

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**  
**MINUTES OF THE 56<sup>th</sup> COORDINATION MEETING**  
**21<sup>st</sup> October 2022**

The 56<sup>th</sup> Coordination Meeting was held on 21<sup>st</sup> October 2022 under the Chairmanship of the Vice Chancellor, SMU at SMIMS Conference Hall at 2:30 PM.

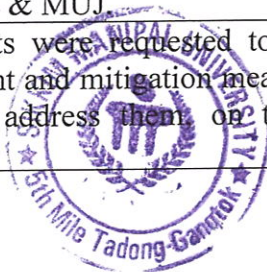
Members present: -

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. Keerthilatha M Pai, Controller of Examination & Director- Quality (Assurance & Reputation)
5. Dr. Sudip Dutta, Officiating MS, CRH
6. Col Virendra Yadav, HGS (Joined Online)
7. Mr. SV Ravi Sankar SFO, SMU
8. Mr Subramanian Balakrishnan, Head HR, SMU
9. Prof Champa Sharma, Principal, SMCON
10. Dr Nikita Joshi, Principal, SMCPT
11. Dr Mallikarjuna, SMUDDE (Joined Online)
12. Mr Abhijit Karmakar, Officiating Head IT, SMU
13. Dr. Luna Adhikari, DCE, SMIMS
14. Dr T Ramu, DCE TECH, SMIT (Joined Online)
15. Dr Madan Chettri, Coordinator, HSS (Joined Online)
16. Ms Srijana Sharma, Convenor, H&SS, SMU
17. Dr. Gopal Thapa, Dy Registrar(A&A)

Leave of absence was granted to Dr Yogesh Verma, MS: CRH and Mr. Premendra M Pradhan Dy Registrar (IQAC).

Vice Chancellor welcomed all the members to the meeting. The 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	<b>Vision Document/ Strategic Plan Document</b>	On recommendation of Chairman and the members present, an Editorial Team was constituted as under: <ul style="list-style-type: none"> <li>✓ Dr Keerthilatha M Pai (Chairperson)</li> <li>✓ Dr Bibeth Sharma (Member Secretary)</li> <li>✓ Dr Mingma L Sherpa (Chief Coordinator)</li> <li>✓ Representative from HoIs, HoOs &amp; HoUs</li> </ul> The team is responsible for preparing draft Vision Document of the university duly peer reviewed along with alignment with SFGs on common template in align with MAHE & MUJ.	<b>First draft: 25 Nov 22</b>
2	<b>Lessons Learnt &amp; Mitigation Measures</b>	All the units were requested to submit a report on lessons learnt and mitigation measures undertaken and planned to address them on the following to the university:	<b>1<sup>st</sup> December 2022</b>

