

IQAC Minutes of Meeting

Date: 22nd September, 2025

Venue: Online

Members Present:

- a. Dr Udit Kumar Chakraborty, Head Quality Cell, SMIT
- b. Dr Polly Lama, Coordinator, SMIMS
- c. Dr Saumen Gupta, Coordinator, SMCPT
- d. Mrs Reshma Gurung, Coordinator, SMCON
- e. Ms Manita Subba, Coordinator, FHSS&LA
- f. Mr Premendra Pani Pradhan, DR QARA, SMU

The following agenda were discussed:

1. Academic & Administrative Audit (AAA) by MAAT

Dr QARA, SMU informed that AAA is scheduled tentatively from 8th Oct to 16th Oct 2026. He also informed the house that Team of experts from MAHE, MUJ & MAHE Bengaluru will visit SMU and the duration of visit is for 2–3 days. He also discussed about the role of IQAC Coordinator for the visit

2. NIRF 2026

Dr QARA, SMU informed all the units of SMU to submit data by 7th October 2025 for overall category.

3. Budget

Dr QARA, SMU informed that Rs 7.82 lakh fund is available for the IQAC purpose same can be utilised for organising various events supported to Internal Quality Assurance Cell:

The meeting was over with no other agenda item

Action Points

Action Item	Responsible Person(s)	Timelines
Finalize AAA schedule & communicate to MAAT	IQAC Coordinator	30 Sept 2025
Prepare common PPT format for departments	Dr Polly & Dr Udit	30 Sept 2025
Selection of students, faculty, NTS for interactions	Respective Unit Heads	5 Oct 2025
Ensure displays & NAAC documentation in all units	IQAC & Dept Heads	5 Oct 2025



Action Item	Responsible Person(s)	Timelines
Arrange project models & activity pavilion	NSS/NCC Coordinators	5 Oct 2025
Submit NIRF 2026 data	All Units	7 Oct 2025



Deputy Registrar

QAR&A, SMU

