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## IQAC – SMIT

### SIKKIM MANIPAL INSTITUTE OF TECHNOLOGY Majitar, East Sikkim

Ref:001/IQAC/02/SMIT/2017

dated: 16/2/2017

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separately

#### Minutes of the IQAC meeting held on 25/1/2017

#### SMIT

The meeting was attended by the following:

- (i) Dr. A Garg – Director
- (ii) Prof(Dr) M.K.Ghose Dean(A)
- (iii) Prof.(Dr) Sanjay Dahal Dean (SA)
- (iv) Prof.(Dr) K.S.Sherpa Dean (R&D)
- (v) Mr. A.P.Tiwary Chairman Admission
- (vi) Mr. Biswaraj Sen Head T&P
- (vii) Mr. Udit Chakraborty Head SMU-IT
- (viii) Prof. C.J.Thomas IQAC Coordinator
- (ix) Prof.(Dr. B.B.Pradhan HOD Mechanical
- (x) Prof.(Dr) V.K.Sayal HOD Physics
- (xi) Brig S. Singh Head Administration
- (xii) Lt Col Biplab Gupta Chief Warden

Director	✓
Addl. Director	✓
Dean	
HOD	
HOO	
S&M	
Project Head	
Any Other	
OS	
Date	17/2

During the meeting chaired by the Director, the head of various sub-committee made presentation of the action plans and their target to be achieved. At the end of the presentation and discussions, each committee was requested to submit the action plans incorporating suggestions during the discussion. Following is the final action plan submitted by the various sub committee.

### 1. Sub committee on Academics:

#### (a) Academic initiatives:

Preparations of **Lecture Notes** in detail before the commencement of semester. Lectures notes to be evaluated in the department. Lecture note to be submitted to Dean (A) office for further evaluation by external expert.

For the present semester Lecture notes to be submitted at the end of semester.

For session starting from Aug. 17 the Lecture notes to be submitted within one week of the commencement of the session.

For academic year 2018 onwards Lecture notes to be submitted 15days prior to commencement of the semester.

Lecture notes to be reviewed & upgraded on a regular basis both at the departmental level and central level.

#### (b) Improving academic quality:

Preparation of comprehensive QB chapter wise with diverse type of questions. The questions should cover all the important concepts of the particular subjects.

The question to be evaluated in the dept. A copy to be submitted to Dean (A) for the comments of external experts. This exercise is important to ensure delivery of quality academics and ensuring a quality output.

The Question Bank is to be submitted to the Dean (A) with a copy to Coordinator IQAC by end of March 2017.

**(c) Result Analysis:**

In semester & End semester analysis to be done in parallel to identify the grey areas. The inferences to be used for improvement.

Outcome based parameters to be evaluated.

The analysis to be discussed in dept. & then at central level.

Road map for overcoming weaknesses to be formulated for implementation.

The task to be completed by end of March.

**(d) Improvement of Laboratory courses:**

(i) Creative component to be incorporated in the experiments.

(ii) Present system of evaluation does not provide scope of improvement i.e. rectification for any mistakes committed by the student's.

(iii) A committee needs to be formed to study the drawbacks of present system and suggest best practices for the lab courses to be implement in the institute.

**(e) Reduction of Credits from existing 212 to 170 Or less.**

A committee shall identify the ideal model of reduction of credit to be implemented in SMIT. Similar reduction implemented in other institutes including Manipal Group need to be referred along with inputs from the departments. This initial work to be completed by March end.

**(f) Integrating Online courses like Coursera/NPTEL/AWS etc into the curriculum.**

Online courses from various sources can be part of the elective subjects offered by the departments. The grades awarded in such courses have to be converted to an equivalent grade as per the existing grading system of the Institute. The departments need to identify the online courses and the list to be submitted to Dear(A) and the committee by end of March.

**(e) Hiring External experts:**

To improve the academic quality external experts needs to be identified by the Departments to deliver courses of importance. Can be full duration course or a short term course.

**2. Sub committee on Research/Consultancy/Collaboration**

Heading	Deliberations
Faculty to be motivated to publish only in SCI	<ul style="list-style-type: none"><li>✓ Faculty incentives to be provided only in SCI (for engineering &amp; basic sciences) / SSCI (for management) journal publications from 2017</li><li>✓ Faculty PMS will be modified for publications in peer reviewed journals, SCOPUS and SCI/SSCI from 2017</li><li>✓ SMU PhD regulations 2017 have made research publications in SCI / SSCI mandatory for award of PhD</li></ul>
Interdisciplinary research to be encouraged	<ul style="list-style-type: none"><li>✓ There are ongoing interdisciplinary research but it will be encouraged further</li><li>✓ Interdisciplinary research fund may be created from the coming financial year under endowment.</li></ul>

