

**INTERNAL QUALITY ASSURANCE CELL (IQAC)
44th COORDINATION MEETING
13 Sep 2021**

Time: 3.00 PM

Venue: Conference Hall, Level III, SMIMS

The 44th Coordination Meeting with all the Heads of Institutions and Heads of Offices was held on 13 Sep 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 Chandra Rai, SMU Finance
13. Mr Virendra Yadav, Head HR - Officiating, SMU


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Vice Chancellor welcomed all the members present in the meeting.

At the outset, on behalf of the entire leadership Vice Chancellor placed on records appreciations and compliments to Dr Mingma Lhamu Sherpa for her successful tenure and exemplary role as Head, Operations & Additional MS: CRH

Review of the previous meeting

Action	Responsibility	Timelines	Points/Discussions on 44 th Coordination Meeting (13/09/21)
Student's Satisfaction Template	Hols & Unit Heads	10 Aug 2021 <u>Not later than 5th Oct 2021</u>	This is one of the requirements of NAAC. Make a templated format and capture the top five suggestions/complaints/concerns /grievances from students and what the Institutes/units planning to do about it and what are the key factors that emerges which helps us to plan forward for better modality to follow and also what are the lessons we learnt?
Long term IT plan upto 2024 with CAPEX	Head, IT	07 Aug 2021	Head IT informed that PPT is ready and will be presented separately.



Financial implications on scholarship schemes proposed by the Committee	SFO	06 Aug 2021	HOIs/ SFO to map out/ work out if all 100% seats are subscribed then what will be the cost. Approved 30% scholarship for all institutes, only to undersubscribed courses.
HR audit	Head, HR (O) & Mr Tirtharaj	Within 10 weeks starting from August 2021. <u>One week after Diwali</u>	HOIs to inform suitable dates to host at their respective units.
Quarterly mapping of internal assessments	Hols, DEC(T) & DCE(M)	- <u>BY First of October all HOIs/ Unit Heads/ HODs/ HOOs/ DCEs to have e-repository and archives</u>	DCE (T) apprised that SMIT is having well defined assessment system. DCE (M) informed that this is not happening due to extreme pressure unable to follow up and also unavailability of e-system at Tadong campus. Dean SMIMS ensured that e-system will be implemented as is being followed in MAHE. This is also one of the requirement of NAAC. All institute should have e-repository and archive for important documents.



Strict compliance on COVID advisory	Hols, HoOs, Unit Heads	-	Everyone should adhere strict compliance.
Monthly meeting of DoR with VC	Director: DoR	-	Meeting scheduled on 14 Sept 2021

Agenda Item	Point/ Discussion	Action & Timelines
#1: Birth Day Celebration of Founder Pro Chancellor	<ul style="list-style-type: none"> ➤ Programme of about an hour ➤ Video recording of event on 15 September 2021 ➤ Streaming on 17 September 2021 (the Birth Date) 	Detailed program discussed at large.
#2: Action Plan based on HPC's Visit	<ul style="list-style-type: none"> ➤ Based on the report submitted by all concerned, action plan to be initiated on points deliberated during the HPC's visit ➤ Adherence to timelines is requested 	Show progress report before his next visit in the month of November.
#3: Student Retrieval Plan		



	<ul style="list-style-type: none"> ➤ All plans of retrieval are contingent on the emerging covid and evolving situation. ➤ Request students' vaccination status. ➤ Hols to ensure suitable place for quarantine/ isolation for the students turning positive after return (as per the GoS COVID protocol, whole building would be contained in case of a student turning positive). ➤ SMU Units not mandated by regulatory bodies to tread slow in retrieval of students. 	<p>It has to be well deliberated and well planned.</p> <p>Student from local community and hostel should not be mixed.</p> <p>HOIs/ Unit Heads to get undertakings by 30th Sept 21 from Students for not taking full dose vaccination from all concerned. <u>Retrieval process completed by 30th Dec 2021</u></p>
<p>#4: Board Meetings & 23rd MESVCC Meeting</p>	<ul style="list-style-type: none"> ➤ 50th Governing Council, 50th Executive Committee & 51st Finance Committee meeting is being scheduled on 28 October 2021. ➤ 23rd MESVCC is being scheduled on 26 November 2021 ➤ Fresh agenda points requested by 15 September 2021 (for Board Meeting) & 30 September 2021 (for MESVCC) positively. 	<p>HOIs/HOOs/Unit Heads requested to forward agenda points for board meeting by 21st Sept 2021.</p>



		Suggestions requested from HOIs for theme based approach for MEVCC meeting.
#5: Internal NAAC Pre Inspection Team	<ul style="list-style-type: none"> ➤ Intrinsic NAAC inspection at Institute/ Unit level ➤ University NAAC inspection team ➤ NAAC Inspection team from MAHE & MUJ 	<p>HOIs to examine NAAC preparation holistically.</p> <p>Topmost priority and highest importance to be given.</p> <p>Nominate one spoke person (skilled) in each department.</p> <p>By 15 Oct 21 HOIs to complete their Institute level task and by 15 Nov 21 University level.</p>
#6: Academic Audit	➤ Academic audit for academic session 2020-21 up to 31 August 2021.	Dean, SMIMS will follow up this matter



	<ul style="list-style-type: none"> ➤ Audit Committee (to be constituted by Hols, Unit Heads & Coordinators) may refer the shared audit format. The same may be enhanced/ supplemented to include other academic domains. 	Action requested by 01 October 2021
#7: HIS Audit	<ul style="list-style-type: none"> ➤ A committee has been constituted to check the efficiency of HIS implementation, utilisation, performance and capabilities in CRH. <p>The committee will submit a comprehensive report on prescribed terms of reference, identify problems and submit recommendations by 07 October 2021 through MS: CRH & Dean: SMIMS</p> <ul style="list-style-type: none"> ➤ 	<p>HIS has to be properly mapped</p> <p>MS-CRH & Dean – SMIMS to submit report by 7 Oct 21.</p>
#8: Streamlining & Introduction of a New Paramedical Diploma Course	<ul style="list-style-type: none"> ➤ Dean, SMIMS & MS: CRH to schedule regular meeting specifically for Paramedical Courses. ➤ Related HoDs to be made accountable. ➤ 59th Academic Senate recommended for Diploma Course in Emergency Medicines 	<p>Suman Rastogi is contacted for emergency medicine. MS-CRH to co-ordinate and follow up the matters. Core faculty from the related discipline who handle</p>



		emergency to be affiliated. HODs to take ownership and made accountable.
#9: Shifting of DHSS	<ul style="list-style-type: none"> ➤ DHSS has been shifted to new building. ➤ Status update requested from Coordinator, DHSS. 	Coordinator , DHSS informed that shifting of DHSS in the new location is not yet started.
#10: Conveyance Facility	<ul style="list-style-type: none"> ➤ Remodelling the existing conveyance facility extended to staff of Tadong campus including CRH during pandemic. ➤ Extending the facility further on nominal payment. 	HGS informed that the transportation facility for staff of Tadong Campus is not feasible.


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