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## 1. GENERAL INFORMATION

### 1.1 INTRODUCTION:

Established in June, 2007, the Higher and Technical Institute, Mizoram (“HATIM” or the “Institute” or the “College”) is the first “Christian Residential Co-ed College in Mizoram.”

HATIM genuinely cares for the youth of the society and always seeks to fulfill its mission in positively transforming lives of young people through education. One will find in the Institute quality education based on good moral conduct, Christian values and English-speaking culture. It strives to bring some of the finest committed scholars from all over the state and beyond, to teach and guide students in their academic pursuits for excellence and earnest commitment.

The College seriously takes into consideration the following points:

- ☞ *An interesting academic area that has relevance to a future professional life.*
- ☞ *Programmes that are so rigorous and continuously evolving that it places the students ahead of their peers anywhere in the world.*
- ☞ *Faculty who have practical knowledge and experience rather than outdated textbook materials.*
- ☞ *An Institute that takes personal care to ensure that one becomes a success story.*
- ☞ *An environment which is conducive that helps one focus on individual's development.*
- ☞ *An Institute which lays stress on Christian values and ideal.*
- ☞ *A hi-tech environment that constantly exposes you to the latest technology in the world.*
- ☞ *An Institute that works hand-in-hand with the Church, the Government, NGOs, and other Institutions and Colleges.*
- ☞ *An Institute that has international outlook to ensure that you are equipped to fit into this fast-changing world.*

### 1.2 ESTABLISHMENT OF HATIM

The seed for a Christian Institute for Higher and Technical Education had been planted in the hearts of the Baptist Church of Mizoram (BCM) leadership for a long time since the BCM has been pioneering elementary to higher education in Mizoram since the advent of the Gospel in Mizoram. It began to take shape in

2005 with a proper write-up which resulted in a resolution passed in the 110<sup>th</sup> Assembly of the BCM in March, 2006.

Dr. Chawngthanpari was appointed by the BCM as Project Director in 2006. She undertook the task of researching, consulting, and laying the foundation and roadmap for the institution. Finally, the Higher and Technical Institute, Mizoram (HATIM) was established by the Society of Higher and Technical Studies in 2007 and began to function with a prayer led by the founding Principal Dr. Chawngthanpari on 21<sup>st</sup> June 2007 with 29 resident students and 5 dedicated faculty who were committed to make an “institute with a difference.” Rev. F. Sangvela, the then Associate General Secretary of the Baptist Church of Mizoram dedicated the Institute on 22<sup>nd</sup> June 2007. The Institute was officially inaugurated on the 24<sup>th</sup> January 2008 by Dr. R. Lalthangliana, the then Honourable Minister of State, i/c School Education. This day is regarded and observed as the Foundation Day of HATIM.

### 1.3 HATIM INSIGNIA:





❖ **College Verse** : Romans 11:36 *“From Him and through Him, and to Him are all things”*

❖ **College Hymn** : *How Great Thou Art*

❖ **College Flower** : *Dandelion* – reflects resilience and the ability to multiply even under the harshest of conditions.



❖ **College Houses and Colours :**

- |                      |          |                                                                                     |
|----------------------|----------|-------------------------------------------------------------------------------------|
| <b>Lorrain House</b> | – Red    |  |
| <b>Savidge House</b> | – Yellow |  |
| <b>Chapman House</b> | – White  |  |
| <b>Clark House</b>   | – Blue   |  |

❖ **College Emblem** : The HATIM emblem is comprised of rice stalks and a belt in circles. The outermost semicircle is made up of two stalks of ripened rice. The rice stalks represent the presence and fruitfulness of HATIM amidst diverse cultures and people and the rich harvest of the institute. The inner circle is a blue belt with yellow edges on both sides. On the blue belt is inscribed the name of the institute in white. The blue belt is buckled up besides the yellow quadrant of the innermost circle with the tapering end of the belt lying across the yellow quadrant diagonally. The belt then is tied up in a knot at the bottom of the circle and it further extends vertically which is met by a



blue ribbon horizontally with the motto of the institute 'Seek, Share, Serve' inscribed on it.

Embedded inside the quadrants are pictures of a set of open palms, a dove, a book and part of the belt. The quadrants are red, blue, white and yellow in colour which are the four colours of the Institute.