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Make efforts to forge international collaborations	<ul style="list-style-type: none"> <li>✓ Director suggested that this point of forging international collaborations shall be under Prof. S Dahal.</li> <li>✓ Moreover, it was already intimated to all the teaching Departments to explore the possibility of any collaboration within and outside the country. Report is awaited from the Departments.</li> <li>✓ Some actions are already ongoing under R&amp;D</li> </ul>
Financial assistantship to faculty for attending conferences / symposia to be enhanced	<ul style="list-style-type: none"> <li>✓ Financial assistantship to faculty for attending conference / symposia and its enhancement will be placed before next Governing Council meet scheduled in March 2017.</li> </ul>
More number of full-time research scholars and post – doctoral-fellows needs to be recruited	<ul style="list-style-type: none"> <li>✓ 4 – 5 full time research scholars will soon be on board by March 2017</li> <li>✓ With research funding under endowment, post doctoral fellows would be explored.</li> <li>✓ One post doctoral fellow is attached to the Centre of Material Science and Nano Technology at present</li> </ul>
Thrust on sponsored research activities to augment research equipment and project internships to staff and students	<ul style="list-style-type: none"> <li>✓ Many projects have been applied to different sponsoring agencies since January 2016.</li> <li>✓ Approvals of the some are awaited.</li> <li>✓ Sincere effort is on from faculty members</li> </ul>
Encourage entrepreneurship and project management skills among the students	<ul style="list-style-type: none"> <li>✓ MUTBI Satellite Centre at SMIT is fully engaged in entrepreneurial activities</li> <li>✓ One student company has been registered by Govt. of India and other is in process</li> <li>✓ Students are encouraged for start-ups and entrepreneurial avenues</li> <li>✓ College provides seed fund for such projects</li> <li>✓ Different competitions to be organized to boost the technical talents of the students</li> </ul>

### 3. Sub committee on Admission/Placement/Alumni

#### a) ADMISSION:

Chairman Admission informed that in order to improve the quality of admission following measures are taken into consideration for the session 2017-2018:

##### i) Present state of affairs of admission

- School visit, Advertisement, social media/digital media, print media, word of mouth, involvement of alumni for admission.

##### ii) Proposed plans for the year 2017-2018 & succeeding year

- Planning of establishment of information centers and PR office at various parts of India (Probable date of completion: 15<sup>th</sup> Feb, 2017).
- Focusing on catchment areas like Bihar, Jharkhand, Chhattisgarh, Assam, MP, WB especially Kolkata and Siliguri ( It is already in process on pilot basis, its effectiveness will

be evaluated after admission 2017).

- Attempts are being made to attract the students from Nepal and Bhutan.

**b) Placement:**

**i) Present state of affairs of placement**

Pass out Batch	No. of Registered Students	No. of Eligible students	No of Placed students	% of eligible students placed	No of companies visited
2015	528	352	328	93	12
2016	574	355	347	98	19
2017	495	353	203	57.5	20

**ii) Proposed plans for the year 2017-2018 & succeeding year**

Head T&P discussed following plans to improve the placement of students:

**1. Grooming & Training**

- Pre-Placement Training (Phase – I): March 20 – 31, 2017
- Pre-Placement Training (Phase – II): Aug 01 – 20, 2017
- Pre-Placement Training (Phase – III): Sept to Dec 2017 (Need based)
- Industry Interaction / Lecture Sessions: 3 Nos (March / April 2017 onwards)
- HR Conclave: June / July 2017
- GATE Coaching: Aug 2017 onwards

**2. Industry Liaison / Visit / Networking: April 2017 onwards**

**3. Target Sectors**

- IT / ITES / Communication / Power / Networking
- Mechanical / Automobile oriented
- Construction / Infrastructure / Engineering

**Above three areas require continuous effort by T&P cell**

**4. Placement Hiring Drives**

- Day 0: March 2017
- Day 1 onwards: August 2017

## 5. Target Distribution

Type of Recruiter	Target No of companies	Remarks	Tentative No of students
Star Recruiter	2	High Remuneration and better career growth	5 – 10
IT Bulk Recruiter (Day -1)	1 or 2	1: Exclusive Day 1 2: Shared basis	200
IT Services (Other companies)	8 – 10		150
Core (Mechanical / Civil / Electrical)	3 – 5		50
FMCG / other sector	2 – 3		50

## C) Alumni:

### i) Present state of affairs of alumni association of SMIT

- Alumni association of SMIT has elected members of the governing body that look after the association affairs.
- Alumni association of SMIT has its own portal which has 3411 active members which includes current students.
- Till date alumni association of SMIT has conducted two annual alumni meet, supported students to conduct independent business program such as TEDX and many chapters meet for the alumni residing all over the world.
- Drafting of bylaws and constitution is completed.

### ii) Propose plans for the year 2017-18 & succeeding years

- Approval of bylaws and constitution from the institution head (by 28<sup>th</sup> Feb).
- Involvement of alumni in day to day affair of the association ( it is an ongoing process).
- Organizing of 3<sup>rd</sup> alumni meet in Bangalore 2017 after 15<sup>th</sup> April, 2017.
- Collecting of Alumni funds from current batch of students (by 28<sup>th</sup> Feb).
- Active involvement of Alumni for admission 2017-2018 (already in progress).
- Registration of Alumni association (by June, 2017).