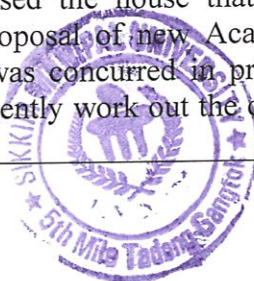


		<p>a. NAAC Peer Team Visit b. Admission Cycle c. Convocation d. Academic Audit</p> <p>Chairman emphasized on not only submitting the report but also on the implementation of plan to mitigate the issues in foreseeable future. He also emphasized the need to conduct Academic Audit with coopted External Members/ Experts as advised during NAAC/ NBA visit</p>	
3	<b>Budgeting for FY 2023-24</b>	All the units were requested to submit their Budget for the Financial Year 2022 by 1 <sup>st</sup> Jan 2023. Controller of Examinations & Directors (Quality Assurance & Reputation), DoR, International Collaboration Affairs, SFCDC and all other operational Standing Committees which need financial support for their operation were also requested to propose their operating budget for the FY 2023-24.	<b>HoIs/ HoU/ DoR, CoE, SFCDC</b>
4	<b>Website Update &amp; Review</b>	<p>All Units were requested to visit their website and make the necessary updates wherever required. Registrar emphasized that all the webpages/ contents on the website should be updated in all respects.</p> <p>Registrar informed the house that Dr. Mousumi Gupta, (Associate Professor, SMIT) is heading the website update team. She may be contacted for any update or the hosting information of importance on the website.</p> <p>IT team was requested to continuously monitor the grievances posted on the website and ensure that the grievances complete its cycle with regular update till resolution/ closure.</p>	<p><b>HoIs/ HoUs/ Website Coordinator/ IT Head</b></p> <p><b>15 Nov 22</b></p>
5	<b>Rate Contract</b>	Chairman requested Col Manoj and all the HoIs/ HoUs to coordinate and expedite the process as it is very important in savings on economy of scale & monitoring the cost of items leading to reduction of budgeted costs.	<b>HoI/ HoU/ HOO</b> <b>20 Nov 22</b>
6	<b>CRH Revival- Actionable Imperative from Board Meeting</b>	<p>Registrar apprised the house on concerns of Leadership on CRH revival. He informed that the revival strategy as envisaged by the Empowered Committee needs to be presented to the leadership. It should encompass all aspects of revenue generation, cost/ expenditure controls, patient care, operational aspects, regulatory compliances including work culture. Implementation for to mitigating all the factors also need to be presented.</p> <p>Offset &amp; review of free beds and expenditure reduction measures to be elaborately elucidated in the revival plan.</p>	<b>MS, CRH, DEAN, SMIMS, HO, CRH</b>

		<p>the proposal along with realistic financial implications for establishment of the proposed complex.</p> <p>Vice Chancellor requested HGS and Col Manoj to work on the suggestions with due diligence and come up with final proposal for leadership approval by the Leadership.</p>	
7	<b>Improvement of Admission Status for Core Engineering Branches &amp; Undersubscribed Programs</b>	Registrar informed that the SMIT proposal for Improvement of Admission Status of Core Engineering Branches & Undersubscribed Programs by initiating various scholarship schemes was not approved by Board. The Board suggested to review the proposal. Board recommended detailed analysis of financial implications envisaged impact on admission with envisaged benefit accrual.	<b>Director SMIT, Admission Chairman SMIT 16 Dec 22</b>
8	<b>Establishment of Centre of Online Education</b>  <b>Summer/ Winter Students' Internship</b>	<p>Vice Chancellor suggested a dedicated Committee to formulate a viable plan for leveraging online education with NAAC A+ grade. The committee to present the draft in consultation with MUJ &amp; MAHE.</p> <p>The house requested HoIs &amp; HoUs to prepare the list of Summer/ Winter Internship (specially SMIT and DHSS) to be offered to students in-house and students of Group Institutions. The list can be shared within University's Units and group universities.</p>	<b>Dr T Ramu 5 Jan 2023</b>  <b>Director SMIT, Coordinator DHSS</b>
9	<b>Admission 2023-24</b>	<p>To start with admission 2023-24 process, the house recommended Prospectus Draft Committee to be constituted at Tadong Campus including DHSS &amp; Majhitar Campus. The Committee will make the draft Prospectus, by 22<sup>nd</sup> November 2022.</p> <p>The house requested admission team to undertake due diligence for planning &amp; budgeting for next Admission Cycle and initiate Advertisement &amp; Marketing.</p> <p>Vice Chancellor requested to jot down lesson learned from previous year admission process and give ample importance to mitigate the same during this year admission. He further requested to give impetus to School Contact before the school breaks for Winter Vacation.</p>	<b>HoI/HoU/ Admission Team 01 Dec 2022</b>
10	<b>SMU Calendar</b>	<p>The house unanimously accepted to feature Photographs &amp; Painting/ Sketches of SMU and all its constituent units in SMU Annual Calendar 2023.</p> <p>Dean SMIMS suggested to include photographs from different angles/ background which are not featured in any print form.</p>	<b>Calendar Committee 22 Nov 2022</b>