*The book in the bottom right white quadrant* represents the word of God upon which the institute is founded and a balanced integration of biblical teaching and secular education which we seek for the students. *The belt in the bottom left yellow quadrant* represents the truth of God which is buckled around the community as a symbol of service, security and unity which binds the community together. *The open palms in the top left blue quadrant* indicate openness, partnership, and the manifold blessings of God upon the institute which HATIMIANS are prepared to share with the nations. *The dove in the top right red quadrant* represents the Holy Spirit who hovers over HATIM community to indicate his constant presence, help and guidance to accomplish the vision of the Institute.

#### 1.4 SALIENT FEATURES OF HATIM

- ✿ World-class quality education at affordable price.
- ✿ A good infrastructure and dedicated faculty.
- ✿ A co-ed residential institute with separate homely residences for male and female students.
- ✿ Wide spectrum of extra-curricular and co-curricular activities under committed Academicians.
- ✿ Well-stocked library that is still expanding.
- ✿ Well-equipped Computer Laboratory.
- ✿ Internet facilities for the staff and students.
- ✿ Dress code that reflects neatness, modesty and standards generally accepted at Indian/Mizo Educational Institutes.
- ✿ Cultivating deep commitment to serve local communities and the nation.
- ✿ Commitment to emphasize and embody *tlawmngaihna*- the golden Mizo ethos of selflessness and respect for elders.
- ✿ Sharp focus and commitment to develop strong English-speaking skills so as to equip students to function confidently in cross-cultural environment.
- ✿ Responsible care of the environment.

## **2. VISION**

The Higher and Technical Institute, Mizoram envisions a Deemed-to-be-University based on Christian values where quality and relevant education is provided to mould and educate young people from across the country.

The vision entails an institute having the highest standards with a commitment to biblical faith where there is a balanced integration of secular education and biblical teaching as the underpinning philosophy for the right kind of understanding for students to have a better future in this competitive world.

## **3. MISSION**

Our mission is to provide and facilitate quality education to students so as – to mould and equip them with relevant knowledge and skills; to make them competent, reliable and responsible citizens in our society, nation and beyond.

We seek to be a nurturing ground for students and provide holistic development to make effective contribution to society in a dynamic environment. This holistic development will be attained through biblical teaching, academic excellence and professional competence. Students will be equipped and enabled to seek, share and serve continually to be genuine sources of blessing for the society through excellence in education. Students are taught and equipped to be ready to participate in our national dreams and aspirations. They will serve the contemporary world by transforming societies at large and they will make crucial contributions to communal harmony and national integration.

We are committed to imparting superior leadership qualities, communication and interpersonal skills, commitment, problem-solving ability, value-driven mind-set, professionalism, flexibility, motivation, and sharp intellectual curiosity in our students.

## **4. CORE VALUES**

Our core values include:

- ☞ Readiness and willingness to seek, share and serve
- ☞ Faith and total dependence on God
- ☞ Commitment to prayer, worship and balanced biblical teaching
- ☞ Lifelong learning
- ☞ Integrity and accountability
- ☞ Teamwork

## **5. MANAGEMENT OF HATIM**

HATIM is established and privately managed by the Society of Higher and Technical Studies under the aegis of the Baptist Church of Mizoram (BCM). The Baptist Church of Mizoram (BCM) is a congregation with a membership of more than one hundred and seventy thousand, and the entire community is committed to render its service to fulfil this Educational Ministry.

## **6. AFFILIATION**

The Institute is permanently affiliated to Mizoram University vide College Resolution No.EC:39:5(25)/(b) File No. MZU/CDC/1/28/14/1059 Dated 23rd July 2014. Prior to this the Institute was affiliated provisionally in the year 2008 under the year 2008 under Mizoram University. The B. Com and BCA courses are also permanently affiliated under Mizoram University vide Subject Resolution No.EC:39:5(25)/(b) File No. MZU/CDC/1/28/14/1058 Dated 23rd July 2014. As of now the BSW and BA (English) Courses are running under provisional affiliation of Mizoram University.

