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## सिक्किम विश्वविद्यालय SIKKIM UNIVERSITY

(भारत के संसद के अधिनियम द्वारा वर्ष 2007 में स्थापित और नैक (एनएएसी) द्वारा वर्ष 2015 में प्रत्यायित केंद्रीय विश्वविद्यालय)  
(A central university established by an Act of Parliament of India in 2007 and accredited by NAAC in 2015)

### Minutes of the Meeting of IQAC Coordination Committee

A coordination meeting was held on 11 November 2019 at 4:15 PM in Barad Sadan inviting members from the IQAC committee, Sikkim University. The meeting was attended by the following members:

Name	Designation	Position
Prof. Shanti S. Sharma	Head, Department of Botany	Director IQAC
Registrar	Sikkim University	Member
Finance Officer	Sikkim University	Member
Controller of Examination	Sikkim University	Member
Prof. Nawal K. Paswan	Dean, School of Social Science	Member
Dr Subir Mukhopadhyay	Dean, School of Physical Sciences	Member
Dr Krishna Murari	Head, Department of Management	Member
Dr Mohan P. Pradhan	Associate Professor, Department of Computer Applications	Member
Joint Registrar (Academic)	Sikkim University	Member
Dr Dhriti Roy	In-charge, Department of Chinese	Member
Dr Mingma Thendup Sherpa	Alumni of Sikkim University	Member
Sh. Purba Hang Subba	PhD Scholar, Department of Economics	Member

The meeting commenced with a formal welcome address by Prof. Shanti S. Sharma, Director of IQAC.

#### Agenda for the meeting:

1. Discussion on the roles and responsibilities of the IQAC coordination committee in helping the institutional administrative sections in effectively managing the institutional affairs related to quality assurances and needful compliance.



## 2. Expectations from the members of the IQAC committee.

### Meeting Deliberations:

#### 1. Discussion on the roles and responsibilities of the IQAC coordination committee in helping the institutional administrative sections in effectively managing the institutional affairs related to quality assurances and needful compliance.

Director IQAC, Prof. Shanti S. Sharma informed the house about the need for the constitution of the IQAC coordination committee and its relevance in context to the enforcement of quality requirements for assuring needful compliance to the expectations of regulatory bodies like NAAC, NBA and AICTE.

He further acquainted the house with the spheres of administration that demands the proactive engagement of the IQAC coordination committee. Some of these are:

##### a) Participating in ranking frameworks like NIRF.

He informed the house that it is very important for the university to participate in periodically assessment frameworks like NIRF to draw a holistic understanding of the universities progression in academics, administration and research. It would help the university in identifying avenues for improvement and planning necessary activities for duly attaining the same.

##### b) Managing affairs related to regulatory bodies like NAAC

He emphasized on the various roles and responsibilities of the IQAC coordination committee in managing affairs related to regulatory bodies like NAAC with special focus on importance and need of NAAC accreditation. He further informed the house about the importance of preparing AQARs and SSR.



### **c) Career Advancement Schemes**

He also emphasized on the role of IQAC coordination committee in helping the Establishment Section of the university while preparing the list of members in the faculty eligible for promotion/ upgradation in a given academic year.

### **4) Organization of quality awareness programs in the university inviting members from affiliated colleges.**

He informed the house that the IQAC coordination committee is also entrusted with the responsibility of organizing workshops and Seminars for raising awareness about the importance of assuring quality standards by inviting prominent experts.

### **2. Expectations from the members of the IQAC committee.**

He called on the IQAC coordination committee members to actively engage in the roles and responsibilities entrusted to the committee by the university and participate in all the scheduled meetings and deliberations.

With no further points to discuss the meeting concluded with a vote of thanks from the Director IQAC followed by high tea.

Sd/-

Prof. Shanti Swarup Sharma

Director, IQAC

Sikkim University

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## Minutes of the Meeting of IQAC Coordination Committee

A coordination meeting was held on 18<sup>th</sup> November 2019 at 3:00 PM in the Department of Physics inviting members from the IQAC committee, Sikkim University. The meeting was attended by the following members:

Name	Designation	Position
Dr Subir Mukhopadhyay	Dean, School of Physical Sciences	Member
Dr Mohan P. Pradhan	Associate Professor, Department of Computer Applications	Member
Dr Dhriti Roy	In-charge, Department of Chinese	Member

The meeting commenced with a formal welcome address by Dr Subir Mukhopadhyay, member IQAC.

