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Internal Quality Assurance Cell (IQAC)

32nd Coordination Meeting

3 June 2020

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Time: 10:30 AM   Venue: Conference Hall, Level III, SMIMS

The 32nd Coordination Meeting with all the Heads of Institutions and Heads of Offices was held on 3 June 2020 under the Chairmanship of the Hon'ble Vice Chancellor, SMU.

Members present

1. Dr VK Mehta, Dean, SMIMS
2. Prof (Dr) Ashis Sharma, Director, SMIT
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.

Initially, the Hon'ble Vice Chancellor informed about the meeting held on 2nd June 2020 with the Addl Chief Secretary Education Department and concerned officials of education department, Government of Sikkim concerning retrieval and quarantine facilities for students coming from outside the state. The Government have accepted our application and promised to give us clear directives. The final directives of the Government of Sikkim is awaited.

Review of the previous meetings

i) SOP is prepared by the University for retrieval and quarantining of students returning from outside the state. The SOP is shared and uploaded in the website and all the HOIs are advised to go through it. As soon as the directives from the Government is received we will call the students as per the University schedule.

ii) University SOP was shared with the Education Department and Medical Task Force Covid-19 Government of Sikkim. It was accepted in totality the University SOP will be the norms for all the students of Sikkim who are returning from outside the state.

iii) Head HR informed that the list of all employees including family returning from outside the state received from the constituent unit will be shared with Government of Sikkim. Online registration to be done by themselves through Government of Sikkim portal. HODs to ensure and follow proper quarantine rule in accordance with the Government of Sikkim guideline.

i) SOP for online examination is prepared as per UGC & AICTE guideline and also shared with the concerned units. Training imparted to all faculties for online examination. All concerned are emphasized to read the SOP thoroughly. Student must know the online examination to be publicized through website and email.

Hon'ble Vice Chancellor thanked and congratulated Dr Rustam Ali for his commendable job.

Online PG MD/MS practical examinations to be conducted. One Independent observer to be appointed for MD/MS University examination.
Head IT and his team congratulated for facilitating online examination at SMU.

SMIT organized Webinar twice during the month of May. Hon'ble Vice Chancellor suggested to organize local webinar for the local students for SMCPT and HSS in coordination with Head IT with regard to admissions information to the students of Sikkim. All institute to organize webinar combining all small departments followed by publishing in social media and print media.

Admission

Medical biotech – 4 students

HSS

47 application received

3 BA

2 MA

4 B. Com

10 expected to join within a week,

MHA

10 application received

Hon'ble Vice Chancellor suggested to keep students who have taken provisional admission engaged. One faculty to be selected for one point of contact who will repeatedly engage students through call and email will convey message with Positive communication.

Registration of courses- SWAYM/Coursera Courses

Hon'ble Vice Chancellor suggested Department of HSS to go through details on the various courses offered accordingly incorporated in a regular course as certificate or credit courses.

SOP to be prepared for these courses.

CRH

Department wise hospital activities to be highlighted in print and social media. Promotional advertisement and various outreach camps organized by the department to be highlighted every month.

Adopt Villages

Hon'ble Vice Chancellor emphasized to Adopt villages by all constituent units under one University banner. NSS also to adopt one village. Reports on the same to be submitted to the Hon'ble Vice Chancellor to be sent to Governor, Government of Sikkim.

Consolidated effort of all the institute to be carried out to adopt villages.

Information Points

Renewed Turnitin license

Renewed contract of hoardings. The new content in a new structure has to be put up by all institutions.

Keeping in view of the prevailing circumstances consequent to covid 19 and prolonged lockdown of country, the University is cancelling summer and winter vacation for those having vacation leave, however will be entitled for earned leave, accumulation for future encashment will not be allowed. Similarly, institution entitled 30 days earned leave is reduced to 20 days applicable for this year only.

Agenda #1:

Director, SMIT is receiving request from parents and students for waiver of fees

Decision: Consider this issue in a case to case and application basis only for extension of installment of fees. Uniform policy with regard to messing and hostel charges will be made for both the campuses.

Agenda #2

Different category of staff who away on leave during lockdown period.

1. Leave without information: **31 May is cutoff date**.

2. Leave availed before lockdown: **to be treated as leave**.

3. Those who went away on leave without approval and information of the institute: **to be adjusted from accumulated leave**.

Update on Coursera

No of learners registered	500
No of learners who have completed at least one course	357
Percentage of lerner who have completed course	71.4%

Status of Coursera under Covid 19 Program

No of license issue	3659
No of learners registered	1192

No of learners who have completed at least one course   561

RMS update

SMIT   668

SMIMS   268

SMCPT   24

SMCON   55

Vidya-Mitra: Integrated e-content portal (inflibnet)

Interested faculty members who have good quality e-content can share their e-content delivery in Vidya-mitra: integrated e-content portal (inflibnet)
HOIs to disseminate this information to all faculty of their respective institutions.

The meeting ended with vote of thanks by the Chair.

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