

Internal Quality Assurance Cell (IQAC)

35th Coordination Meeting

16 Sep 2020

Time: 10:30 AM

Venue: Conference Hall, Level III, SMIMS

The 35th Coordination Meeting with all the Heads of Institutions and Heads of Offices was held on 16 Sep 2020 under the Chairmanship of the Lt Gen (Dr) Rajan S Grewal, Vice Chancellor, SMU.

Members present

1. Prof (Dr) Ashis Sharma, Director, SMIT
2. Dr VK Mehta, Dean, SMIMS
3. Prof (Dr) KS Sherpa, Registrar, SMU
4. Dr Gautam Dey, MS, CRH
5. Prof Mridula Das, Principal, SMCON
6. Prof Nikita Joshi, Principal-SMCPT
7. Dr Mingma L Sherpa, Head Operations, CRH
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. Mr Ravi Shankar, Senior FO, SMU
13. Mr Madan Chettri, Coordinator, HSS
14. Mr PM Pradhan, Asst Registrar, IQAC

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



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Review of the previous meeting

1. Webinar by Constituent Units

- Webinars have been conducted successfully by SMIT, CRH and H&SS
- Medical Biotechnology will be conducting soon.
- Update on Webinars requested

Hon'ble Vice Chancellor reflected that the NAAC, NABH and all platforms including UGC, monitoring numbers of webinar are conducting also public education. For the national ranking which add dimensions to knowledge and skills.

Once in a fortnight all units should have online quiz and assessment module during online classes. Formulate and reconfigure practical training accordingly simulate in virtual platform.

Decision: Online assessment, online evaluation, webinar and online quizzes and also innovative way of teaching should be given emphasis.

Action: All HOIs

2. Status on examination, update requested from DCE (M) & Director, SMUDE

Detailed report presented by all HOIs

SMIT - completed all the examinations

SMIMS - Offline MBBS Part II theory examination was conducted. Practical examination is going on.

SMUDE - Examination scheduled from 23 Aug 4 Sep for 7000 students in the month of August and published result on 12 Sept 2020

Rescheduled exams for 3000 students from 20 to 27 Sep 2020

Asst Controller of Exam (Med) has informed that CAP is going on.

Hon'ble Vice Chancellor directed to make a list of all the lessons learnt and also what was connections and checks for the next exam so that similar problem will not repeat in future. Prepare list of shortcomings and copy to be shared to all units including University.

Make a e-repository and e-archive of examinations conducted and feedback of examiners.

IT head to circulate checklist for the online examinations.



Draft a letter of appreciation for the external examiners and implemented as deemed appropriate.

Action: HOIs

3. Payment of Fees

- In 33rd Coordination Meeting, it was decided that unit heads will follow up on payment of fees by the existing students
- SFO to share the list of students who have not paid the fees to all unit heads
- Update requested from all unit heads and SFO

SR FO informed that it has been already shared to all unit heads.

Hon'ble Vice Chancellor suggested to write reminder letter to the students and parents who has not paid fees.

Finance Department to ensure that the list of students who have not paid fees has been sent.

Action: All HOIs, HOO

4. Commencement of classes

- 01 September 2020 was the date of commencement of classes for existing batches as per UGC guidelines
- Update requested from all Hols/ Principals/ Coordinators about the commencement of classes for existing and fresh batches

Detailed report on Commencement of session by all HOIs

Hon'ble Vice Chancellor emphasised to engage new students who have registered with SMU to be gainfully interested to our University

All are requested to study rules for unlock 4 with respect to our impact on our education.

Conduct own assessment. Preliminary assessment can be used as a yardstick for promotion if regulatory bodies ask for promotion. That should be objective and transparent.

Should have surprise test done on online class preferably once in two months.



Director SMUDDE will share key method of undertaking where 149 malpractices have been detected to all HOIs HODs HOOs and Dy Controller Exam for strengthening the integration of the examination

Agenda Item No. 1

- **Final year Examination of BSc. & MSc. Nursing:** INC has asked to conduct the examination by September 20 for the final year students. It is decided tentatively to commence the examination from 28.09.20. There will be 100 BSc & 9 MSc. Nursing Final Year students who will appear for the examination.
- Arrangement for 109 students maintaining the protocol of physical distance, sanitization, special instructions to the students etc. arrangement for online mode of practical examination.

Hon'ble Vice Chancellor suggested to prepare self questionnaire proforma regarding Covid 19 for the student who are coming for exam. There has to be time zone for joining student.

Agenda Item No. 2

- **PG students SMCPT:** In order to commence the new academic session for 1st year MPT, 6 PGs are required to undergo quarantine so that they can resume classes by 28 September 2020. The students are from Shillong, Guwahati, two are from Patna & two of them are from Nepal (Bhaktapur & Biratnagar).
- However, the permission from GoS allow only final year students for appearing in examination. There is no decision as yet on entry of fresh students for admission.

Agenda Item No.3

Word Education Services (WES), Canada

- WES, Canada not evaluating SMU Degrees
- Alumni are facing difficulty in pursuing higher studies in Canada

Director SMIT informed that University had presented issues multiple times nevertheless there is no positive response.

Hon'ble Vice Chancellor directed to constitute working group also involve MEMG and alumni and each Head of Units should give one best working team member. Do this in time bound and rigid manner

Action: All HOIs



Agenda Item No.4

Jubilee Celebration-SMU

- 15 November 1995 is the day of promulgation of SMU act
- Year long jubilee celebration in staggered manner is to be planned by all units of SMU
- Committee headed by all Hols/ HoOs will be constituted to chart out the programme

11 Oct 1995 is the date of commencement of University.

Hon'ble Vice Chancellor informed that 11 Oct 2020 will begin Jubilee celebration on a befitting manner, road map for next 3 months to be submitted, plans for how they would like to celebrate by next quarter of events. To be submitted mid- term and long term plan.

Action: All HOIs/HODs

Points from Hon'ble Vice Chancellor:

National Education Policy

Hon'ble Vice Chancellor attended meeting on NEP 2020 on 3 Sep 2020 at Raj Bhavan, Gangtok with Hon'ble Prime Minister and President of India.

Hon'ble Vice Chancellor informed that NEP will be implemented by 2022. Requested to share presentation prepared by Dr Manoj Kumar Nagasampige, Coordinator, IQAC to all units. Group discussions to be initiated at all levels for implementation of NEP.

Convocation

Engage students for participation. 21 Sep all should have first report on how many students have registered.

Get in touch with students in this regards. Motivate students who have not registered till date.

IQAC/NAAC requirement

Requirements to be disseminated to all faculty. SMIT has given very good research publication other institute to take inspiration from SMIT

IQAC committee to be constituted and committee will have coordinator as a member secretary headed by Head of Institutes.



SOP

SOP and compliance there is a huge gap. That gap has to be minimised and reduced.

All concerned members who are application to this to be signed and all SOPs signed by each member whom pertain to and certificated to be

Team building

Team building also an important factor to improve further. Learn to get along.

Mentorship

Mentorship relation to be part of the function this is to be taken care off.

Finance

Take care of moral and unrealistic concern

Discipline and Work hygiene

All committees' updates and forecast plan to get a reality check

Hon'ble Vice Chancellor congratulated for commendable job done by

All institutions. Integrity and transparency will be hall mark of the University.

The meeting ended with vote of thanks by the Chair.


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