## **7. UGC RECOGNITION**

The Institute continues to endeavour to meet the norms and requirements of the University Grants Commission. The institute has been included in the list of colleges under Section 2(f) & 12(B) Categories of the UGC Act, 1956 as confirmed by the UGC vide Letter No: *F. No. 8-610/2014 (CPP-I/C) dated the 17<sup>th</sup> August 2016*. The institute has set up an Internal Quality Assurance Cell and a Steering Committee on National Assessment and Accreditation Council (NAAC) to study and adopt the norms and guidelines of the UGC.

## **8. ACADEMIC: SYSTEM & CULTURE**

### **8.1 INTRODUCTION**

At HATIM, every effort is made to make learning practical and interesting, to ensure that the learning activities and courses are industry and career-oriented. Projects, assignments, presentations, seminars, role-plays etc., form integral parts of the curriculum. The lessons are designed to keep pace with the growing needs of today and tomorrow. The Institute provides a well-stocked library, a well-maintained computer laboratory, a functioning language library, a conference hall, and projector-equipped classrooms among other facilities to allow the teaching and learning environment to function at its optimum. There is a commitment towards providing a holistic program dedicated to building an academic outlook with a difference.

## **8.2 SEMESTER SYSTEM**

The Institute being affiliated to Mizoram University follows the semester system across all the four (4) degree courses on offer. All degree courses consist of three academic (3) years with two semesters in each year – one odd and one even semester. The first academic year shall comprise of the first and second semesters, the second academic year – the third and fourth semesters, and the third academic year – the fifth and sixth semesters. The working days of each semester shall not be less than 90 excluding holidays/sports/examination/semester break/ vacation, if any.

## **8.3 COMPULSORY ATTENDANCE**

As per Mizoram University ordinance a student must attend a minimum of 75% of the classes to be eligible for the end- semester examination. As there is a strong emphasis on actual classroom teaching and learning at HATIM attendance is of great importance. The Institute deems that the more a student is exposed to teaching and learning hours in the classroom – the higher the academic performance.

# **9. INFRASTRUCTURE AND FACILITIES**

## **9.1 THE MAIN CAMPUS**

The BCM has provided the society 20 acres of land at Kawmzawl, Pukpui in Northern outskirts of Lunglei for the Main Campus of HATIM. The Campus development work began in the latter part 2012.

The Society has approved the Master Plan and Landscape Design as proposed by the Catalyst Architecture Firm, Aizawl, and all the Campus development projects are carried out strictly in accordance with the Master Plan. As of now, besides the Halls of Residences and classrooms, internal roads, playground, greenhouses, Solid waste management plant, cafeteria, gardens etc. are on the Permanent Campus. The construction of campus fencing and construction of internal roads is half done and so is the playground.

Construction of the Administrative Building with the estimated cost of Rupees 211 lakhs began since June 2016 which is now complete and being occupied. Also, construction of Water Reservoir cum Student Centre which began in November 2016 has roughly been completed and is functioning now.

Construction of Academic Block 'C', the Foundation Stone of which was laid by



Rev. R. Zohmingliana, Associate General Secretary i/c Services on the 16<sup>th</sup> March, 2019, is underway.

## **9.2 THE TOWN CAMPUS**

The Baptist Church of Mizoram (BCM) owns a Gospel Centenary Building and campus in the heart of Lunglei town in Southern Mizoram. The campus is approximately 165 kilometres by road from the state capital Aizawl. It is situated on top of a hillock in a residential area. The total area of the campus is approximately 2,000 square meters. The Campus and the spacious front yard is approximately the size of a tennis court and is utilized as a playground cum parking space during office hours. The campus has been leased to the Society by the BCM since 2006.

## **9.3 AUDITORIUM-CUM-CHAPEL**

Regular Interactive Sessions, Community Devotions, Seminars and Symposiums are integral parts of learning at HATIM. To create the ideal platform for such events, we have one Multipurpose Hall/Auditorium each on the Permanent Campus and the Town Campus; each with a seating capacity of 300 people. These are equipped with hi-tech presentation and audio-visual tools, state-of-the-art sound system and they serve as important platforms to host interactive programs. The one on the Permanent Campus is used as a Chapel by the HATIM Evangelical Wing to host the weekly HATIM English Worship Service which is open to public.

