

INTERNAL QUALITY ASSURANCE CELL (IQAC)
MINUTES OF THE 58th COORDINATION MEETING
20 February 2023

The 58th Coordination Meeting was held on 20 February 2023 under the Chairmanship of the Vice Chancellor, SMU at SMIMS Conference Hall at 2:30 PM.

Members present: -

1. Dr. Dr Muralidhar V Pai, Dean, SMIMS
2. Dr. G.L. Sharma, Director, SMIT (joined Online)
3. Prof (Dr) KS Sherpa, Registrar, SMU
4. Dr Yogesh Verma, MS, CRH
5. Dr. Keerthilatha M Pai, Controller of Examination & Director- Quality (Assurance & Reputation)
6. Col Virender Yadav, HGS (joined Online)
7. Mr. SV Ravi Sankar SFO, SMU (Joined Online)
8. Dr Mallikarjuna, Director, SMU, DDE (joined Online)
9. Mr Subramanian Balakrishnan, Head HR, SMU
10. Mr Anand Ruhela, Head IT, SMU
11. Prof Champa Sharma, Principal, SMCON
12. Dr Nikita Joshi, Principal, SMCPT
13. Dr. A. P Tiwari, Associate Director (SA), SMIT
14. Col Navneet Singh Chhabra, Additional MS, CRH
15. Ms Srijana Sharma, Convenor, DHSS, SMU
16. Mr. Madan Chettri, Coordinator, DHSS
17. Dr. Bibeth Sharma, Associate Professor, SMIT
18. Mr. Premendra M Pradhan Dy Registrar (IQAC).
19. Dr. Gopal Thapa, Dy Registrar(A&A)

Hon'ble Vice Chancellor welcomed all the members to the meeting.

The following points were discussed at length and the minutes of the discussion along with actionable imperative are as follows:

S.No	Points	Discussions/ Decision	Action to be taken by/ Timeline
1	Finalisation of Vision Document/ Strategic Plan Document	Editorial Team informed the house that the draft Vision document/ Strategic Plan has been received from all the units and compilation of all these documents and finalization of Vision document of the university is in progress. Vice Chancellor expressed his concern on delay in completing the Vision Document and requested to	Completion by 6 March 23 Dr K M Pai Dr Bibeth Sharma



		<p>submit the final draft document to the university by 2nd of March 23.</p> <p>The house suggested to delink the SDGs from the Vision Document. However, the Vision Document should be worthy of being released by Chairman MEMG during Board/ MEMG Leadership Meeting in March 2023.</p>	
2	Budgeting for FY 2023 – 24	<p>SFO informed the house that the Budget for the Financial Year 2023 - 24 is under finalization. Vice Chancellor requested critical review of the budget of all the constituent units/ colleges/ department based on the avenues to improve revenues and significant reduction of cost. All HoIs/ HoUs/ HoOs must examine the unavoidable requirement only and accordingly revise their financial budget. All must collaboratively work towards better cost control.</p>	<p>HoIs, HoUs HoOs, Convenor: DHSS & SFO 5 March 23</p>
3	Website Update & Review	<p>Hon'ble Vice Chancellor directed that all updates should be done expeditiously on the University Website, on a regular basis. All the important events like Seminars/ Workshop/ Conference/ awards/ achievements should be uploaded on the website. The Website Committee, HoIs, HoUs & IT Head must take the ownership of updating information on the website regularly.</p>	<p>HoIs/ HoUs/ Chairperson/ Website Committee/ IT Head</p>
4	Agenda for Board Meetings, March 2023	<p>Registrar informed the house that very few Agenda points for Board Meeting have been received from some of the offices and requested the house to send agenda if any by 2 March 23. Vice Chancellor requested all HoIs, HoOs & HoUs to submit the required information/ agenda well in time instead of rushing in the last hour of the meetings.</p> <p>Vice Chancellor requested to give thematic presentation in the afternoon session of the Board meeting. He requested Director, SMIT to give presentation for Majitar Campus and Dean, SMIMS for the Tadong Campus. The presentation has to be ready and submitted with the university by 2 March 23.</p>	<p>Dean, SMIMS Director, SMIT HoOs, Convenor: DHSS 2 March 23</p>