### Agenda for the meeting:

1. Preparation of data from participating in NIRF ranking 2020.

### Meeting Deliberations:

#### 1. Preparation of data from participating in NIRF ranking 2020.

Dr Mukhopadhyay presented the status of the report and also presented the list of departments that were yet to submit the information in the prescribed format. On common consensus of the house reminder emails were communicated to the these departments insisting them to submit he data at the earliest.

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With no further points to discuss the meeting concluded with a vote of thanks from the Director IQAC followed by high tea.

Sd/-

Prof. Shanti Swarup Sharma

Director, IQAC

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## Minutes of the Meeting of IQAC Coordination Committee

A coordination meeting was held on 19 November 2019 at 3:00 PM in the Department of Botany inviting members from the IQAC committee, Sikkim University. The meeting was attended by the following members:

Name	Designation	Position
Prof. Shanti S. Sharma	Head, Department of Botany	Director IQAC
Prof. Nawal K. Paswan	Dean, School of Social Science	Member
Dr Subir Mukhopadhyay	Dean, School of Physical Sciences	Member
Dr Krishna Murari	Head, Department of Management	Member
Dr Mohan P. Pradhan	Associate Professor, Department of Computer Applications	Member
Dr Dhriti Roy	In-charge, Department of Chinese	Member

The meeting commenced with a formal welcome address by Prof. Shanti S. Sharma, Director of IQAC.

### Agenda for the meeting:

1. Compilation of data for participation in NIRF ranking 2020.
2. Constitution of committee for preparation of AQARs.
3. Constitution of committee for preparation of SSR.

### Meeting Deliberations:

#### 1. Compilation of data for participation in NIRF ranking 2020.

The Director IQAC informed the house that the last date for submission of data through the DCS has been extended to 7th December 2019. He insisted the committee members to expedite the

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entire process to meet the stipulated deadline. Dr Pradhan presented the List of Departments that have submitted the data in the prescribed format and also requested the Director IQAC to send reminder emails to all the departments that are yet to submit the information.

### **2. Constitution of committee for preparation of AQARs.**

The Director IQAC insisted on initiating the process for drafting the AQAR for the current academic year to be submitted to NAAC. He further directed Dr Pradhan to download the prescribed format for AQAR and create a work assignment matrix for the timely assignment of jobs to the respective academic departments/ administrative sections.

### **3. Constitution of committee for preparation of SSR.**

The Director IQAC requested Prof. Nawal K. Paswan to plan for constitution of a comprehensive team of experts for drawing and drafting SSR.

With no further points to discuss the meeting concluded with a vote of thanks from the Director IQAC followed by high tea.

Sd/-

Prof. Shanti Swarup Sharma

Director, IQAC

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## Minutes of the Meeting of IQAC Coordination Committee

A coordination meeting was held on 5<sup>th</sup> December 2019 at 3:00 PM in the Department of Botany inviting members from the IQAC committee, Sikkim University. The meeting was attended by the following members:

Name	Designation	Position
Prof. Shanti S. Sharma	Head, Department of Botany	Director IQAC
Prof. Nawal K. Paswan	Dean, School of Social Science	Member
Dr Subir Mukhopadhyay	Dean, School of Physical Sciences	Member
Dr Krishna Murari	Head, Department of Management	Member
Dr Mohan P. Pradhan	Associate Professor, Department of Computer Applications	Member
Dr Dhriti Roy	In-charge, Department of Chinese	Member

The meeting commenced with a formal welcome address by Prof. Shanti S. Sharma, Director of IQAC.

### Agenda for the meeting:

1. Finalization of information to be submitted for participating in NIRF ranking 2020.

### Meeting Deliberations:

#### 1. Finalization of information to be submitted for participating in NIRF ranking 2020.

The Director IQAC presented before the house the report to be submitted to NIRF for participating in NIRF ranking 2020. He congratulated the entire team for timely compilation of the report.

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With no further points to discuss the meeting concluded with a vote of thanks from the Director IQAC followed by high tea.

Sd/-

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Director, IQAC

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