

**INTERNAL QUALITY ASSURANCE CELL (IQAC)  
46<sup>th</sup> COORDINATION MEETING  
2 Nov 2021**

**Time: 3.00 PM**

**Venue: Conference Hall, Level III, SMIMS**

The 46<sup>th</sup> Coordination Meeting with all the Heads of Institutions and Heads of Offices was held on 2<sup>nd</sup> Nov 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 Gurdas Lal Sharma, Addl Director, SMIT
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 S V Ravi Sankar, SFO, SMU
13. Dr Remon Chettri, Dy Registrar, SMU
15. Mr Premendra Pradhan, Dy Registrar, IQAC



16. Officiating Head Operation, CRH
17. Representative, HSS, SMU

Vice Chancellor welcomed all the members present in the meeting and extended best wishes for Dipawali festival to all employees and their family members.

#### Review Points

Action		Responsibility	Timelines	Discussions/New Timelines
Institute NAAC Inspection	Internal Pre	Hols & HoUs	15.10.2021	<p>University NAAC Inspection Team to commence inspection latest by third week of Nov 2021. Inspection by the External Experts to be worked out and put up in the public domain.</p> <p>Final Institute Inspection Reports to be submitted by 8 Nov 2021.</p> <p>HOIs/HOOs/Unit Heads</p>
Academic Audit		Hols & HoUs	01.10.2021	<p>Academic Audit Reports and actions taken thereof to be forwarded to University HOIs/HOOs/ Unit Heads</p>



Student's Information System	Dean: SMIMS & Head, IT	-	Prioritize Finance & Examination part. Get in touch with Dean, SMIMS to be followed and properly executed
KRAs Update	Hols, HoOs & HoUs	-	The consolidated 5 years' strategic plan to be shared among all the units. Perceive whether these are only short term in nature are to be converted, confirmed and consolidate. Emphasized more importance on SMU Brand Management, Perception Management, Research Output, Employer Branding, Audit on Public Relations, Ranking & Reputation, Website upgradation, Excellence in Education and Student/ alumni feedback. NEP roadmap to be ready by Dec 2021 and research output needs to improve.
HR Audit	Addl Director: SMIT	-	Addl. Director, SMIT will give presentation on HR Audit in the third week of Nov 2021. Peer review and recommendation to be given by HOIs/HODs/HOOs.



Agenda Item	Point/ Discussion	Action & Timelines
#1: Admission Plan 2022-23	<ul style="list-style-type: none"> <li>➤ Hols &amp; HoUs along with their Admission In-charges for admission plan for 2022-23</li> <li>➤ Next Admission Review meeting will be entirely based on admission plan for 2022-23</li> </ul> <p>All Hols &amp; HoUs to attend the next Admission Review meeting with briefings on the admission</p>	<p>Admission activities for the next session to be started now.</p> <p>Budgeting exercise and plan to be factored.</p> <p>Try hard to get full seats for the session 2022-23</p> <p>Briefing on admission plan by all Hols &amp; HoUs in the next Admission Committee meeting.</p>
#2: SMU Admission Prospectus	<ul style="list-style-type: none"> <li>➤ Committee has been constituted under the Chairmanship of Dr A P Tiwary, AD (SA): SMIT</li> <li>➤ All mandatory information is requested from all corners within specified timelines.</li> </ul>	<p>(i) Need to study better model like MUJ &amp; MAHE admission perspectives.</p> <p>(ii) Hols/Unit Heads to review contents pertains to their respective institute/unit before printing of the prospectus.</p> <p>(iii) SFO: Retrospective study of last three to five year's admissions concerning increase in fees.</p>
#3: NEP 2020 Implementation Plan	<ul style="list-style-type: none"> <li>➤ Hols &amp; HoUs shall present the implementation plan of NEP 2020 from academic session 2022-23</li> </ul>	<p>Redefine curriculum particularly by Human &amp; Social Sciences, SMU &amp;</p>