5	Free OPD for Senior citizens, Differently Abled & OBG & Laparoscopic Surgery Camps	<p>MS CRH on Free OPD for Senior citizens informed the house that scheme has already been implemented at CRH and on Laparoscopic Surgery Camps, he assured the house that appropriate action will be taken on discussion with the Department of Surgery.</p> <p>Vice Chancellor reiterated that due importance must be given to Laparoscopic Surgery Camps as Dr. Ranjan Pai has given commitment to Hon'ble Chief Minister of Sikkim for organizing Laparoscopic Surgery Camps. He further informed that the Leadership must be informed about the camp in the upcoming Board meeting.</p>	MS: CRH DEAN: SMIMS 15 March 23
6	New Academic and Sports Block	<p>Updating on the New Academic & Sports Block: HGS informed the house that the revised plan as per the requirements will be presented in the Board meeting. Dean, SMIMS requested to give priority to the requirement of SMIMS (Classrooms and Examination Hall) as these requirements have to be fulfilled before the next NMC visit.</p> <p>Vice Chancellor requested HGS to give due importance to these requirements and have a separate discussion with all the stakeholders.</p>	HoIs, HoUs, HoOs & Convenor: DHSS
7	SMU Admission Prospectus 2023-24	<p>Dr. A P Tiwary, Associate Director (SA) informed the house that the Prospectus 2023 is ready and would seek approval of Hon'ble Vice Chancellor by 27 Feb 23.</p> <p>Vice Chancellor expressed his concern on delay in release of Prospectus and requested all concerns to work towards its release by 25 Feb 23.</p>	HoIs, HoUs Convenor: DHSS 25 Feb 23
8	Directorate of Online Education	<p>Dr. Mallikarjuna G informed the house that all the preparation to start the Online Education is in progress as per the timelines framed.</p> <p>Vice Chancellor requested him & all stakeholders to fast track actions for starting Online Education with timeline to the Board on 25 Feb 23.</p>	Dr. Mallikarjuna & Team Director: SMIT 25 Feb 23



9	KRAs & KPIs	<p>As per Vice Chancellor's instructions, Registrar requested all HoIs/ HoUs/ HoOs to submit KRAs & their KPIs for Financial Year 2023-24 & Academic Year 2023-24 for the overall development of the institute/ university by 10 Mach 23. Following are the main KRA headings:</p> <ol style="list-style-type: none"> a. Optimum Student Acquisition b. Academic Excellence c. Research & Publications d. Relationships & Liasoning e. Technology Adoption f. People Capability g. New Projects h. Compliances & Accreditations i. Financial Deliverables j. Maximize Admission Intake <p>Vice Chancellor requested HoIs, HoUs & Coordinators/ Convenors to finalise their KRAs & KPIs and map them periodically with the actual achievement of their institute to evaluate the goal set and their achievements. He also requested for progress update on mid & long term KRAs specified by SMU in 2021 &22.</p>	<p>HoIs, HoUs HoOs, Convenor: DHSS 10 March 23</p>
10	FDP on 'Competency Based Assessment'	<p>Registrar informed the house that Faculty Development Programme on 'Competency Based Assessment' is scheduled on 05 & 06 May 2023 and a Core Committee with Dean, SMIMS as Chairperson should be constituted. The Committee has been requested to plan & coordinate FDP.</p> <p>The house was of the opinion to facilitate the FDP free of cost except and utilize university FDP fund for the same.</p>	<p>Dean: SMIMS HOD Biochemistry: SMIMS</p>
11	Important information	<p>Registrar requested all the units to provide/ share information on the following:</p> <ol style="list-style-type: none"> i. Academic Audit ii. Academic Calendar iii. Research Calendar iv. Conference Calendar v. Examination & Valuation Calendar 	<p>HoIs, HoUs, HoOs & Convenor: DHSS 10 March 23</p>



