every point and optimize its utilization. CRH has already placed order for the procurement of





more oxygenators as per NMC requirements, high flow nasal catheters are also coming in with some more ventilators are in pipeline within this month, unless there is massive shortage in supply chain.

He further informed that there is stable supply chain managed for Remdevisir. CRH is getting it directly from the manufacturers. The challenge is the sustenance of the supply chain. However, CRH has kept all options open for procurement of Remdevisir.

VC opined that with rise of COVID cases in North Bengal, the State Government may further increase responsibility of COVID care on CRH. During UMC & MEMG meet of June 2021, budget requirements on COVID care need to be presented. As desired by MEMG, CRH (including other Institutes), must present the revised budget MIS and budgetary review in every alternate UMC and the next presentation falls in the month of June 2021. VC directed that a long term COVID care preparedness review be conducted as part of



		the ongoing audit by the earmarked committee.	
4.	Budget Review & Checks on Expenditure	VC informed all Hols, HoOs and Unit Heads to review budget and minimize expenditure; & submit on quarterly reports in the light of financial constrained fiscal year. Therefore, the first quarter of fiscal year ends on 31 June 2021 and detailed budget the review report is requested from all units by 07 of July 2021. All unit heads and stakeholders are advised to follow financial restraint and avoid non-essential expenditure.	<b>Hols</b> <b>HoOs</b> <b>Unit Heads</b> <b>SFO</b>  <b>Feedback by</b> <b>05 Jul 2021.</b>
5.	Vaccination Status of SMU employees	VC informed that Mr Nishith Mohanty, Group President (Academia & Human Resources), MEMG had graciously offered to re-imburse the vaccination cost of all SMU employees & employees of the Group. VC thus requested HR to capture the data of those employees who have not been vaccinated so that they register on COWIN portal. We can also request the Corporate Leadership accordingly. Employees must include the contractual staff, residents & interns.	<b>Head, HR</b>  <b>Feedback by</b> <b>03 Jun 2021</b>





<p>6. Short Term, Mid Term &amp; Long Term Plans</p> <p>(a) Five years strategic plans</p> <p>(b) SMU brand management</p>	<p>VC reiterated that the need for progress update and feedback on the Short Term KRAs circulated earlier and also the Mid Term &amp; Long Term Plans &amp; Strategies.</p> <p>VC informed that Hon'ble Pro Chancellor has highlighted that SMU's projection, viewership and its impact factor on potential applicant students and the environment is very limited and this has to be proactively addressed.</p> <p>Website ratings from extrinsic party has been received and forwarded to various stakeholders. Website also needs to be more informative and user friendly so as to manage SMU's brand better and also improve applications for admissions.</p>	<p><b>Hols</b></p> <p><b>Head, HR</b></p> <p><b>Website</b></p> <p><b>Committee</b></p> <p><b>Media &amp; PR</b></p> <p><b>Committee</b></p> <p><b>Feedback</b></p> <p><b>requested by</b></p> <p><b>July 2021</b></p>
<p>7. Excellence in Academics: Need for Academic Audit</p>	<p>VC requested Hols &amp; Unit Heads to conduct academic audits on strengths, weaknesses, opportunities and challenges to create ecosystems that nurture, groom &amp; incubates capable &amp; ethical future leaders. Multiple entry &amp; multiple exit, value added academic courses and programs are the need of the hour. He emphasized the need to upscale</p>	<p><b>Hols,</b></p> <p><b>Dr Seena, Head,</b></p> <p><b>Collaborations &amp;</b></p> <p><b>Strategic</b></p> <p><b>Initiatives, SMU,</b></p> <p><b>Mr Premendra,</b></p> <p><b>AR, IQAC, SMU</b></p> <p><b>Head, IT</b></p>