## 4. Sub committee on IT Infrastructure

### Initiatives from the IT Team:

1. Bridged the gap between students wi-fi network and the institutes wired LAN. Students can now access the wired LAN from the hostel. Any resource made available through the wired LAN will also be accessible to students.
2. Started the SUCHANA intranet homepage. To bring all resource access under one common platform.
3. Student notices on SUCHANA- can be viewed by students from hostel.
4. Faculty notices also on SUCHANA- with access control. Saves paper.
5. Intranet mail server – for intranet based communication.
6. IEEE Spectrum Magazine available on SUCHANA-for faculty and students.

## in the pipeline:

- (i) NPTEL study material arrived. Linking it with SUCHANA to enable student access.
- (ii) Provisioning for uploading study material on intranet for class room and hostel access.
- (iii) Pilot installation of SMART Classroom Solution initiated.

## Roadmap for IT initiatives:

1. National Program on Technology Enabled Learning (NPTEL)
  - Lecture Videos acquired.
  - To be linked with SUCHANA (for staff and student access)
  - [Expected by: 30th April 2017; May require procurement of a Server for storage]
2. Local Lecture Module (Planning Phase) - To allow faculty to upload lectures and notes for students  
[Awaiting approval. Need approximately 6 months to implement with available manpower.]

## (v) Sub committee on Student Amenities

### Implementation Plan of issues pertaining to students activities/amenities

1. Recreation room in boys' Hostel as it is in girls' Hostel. (TV, etc): A survey to be conducted by a team consisting of Dean (SA) and Chief Engineer.
2. Eateries. (Payment of mode may be of digital nature.): A committee is formed and the work is in progress. The committee progress to be submitted to the Dean (SA) office.
3. Stationary facilities: A committee is formed and the work is in progress. The committee progress to be submitted to the Dean(SA) office.
4. Councilors for boys and Girls.: Dean(SA) office have to initiate the process of recruitment of the councilors with help of HR office. The recruitment can be completed by April 2017.
5. Online payment of fee, etc.: Finance office have to initiate the process and fix the time frame for implementation of the same.
6. Single window system for No Dues certificate: SMIT office have to find out the way with consultation of Dean(SA).
7. Student information system through intranet facility and strengthening WIFI connectivity: SMU-IT office will develop the information system and fix the time frame for implementation of the same.
8. SMIT Laundry shop: A committee is formed and work in progress. The committee progress to be submitted to the Dean(SA) office.
9. Workshops to improve mental/physical ability: These workshops may be organized with regular interval especially for addicted (marijuana, etc.) students. Dean (SA) office have to plan the workshop with Student Council.
10. Organization of lectures by eminent personalities in various field in one/two in a year.: Dean (SA) office have to plan the lectures along with HODs.
11. There is need of improvement of security system as present system is not effective to stop the infiltration of marijuana in to college campus: Head Admin office have to hire sniffer dogs to stop the infiltration of marijuana with help of Chief Warden.
12. NCC: Head Admin office and Chief Warden office have to take up the issue.

## 6. Subcommittee on Infrastructure, Maintenance and Environment

Road map – Improvement of hostel facilities, converting SMIT into green campus with zero waste, improvement of water supply with emphasis on self reliance and promoting use of solar energy.

Road map is as under:

### (a) Improvement of hostel facilities:

- (i) Providing of water coolers in each floor.
- (ii) Streamline house keeping worker timings and use more machines to improve quality of house keeping.
- (iii) Improved landscaping around hostels to make them home away from home for students.
- (iv) Make OAT fully functional to screen movies , show TV program through DTH, arrange cultural functions.
- (v) Treatment of damp surfaces on walls using suitable chemicals.
- (vi) Replace old lifts with phased manner with new lifts.
- (vii) Make available newly opened food court and sports complex to the students.

### (b) Converting SMIT to green campus with zero waste:

- (i) Recycling of treated waste water for gardening and other low end uses.
- (ii) Collection of dry and wet waste separately and dispose them off through Government agency Rangpo Nagar Panchayat.
- (iii) Collect clinical waste in different coloured container and dispose them off as per environmental guidelines.
- (iv) Rain water harvesting in hostels and staff housing.
- (v) Landscaping and creation of more greens using recycled treated STP water.

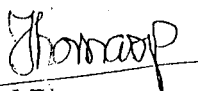
### (c) Improvement of water supply with emphasis on self reliance:

- (i) Augmentation of water supply by pumping water from river Teesta.
- (ii) Sinking of two number 20,000 litre capacity bore wells.

### (d) Promoting use of solar energy:

- (i) Solar water heaters have already been provided in all hostels.
- (ii) Feasibility study to be carried out for further application of solar energy.

The progress of proposed action plans will be discussed during the next IQAC meeting. Report submitted to the Director for consideration and necessary follow up actions.



C.J. Thomas  
IQAC Coordinator  
16/2/2017

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- 1. Director for information please
- 2. Additional Director for information please
- 3. All Deans
- 4. All HOD/HOD
- 5. All Head of IQAC sub committee