		<p>vi. SFCDC (Staff and Faculty Capacity Development Council) Calendar</p> <p>Vice Chancellor requested all the units to adhere as per the calendar and share the information.</p>	
12	<p>Advisory from UGC in connection with G-20 University Connect Programme</p>	<p>Registrar appraised the house about the UGC Advisory in connection with G-20 University Connect Programme. He requested HoIs, HoUs & Coordinators/ Convenors to</p> <ul style="list-style-type: none"> ✓ organize various events to commemorate G-20 summit in India, with maximum community participation in these events ✓ Organise special programmes and events on G-20 themes (details available on G-20.org), starting from Jan – September 2023 ✓ Logo of G-20 to be used as background in all events. ✓ <p>Vice Chancellor requested the house to give due importance to the advisory and use G-20 Logo in all the events. He further requested to provide the reports of events conducted to the university which will be further submitted to UGC.</p>	<p>HoIs, HoUs, HoOs & Convenor: DHSS</p>
13	<p>Common University Entrance Test (CUET)- UG/ PG 2023</p>	<p>Registrar informed the house that UGC has invited and encourages all State Universities, Deemed to be Universities, Private Universities and other HEIs to adopt and use CUET score for admission in their UG programmes. The online submission of application form of the CUET-UG 2023 for admission to UG programmes is likely to start soon.</p> <p>Vice Chancellor requested HoIs, HoUs & Coordinators/ Convenors to deliberate on the issue with due diligence at institute level and give feedback on its implementation. He further said since Advisory has come from the UGC, we may have to comply with the directions whenever issued. Therefore, institutes should see the merit and demerit of CUET and see how best we can leverage this opportunity for the benefit of the university.</p>	<p>HoIs, HoUs, HoOs & Convenor: DHSS</p> <p>10 March 23</p>




14	Implementation of Curriculum and Credit Framework for Undergraduate Courses	Registrar requested HoIs/ HoUs / Coordinators/ Convenors to follow UGC Curriculum and Credit Framework guidelines while framing the course structure to leverage NEP 2020. He further informed that the Academic Senate of the university has also endorsed the same during the Senate Meeting held on 25 Jan 2023.	HoIs, HoUs, HoOs & Convenor: DHSS
15	DHSS: Infrastructure Requirement for AY 2023-2024	Coordinator, DHSS informed that there is a requirement of at least 06 additional classrooms for the new session that starts from August 23. Dean, SMIMS offered some rooms at Polyclinic and a demo classroom at SMIMS building.	Convenor: DHSS
16	Status on AQAR	DR(IQAC) informed the house that data collection and verification of data for NAAC is going on as the last data of submission of AQAR is 30 May 23. Director, SMIT apprised the house that three departments namely Civil Engineering, Computer Application and Management Studies are applying for NBA accreditation in this Academic Year 2023-24. Vice Chancellor suggested to have robust internal audit to ensure all the preparations are as per the NBA requirement/ norms.	DR(IQAC), Director: SMIT 15 April 23
17	New Courses at SMIT	SMIT proposed the following new courses: a. B.Tech in Computer Science and Engineering (Internet of Things & Cyber Security including Block Chain Technology) with 60 intake by apportioning 30 seats from Electrical & Electronic Engg and 30 seats from Mechanical Engineering, keeping total number of approved seat intact. b. Introduction of 3 Years B.Sc in Physical Education and Sports from AY 2023 – 24 with 40 seats Proposed Fee: Rs 45000.00 (excluding mess and hostel fee) c. Introduction of 2 Years Bachelor of Physical Education (B.P.Ed)	Director SMIT, Admission Chairman SMIT



		(Professional Degree from AY 2023 -24 with 50 seats. Proposed Fee: Rs 55000.00 (excluding mess and hostel fee) Vice Chancellor endorsed the proposal and requested Registrar to process the Senate approval by e-circulation.	
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Vice Chancellor in his concluding remarks requested HoIs/ HoUs /HoOs/ Coordinators/ Convenors to give due importance to financial health of the university and units. They should critically review the need of the institution/ departments wherever financial implication are involved. He further added that all the institutions must work hard to increase admission by 20%.


28/02/23

DR (A & A)

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28/2/23
Registrar

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