	<ul style="list-style-type: none"> <li>➤ Unit-wise separate briefing schedule by Hols &amp; HoUs will be informed.</li> <li>➤ 59<sup>th</sup> Academic Senate will be held in the month of December 2021 and agenda points are requested from all units by 11 December 2021.</li> </ul>	<p>Management Department, SMIT with due diligence.</p> <p>Each unit need to conduct curriculum conclave by 15 Dec 2021.</p> <p>Requested inputs from all HoDs</p>
<p><b>#4: Compliance to SMU Purchase Policy &amp; Addendum on Finance Advisories</b></p>	<ul style="list-style-type: none"> <li>➤ As informed by SFO to all concerned, all Hols, HoOs &amp; HoUs shall strictly comply with the SMU Purchase Policy &amp; Addendum on Finance Advisories.</li> <li>➤ SFO and Finance In-charge of respective unit shall NOTE that any financial proceedings not complying with Purchase Policy shall NOT be accepted.</li> <li>➤ All units shall strictly adopt stringent measures to reduce expenditure.</li> </ul>	<p>Financial advisories already circulated on purchase policy to all Units. Requested to comply to the advisory released by University.</p> <p>IPC &amp; UPC will have to be constituted at a very inception. Various Contracts are expiring exercise has to have start three months in advance before expiry of contracts. Emphasized to reduce expenditure and consider only that essential.</p>
<p><b>#5: Occupancy of DON-DEN Hostel</b></p>	<ul style="list-style-type: none"> <li>➤ DON-DEN hostel had been earmarked for SMCON, SMCPT &amp; DHSS girl students Presently, the same accommodation has been utilized by nurses.</li> </ul>	<p>Review requirement, hold separate session on this and comprehensive decision to be taken.</p>



#6: Higher Studies for Non-Teaching Staff	<ul style="list-style-type: none"> <li>➤ During 43 Monthly Coordination Meeting, it was proposed to formulate policy on higher studies for non-teaching staff, serving nurses.</li> <li>➤ HR to review the existing policy.</li> </ul>	<p>Study MAHE model and MUJ model Draw a policy on this. HR to take initiative.</p>
#7: SMU Annual Calendar 2021	<ul style="list-style-type: none"> <li>➤ GoS has released its holiday calendar for 2022.</li> <li>➤ SMU's closed &amp; restricted <u>holidays</u> are based on GoS calendar.</li> <li>➤ Calendar shall reflect the Birth anniversary of Dr TMA Pai &amp; Dr Ramdas M Pai</li> <li>➤ This year the content of the SMU Calendar would be high Resolution, unedited photographs depicting natural landscape &amp; famous spots of Sikkim by Students, Faculty &amp; Staff Members. Photographs should not be less than 2MB in file size in jpeg or tiff format.</li> </ul>	<p>Birth anniversary of Dr TMA Pia &amp; Dr Ramdas Pai to be highlighted in the Calendar.</p> <p>It is unanimously decided that two closed holidays falling on Sundays in the 2022 Calendar to be converted to Restricted Holidays (RH).</p> <p>4 RHs are available for 2022 calendar however, functional efficiency should not be effected.</p>
#8: SMU Annual Report 2021-22	<ul style="list-style-type: none"> <li>➤ Committee has been constituted for compilation and release of SMU Annual Report 2021 – 22</li> <li>➤ Hols, HoOs &amp; HoUs to extend all support for completion of the report within the specified timeline.</li> </ul>	<p>Requested imputes from all institutes. Separate section for Directorate of Research to be added.</p>



	<p><b>Vice Chancellor highlighted on the following points:</b></p> <p>The actionable points from the GC/EC/FC meetings held on 28 Oct 2021 and the leadership, UMC and Coordination meetings to give due impetus.</p> <p>Plan year 2022 aim to be a better year in terms of academic, research, pedagogy and quality of life, as also a community outreach and school outreach as well as social face to the society need to improve.</p>	



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