

**INTERNAL QUALITY ASSURANCE CELL (IQAC)  
45<sup>th</sup> COORDINATION MEETING  
8 Oct 2021**

**Time: 3.00 PM**

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

The 45<sup>th</sup> Coordination Meeting with all the Heads of Institutions and Heads of Offices was held on 8 Oct 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 Ranjita Devi, 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. Col Virendra Yadav (Retd), Offg Head HR, SMU



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

Team	Action
IT	<ul style="list-style-type: none"><li data-bbox="666 483 951 521">✓ Institute videos</li><li data-bbox="666 597 1069 634">✓ Students' photographs</li><li data-bbox="666 711 978 748">✓ Video recordings</li><li data-bbox="666 824 1481 862">✓ Final recording display to VC before Convocation</li></ul>
Engineering & General Services	<ul style="list-style-type: none"><li data-bbox="666 938 1139 976">✓ Arrangement at Auditorium</li><li data-bbox="666 1052 970 1089">✓ Acoustics check</li></ul>
Reception	<ul style="list-style-type: none"><li data-bbox="602 1166 1177 1235">✓ Invitation to GoS Officials <i>Viewing link in the invitation card???</i></li></ul>



Head IT updated detailed report on the video recording of the e-convocation. Mr Sandeep will follow up invitation to the GoS Officials.

Vice Chancellor further emphasised need to work towards better video also insisted to have link printed on the invitation card. Dean ensured to oversee all the video recordings further suggested that the invitation to students to be sent by three-months advance making them mandatory to upload latest photograph with defined specifications from next time onwards.

**SMU congratulates new appointees of the University & extend best wishes in their new roles**

APPOINTEES	DESIGNATION
Mr Premendra Mani Pradhan	Deputy Registrar (Quality Assurance, Rankings & Accreditation)
Dr Remon Chettri	Deputy Registrar (Administration & Coordination)
Mr Ishwar Shivakoti	Deputy Registrar (Academics & Skill Development)
Dr T Ramu	Deputy Registrar (DE & Evaluation)
Dr Polly Lama	Executive Coordinator (Alumni, Implementation & Monitoring)



### Review of previous meeting

Action	Responsibility	Timelines	Discussions on 45 Coordination meeting
Fresh Agenda for Board Meeting	Hols, HoOs & HoUs	21.09.2021	Agenda points to be forwarded by 11 Oct 21.
Quarterly Mapping of Internal Assessment	Hols, HoUs & DCEs	01.10.2021	Dean spoke to Head IT MAHE for implementation of SIS. Dean SMIMS and IT head prioritise model as per institute requirement.  SIS key module will be commencing by 30 <sup>th</sup> Nov 21 in the Tadong Campus
Institute Internal NAAC Pre Inspection	Hols & HoUs	15.10.2021	NAAC in-house inspection to be scheduled by 25 Oct 2021 all HOIs to complete institutional part of work.
Academic Audit	Hols & HoUs	01.10.2021	Academic audit revised timeline is 30 Oct 2021.  HODs to keep a track



HIS Audit	Dean: SMIMS & MS:CRH	07.10.2021	
Status update on CRH Polyclinics	MS: CRH	-	Detailed report on Polyclinic apprised by MS CRH. Dean, SMIMS suggested to inaugurate on the auspicious day of Vijay Dashami.
Availability of Staff & Faculty during Puja Break based on SMU Office Order	Hols, HoUs & MS for update	-	Follow university norms.

Agenda Item	Point/ Discussion	Action & Tinelines
<b>Agenda # 1: Student's Satisfaction Survey by NAAC</b>	<ul style="list-style-type: none"> <li>➤ Based on submission of NAAC-SSR on 25 September 2021, NAAC has initiated Student's Satisfaction Survey</li> <li>➤ Hols &amp; HoUs to sensitise the students on the importance of the survey</li> </ul>	<b>HOIs/Unit Heads: Considering the Puja Vacation all are requested to earmark a set of other functionares apart from IQAC team who will monitor during</b>