		<p>Chairman suggested to have an internal brainstorming on the revival strategies and the concerns raised by the leadership with CRH Management &amp; Empowered Committee for the comprehensive inputs on the subject in the second week of Nov'22. He further suggested to have a discussion with Dr. Pravin Moktan who has worked in this area to start with.</p> <p>Note: Presentation to Leadership is scheduled at MEMG Corporate Office Bangalore on 22<sup>nd</sup> Nov 22</p>	
11	<b>Major Repair Work at CRH &amp; Proposals with Financial Implications</b>	<p>Registrar informed the major repair work at CRH was deferred in the Board meeting. The Board suggested to conduct need analysis and financial implications of the proposed work.</p> <p>Chairman requested all HoIs/ HoOs/ HoUs to include need analysis, cost and its implications in each and every such proposal in future for consideration with due diligence as advised by the Corporate Leadership.</p>	<b>HoIs/ HoUs/ HGS 14 Dec 22</b>
12	<b>OPD for Senior Citizens, Differently Abled and OPT patients of OBG</b>	<p>Registrar informed that house that during the Board meeting it was proposed to open OPD for Senior Citizens, Differently Abled and OPT patients of OBG. However, the Board advised to review and recalibrate operational cost to minimize losses which should be reduced considerably</p> <p>The Board further advised SMIMS to coordinate with GoS to factor 510 beds, required for clinical teachings by SMIMS, entirely by STNMH with CRH IP date for augmentation of bed occupancy.</p> <p>Vice Chancellor informed that SMIMS has finite number of affiliated faculty from STNMH. Therefore, there is need of apportionment of beds between CRH and STNMH as per GoS (H &amp; FW Dept) undertaking given to NMC in 2021.</p> <p>Vice Chancellor further requested Dean SMIMS to propose the review of honorarium of STNMH faculty.</p>	<p><b>DEAN, SMIMS, MS, CRH, HO CRH 25 Nov 22</b></p> <p><b>DEAN SMIMS 30 Nov 22</b></p>
13	<b>Sale of Unutilized Healthcare Machines at CRH to MHEPL</b>	Registrar informed the house that sale of unutilized Healthcare Machines at CRH to MHEPL was not approved during Board meeting and CRH was suggested to retain the equipment for future use.	<b>MS CRH</b>
14	<b>Academic Complex &amp; Sports Block</b>	Registrar apprised the house that during the Board meeting the proposal of new Academic Complex & Sports Block was concurred in principle. The Board advised to diligently work out the consolidated cost of	<b>HGS 25 Nov 22</b>



		<p>problem in uploading more documents than the sanctioned number.</p> <p>Vice Chancellor suggested to upload the documents where there is no violation of regulation and for rest of the students, offline discussion can be held to find a suitable solution.</p>	
<b>SMIT</b>			
15	<b>Hostel Accommodation</b>	<p>SMIT proposed to convert Hostel – 3 to living accommodation of faculty.</p> <p>The house recommended necessity and envisaged financial implications analysis report.</p>	<b>Director, SMIT 20 Dec 222</b>
16	<b>Shifting of DHSS to SMIT with a provision of hostel accommodation</b>	<p>SMIT proposed shifting of DHSS to SMIT with a provision of hostel accommodation.</p> <p>Vice Chancellor welcomed the proposal however the decision must be taken by considering the holistic view of the present students, potential students and all the stakeholders.</p> <p>The house advised DHSS to assess all the advantages &amp; disadvantages with inputs from DHSS stakeholder &amp; student survey, including student acquisition impact.</p>	<b>Director, SMIT Coordinator, DHSS 15 Dec 22</b>
17	<b>New Courses</b>	<p>SMIT proposes introduction of Graduate Specialization and Integrated Post Graduate courses.</p> <p>Graduate Specialization Courses (AICTE approval not required)</p> <ol style="list-style-type: none"> <li>a. BCA with specialization in AI &amp; IoT</li> <li>b. BBA with specialization in Business Analytics &amp; Fintech</li> <li>c. BBA with specialization in Investment Management</li> <li>d. B Sc (Economics) with specialization in Fintech</li> <li>e. B Sc (Psychology) (Clinical Psychology to be explored)</li> </ol> <p>Post Graduate Courses (Required approval of AICTE)</p> <ol style="list-style-type: none"> <li>a. 5 year Integrated B Tech with MBA</li> <li>b. 5 years Integrated M Tech</li> <li>c. 5 years Integrated BBA + MBA</li> <li>d. 5 years Integrated BCA + MBA</li> <li>e. 5 years Integrated BSc + MBA</li> <li>f. 4 years Integrated BBA/ BCA/ BSc with Banking</li> </ol> <p>Vice Chancellor approved the proposal in principal and informed to leverage NEP introduction of such courses are important for the organization growth.</p> <p>The house advised to draft proposal for approval of Academic Senate after assessing financial implications and intake potential assessments for the proposed courses.</p>	<b>Director SMIT, Admission Chairman SMIT 15 Nov 22</b>



