

Date: 26.04.2024

Minutes of IQAC Meeting – 24th April 2024

The monthly meeting of IQAC SMIT was conducted on 24th of April 2024 at 4:00 pm in the Conference Hall. The meeting was chaired by Prof. Sangeeta Jha, Associate Director (Academics). The following members were present:

1. Dr. Sangeeta Jha, Associate Director (Academics)
2. Dr. Nayan Kamal Bhattacharyya, Associate Director (Student Affairs), HOD, Chemistry
3. Dr. O.P. Singh, Head, Faculty & Staff Development Cell, HOD, AI&DS
4. Dr. Udit Kumar Chakraborty, Head, Quality Cell, HOD, CSE
5. Dr. Saumya Das, Co-ordinator, IQAC
6. Dr. Amit Kumar Singh, Quality Cell Representative, for HOD, EEE
7. Dr. T. Ramu, Deputy Controller of Examinations (Tech.)
8. Dr. Amit Kumar Roy, Chief Warden
9. Dr. Mousami Gupta, for HOD, CA
10. Dr. G. C. Mishra, HOD, Physics
11. Dr. Ruben Phipon, HOD, ME
12. Dr. Jyotika Sharma, Convenor, Psychology
13. Dr. Bibeth Sharma, HOD, MGT
14. Dr. Anindita Adhikary, MGT
15. Dr. Rakesh Vishwakarma, Convenor, Physical Education and Sports
16. Mr. Diganta Baruah, for HOD, IT
17. Dr. Hemanta Saikia, for HOD, ECE
18. Dr. M. K. Roy, Quality Cell Representative
19. Dr. Biswajit Deb, for HOD, Math

The following points were discussed:

1. Dr. Saumya Das, Coordinator IQAC, SMIT presented the analysis of the student satisfaction survey conducted.
 - a. A total of 319 students out of a total of 2583 students participated in the survey.
 - b. The survey questionnaire consisted of two parts:
 - i. Part-I dealt with Teaching-Learning as per NAAC guidelines.
 - ii. Part-II dealt with Hostel, Mess and other campus facilities.
 - c. In general, the trend of satisfaction was maintained in Part-I.
 - d. The following decisions were taken:
 - i. The number of students participating in the survey should increase.
 - ii. HoD's to ensure that the students actively take part in the survey.
 - iii. For every question, the target percentage of students voting for the best grade should be 75%.
 - iv. Departments should strive to achieve the target.
 - e. In Part – II the following issues were discussed:
 - i. Students were happy with the general facilities available.

*Pl discuss
with HoD
meeting*

[Signature]
26.4.29



- ii. Some percentage of students mentioned about lack of hot water supply to rooms,
 1. Chief Warden appraised the house that geysers were installed in hostel floors.
 - iii. Students mentioned about implementing QR code based mobile payment for Library and Sports Facilities.
 1. Associate Director (Student Affairs) was given the responsibility to discuss the matter with Finance and take it ahead.
 - iv. Student participation in club activities showed a decline.
 1. It was decided to put up advertisements for clubs through Social Media and mobile applications for student awareness.
 - v. The eCampus Manager still shows students in the list in spite of them having left the course.
 1. Deputy Controller of Examination(Tech) mentioned that students can not be struck off the roles unless they officially withdraw.
 2. The students have to be separated out from the count after the survey.
2. The house was thereafter reappraised of the fact that eCampus feedback must have more than 80% students participating.
 3. Individual departments have been informed about the number of students having taken part in the feedback process and HoD's were requested to monitor in future.
 4. The Head, Quality Cell thereafter informed the house that the links for the Program Exit, Alumni and Parent feedbacks would be activated by the weekend and the departments should complete the process.
 5. Head, Quality Cell also reminded the house of the Course Outcome feedback and action taken report submission by 15th May 2024.
 6. There being no other issues, the meeting ended with thanks to the Chair.

500
25/04/2024

Dr. Saumya Das
Coordinator, IQAC

13-10/04/2024

Prof. Udit Kumar Chakraborty
Head, Quality Cell

Prof. (Dr.) G. L. Sharma
Director, SMIT

Prof (Dr) G L Sharma
Director
Sikkim Manipal Institute of Technology
Majitar, Rangpo - 737136
East Sikkim (Sikkim)