	<ul style="list-style-type: none"> <li>➤ Any other update by DR: Quality Assurance, Ranking &amp; Accreditation</li> </ul>	<p>vacation. Make sure this is to be emphasized, monitored &amp; also checked on regular basis throughout the vacation.</p> <p>Send mails to all students stating that not to ignore any mails received from NAAC to be contacted concern person</p> <p>Break up report by 12 Oct 2021</p>
<p><b>Agenda # 2: ERP Implementation</b></p> <ul style="list-style-type: none"> <li>➤</li> </ul>	<ul style="list-style-type: none"> <li>➤ Considering the wide and varied inputs required for ERP implementation, representation from all stakeholders have been felt.</li> <li>➤ Any further update from Head, IT.</li> </ul>	<p>Put on hold till 1<sup>st</sup> Dec 2021.</p>
<p><b>Agenda #3: National Cyber Security Awareness Month – October 2021</b></p>	<ul style="list-style-type: none"> <li>• Overarching theme of NCSAM 2021 is “<b>Do your Part. #BeCyberSmart</b>”</li> <li>• HEIs to organize various activities during the month.</li> <li>• Upload activities in the UGC Activity Monitoring Portal.</li> <li>• UGC proposes to organize a sensitization webinar for HEIs shortly on “Cyber Security Empowerment of HEIs: Making Cyber Security More Accessible, Available, and Adaptable for HEIs</li> </ul>	<p>Head IT to coordinate.</p> <p>Put in cyber security measures. Define measures to put in place. Director SMIT also to co-op couple of faculty with IT team to take this forward for the benefit of SMU.</p>



<p><b>Agenda #4: SMU Calendar for 2022</b></p>	<ul style="list-style-type: none"> <li>➤ GoS has released its holiday calendar for 2022.</li> <li>➤ SMU will come out with its holiday calendar soon.</li> <li>➤ This year the content of the SMU Calendar would be</li> </ul> <p>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</p>	<p>Have competition together at the level of Units and Institutes first, top 10 short listed from each institute will participate at university level, there will be attractive prizes and certificates.</p> <p>Insisted to reactivate sports in campuses.</p>
<p><b>Agenda #5: SMU Faculty &amp; Staff Capacity Building Council (FSBC)</b></p>	<p>SMU proposes to constitute FSBC</p> <ul style="list-style-type: none"> <li>➤ The Council is responsible for induction of fresh employees, mandatory trainings, clinical trainings, trainings as per accrediting bodies etc.</li> </ul>	<p>Registrar informed that SOP is preparing.</p> <p>Apart from faculty development programs VC also emphasized to provide leadership development program for non-teaching staff. HO// Unit Heads, to nominate member secretary, Campus and Unit Coordinator. This can be included in GC/EC</p>



<p><b>Any other agenda with permission of Chair</b></p>	<p><b>1. Dean SMIMS: Following points requested by Non-Teaching Staff of SMIMS during his meeting with them:</b></p> <ul style="list-style-type: none"> <li>(i) Sick room for non-teaching staff</li> <li>(ii) Day Care Centre for children of working woman.</li> <li>(iii) Staff dining area</li> <li>(iv) Driver's rest room and issue of uniform</li> <li>(v) Medicare facility after retirement</li> </ul>	<p>Vice Chancellor agreed upon and suggested to find place and take care of these issues.</p>
	<p><b>2. Govt. of Sikkim asked SMCON to pay nominal fees per student for clinical placement at STNM Hospital</b></p>	<p><b>Cheque to be issued to STNM Hospital by 18 Oct 2021. This has to be documented. Rest will be pay quarterly.</b></p>
	<p><b>Vice Chancellor highlighted to give Maximum importance for admissions. Admission Committee to be created for Tadong Campus</b></p>	





### **Agenda # 1: Student's Satisfaction Survey by NAAC**

- Based on submission of NAAC-SSR on 25 September 2021, NAAC has initiated Student's Satisfaction Survey
- Hols & HoUs to sensitise the students on the importance of the survey
- Any other update by DR: Quality Assurance, Ranking & Accreditation

### **Agenda # 2: ERP Implementation**

- Considering the wide and varied inputs required for ERP implementation, representation from all stakeholders have been felt.
- Any further update from Head, IT.

### **Agenda #3: National Cyber Security Awareness Month – October 2021**

- Overarching theme of NCSAM 2021 is “Do your Part. #BeCyberSmart”
- HEIs to organize various activities during the month.
- Upload activities in the UGC Activity Monitoring Portal.
- UGC proposes to organize a sensitization webinar for HEIs shortly on “Cyber Security Empowerment of HEIs: Making Cyber Security More Accessible, Available, and Adaptable for HEIs

### **Agenda #4: SMU Calendar for 2022**

- GoS has released its holiday calendar for 2022.
- SMU will come out with its holiday calendar soon.
- This year the content of the SMU Calendar would be

High Resolution, unedited photographs depicting natural landscape & famous spots of Sikkim by Students, Faculty & Staff Members.

Photographs should not be less than 2MB in file size in jpeg or tiff format.



**Agenda #5 : SMU Faculty & Staff Capacity Building Council (FSBC)** SMU proposes to constitute FSBC

- The Council is responsible for induction of fresh employees, mandatory trainings, clinical trainings, trainings as per accrediting bodies etc.



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