		Vice Chancellor suggested including important achievements/ milestones achieved by the corresponding institute along with the photographs. All the units were requested to provide suitable Photographs & Painting/ Sketches.	
18	<b>Agenda for Academic Senate &amp; Board Meetings</b>	Registrar informed that house that the next Academic Senate Meeting (ASM) is scheduled in the month of Jan 2023 & Board Meeting (BM) in the month of March 2023. All HoIs/ HoUs/ HoOs have been requested to forward the agenda points to the university within the stipulated time. Registrar further requested the house to prepare Academic, Research, Co-Curricular Calendar for 2023 and forward the same to university for approval by 01 December 2022	<b>HoIs, HoUs, HOOs ASM Agenda- 01 Dec 2022 BM Agenda- 01 Jan 2023  HoIs/ HoUs/ HoOs 01 Dec 22</b>
<b>Fresh Agenda for 56<sup>th</sup> Coordination Meeting</b>			
<b>SMIMS</b>			
19	<b>Readjustment of Fees</b>	Dean informed the house that while structuring fee of different courses including MBBS it's better to allocate higher amount for co-curricular activities like sports/ culture college day etc as current 7.5 lakhs for Tadong campus is not sufficient to conduct so many activities that at different units of SMIMS. Therefore, he proposed to apportion higher percentage higher amount for co-curricular activities and the fee collected from a unit may be earmarked for that unit only after keeping a percentage for central pool to conduct joint activities like Aura / Hustle. He further requested the house to consider collection of all the examination fee during the admission/ yearly fee collection. It is becoming difficult the process and collect examination fee every time during the examination and for students also, they do not have to run here and there for paying examination fee. Vice Chancellor requested SFO to discuss fix the issue with Dean. He further suggested to analyze how MAHE has apportioned the fee in their fee structure.	<b>DEAN, SFO 15 Nov 22</b>
<b>DCE (T)</b>			
20	<b>Academic Bank of Credits</b>	Vice Chancellor informed that house that uploading student's documents in Digilocker is pending since long and requested Dr. T Ramu to expedite the process and complete the same by 15 Dec 22. Director, SMIT informed that all the documents of engineering students cannot be uploaded as SMIT is admitting a greater number of students in some of the branches than the sanctioned number. Engineering courses are AICTE regulated and hence may have	<b>DCE(T) 14 Dec 22</b>

21	<b>Pool placements for Manipal Group Institutes</b>	SMIT proposed pool placement for Manipal Group Institutions to increase the opportunity and placement for the students. Registrar informed that; this issue has already been raised in various MESVCC meeting. However, MAHE has deferred the proposal expressing their discomfort in it.	
22	<b>Establish a Chair of Emeritus Professor</b>	Director SMIT was requested to frame the Policy/ SOP for establishing and appointing Chair of Emeritus Professor  On the proposal of Faculty promotion & Higher pay for departments with higher admissions, Vice Chancellor suggested to have a separate focused discussion. Head HR was requested to schedule a separate meeting to discuss on these issues.	<b>Director, SMIT 15 Dec 22</b>

  
DR (A & A)



  
Registrar