		<p>embedded &amp; collaborative research and industry-corporate tie ups. SMU and all units should work on cross sectional enhancement of University rankings and institutional ratings.</p> <p>All online classes should be made interesting &amp; student friendly to cater to heterogenous spans of attention. These classes must have value addition. Repository of these online classes must be created by each department so that at point, a weblink could be provided to the students for revision. Proper online assignments evaluation &amp; assessments should also be ensured periodically.</p> <p>All HoIs were to submit the internal assessment reports quarterly to their respective DCEs, with a covering letter (without the enclosures) to the Registrar, SMU. This has not been implemented. HoIs &amp; Unit Heads to ensure compliance.</p>	<p><b>Feedback requested by</b> <b>05 Jun 2021</b> <b>DCE(T) &amp; DCE(M)</b></p> <p><b>First Report by</b> <b>07 Jul 2021</b></p>
8.	Admissions: Tadong Campus	VC expressed his serious concerns on very low number of applicants for various courses in the Tadong campus. He added that these	<b>Offg Dean, SMIMS</b> <b>Admission Officer</b> <b>SMIMS</b>



		<p>numbers are abysmally low as compared to previous years has to be addressed on priority. Extraordinary and very proactive measures need to be taken by all stakeholders to attract maximum applicants to meet the sanctioned intake optimally. All HoIs and Unit Heads will give their feedback on the measures being taken at their end to upscale admission in this limited window; by 1<sup>st</sup> June 2021, before the next coordination meeting.</p>	<p><b>Dr. Seena Biju</b>  <b>Principal SMCPT</b>  <b>Offg Principal</b>  <b>SMCON</b>  <b>Dr PK Mitra</b></p> <p><b>Feedback requested on 1<sup>st</sup> June 2021.</b></p>
9.	Safety of employees	<p>VC reiterated to all HoIs, HoOs and Unit Heads that all instructions/ guidelines issued by Government (Central &amp; State), regulatory authorities and University must be followed, implemented &amp; monitored in letter and spirit. Presentation would be scheduled during the next coordination meeting by COVID Nodal Officer &amp; Infection Control Committee on the key points that need to be highlighted &amp; addressed, lessons learnt from the peaks during last year surge and minimizing spread from community within the campus. This</p>	<p><b>HoIs, HoOs &amp; Unit Heads</b>  <b>MS: CRH</b>  <b>Infection Control Committee</b></p> <p><b>Feedback by 1<sup>st</sup> June 2021.</b></p>



		needs strong measure with a sustenance and monitoring plan.	
10.	Fee Fixation Committee	<p>SFO highlighted that the Committee for SMU Fee Fixation Committee has been constituted and circulated to all members. He further requested all HoIs that the Committee to initiate actions, it requires following information:</p> <p>(a) Fee structures of related institutions offering similar courses in and around North East.</p> <p>(b) Recommendation from the Vice Chancellor indicating the upper limit of increase in fees for the next 3 Academic years;</p> <p>(c) Fee proposals from the University for the next 3 years, with justifications; and</p> <p>(d) Certificate from the Auditors on Cost of Education</p>	<p><b>Hols for point (a) Report requested from HoIs by 25 May 2021.</b></p> <p><b>SFO is requested to coordinate with HoIs (for their recommendations) &amp; Registrar.</b></p>
11.	Actional points discussed during Previous University Management Committee and video recordings of MEMG Leadership meetings.	All actionable points, discussed during University Management Committee meetings from the month of December 2020 and	<b>HoIs, HoOs &amp; Unit Heads</b>





		subsequent MEMG Leadership meetings, to be revisited by all Hols, HoOs and Unit Heads.	<b>Feedback by 01 July 2021.</b>
12.	Progress Update on UMC & MEMG Leadership Meeting points (Dec 2020 till date) 49 <sup>th</sup> GC, 49 <sup>th</sup> EC & 50 <sup>th</sup> FC Meetings, including directions of Mr Nishith Mohanty during his visit.	<b>VC requested all Hols, HoOs &amp; Unit Heads concerned to submit feedback on progress &amp; completion on these points by 05 Jul 2021.</b>	<b>Inputs by 05 Jul 2021</b>

With no points for discussions, meeting was concluded.



Registrar: SMU