## **9.4 LIBRARY**

The HATIM Library is well-stocked with over 8,857 books mainly related to the four programmes of study offered at the Institute. It endeavours to not only provide recommended books but also additional reading materials in the forms of journals, book reviews, critical works, magazines etc. The Library is managed systematically with an automated state-of-the-art integrated library management system – Software for University Libraries (SOUL). The Library is spacious and provides adequate reading space for students and faculty. Besides this the Reprography Section of the Library makes provision for photocopying facilities within its premises at a nominal rate for the student community.

## **9.5 HEALTH CLINIC**

The ground floor of the Main Building at the Town Campus is conveniently used by the Medical and Health Department of the BCM as their town clinic with the students and staff of the institute as direct beneficiaries of their valuable service. The Care and Guidance Room also doubles as an emergency sick room

equipped with emergency couch, medicines, and First-Aid kit with the Resident Staff Nurse on call.

### **9.6 CARE AND GUIDANCE CENTRE**

As per the UGC requirement, vide Letter No. D.O. No. F.1-1/2016(CU) Dated 15<sup>th</sup> December 2016, we have established and operated a counselling centre manned by the college chaplain and a trained counsellor. Also, a resident nurse is on duty around the clock in the college campuses and halls of residence.

### **9.7 RESIDENCES**

Halls of Residence of the Institute are available for both men and women. Being a Residential Institute gives us a unique advantage and opportunity to provide a broad platform for the students to grow and mature into skilled, trained, professional and educated citizens of the nation. As works on development of the Permanent Campus began residences for men and women were on the priority list. As of today, a Hall of Residence each for Men and for Women with a capacity of approximately 150 students each stand completed and have been functioning since July 2015.

### **9.8 SPORTS FACILITIES AND GYMNASIUM**

Residents are provided with sports facilities and gymnasiums. The Town Campus at Chanmari has a spacious front yard which is used as volleyball, basketball and badminton court. The Permanent Campus has a functioning playground for football and other sports. Also, the Ladies' Residence has a courtyard which doubles as badminton, volleyball and basketball court.

### **9.9 OTHER IMPORTANT FACILITIES:**

With respect to other facilities, the aim of the Institute is to provide to its students all necessary facilities to consistently promote a holistic teaching and learning environment. The following are some of the facilities provided by the Institute within its establishment:

**(i) Conference Room:**

The state-of-the-art conference room is located on the top floor of the Main Building at the Town Campus and has seating capacity of approximately 30 people. It is furnished with comfortable tables and chairs and is equipped with sound system and projector for presentations.

**(ii) Computer and Language Laboratories:**

The Computer and Language Laboratories are equipped with a total of 35 computer systems. Most of the systems are configured with high-end parts and are equipped with up-to-date, sophisticated operating systems and

application software in order to keep up with the latest technology available in the market. This serves as an important workshop for all the practical works related to the disciplines of computer sciences and e-commerce. It is also equipped with a projector which enables PowerPoint presentation during classes and seminars.

**(iii) Projector-Enabled Classrooms:**

HATIM provides projector-enabled classrooms in each of the existing four departments. PowerPoint Presentation is an effective and important tool in classroom teaching and learning. Audio visual teaching aids are made possible through the installation of projectors in 25% of the classrooms.

**(iv) Internet Connectivity:**

The Institute deems essential to keep its faculty and students updated with the latest information technology available. The institute continually explores the latest and fastest internet connectivity as services are made available in town to ensure that the faculty and students never fall behind on this front. Beyond the town campus, the institute also provides internet facility at the residences through wireless connectivity.

**(v) Reliable Power Back Up:**

**(a) 10 KVA Kirloskar Diesel Generator:**

Power cuts in the region are frequent and cause problems to a number of academic and related activities in the Institute. Recognizing this as a serious issue the Institute installed a heavy duty 10 KV Kirloskar Diesel Generator which provides a reliable and regular source of power back-up on the town campus.

**(b) 10 KV Solar Power Plant:**

A 10KV Solar Power Plant was installed on the Permanent Campus, Kawmzawl, Pukpui since 2016. This for green power generation and power back-up on the Permanent Campus. We have been working on improving and upgrading the service so as to serve the whole community.

**(vi) Transport:**

The Institute is a residential college with the Men's and Ladies' Residences located on the Permanent Campus at Kawmzawl, Pukpui whereas some classes are being conducted at the Town Campus, Chanmari until the Academic Block on the Permanent Campus is constructed. The students that need to attend classes at the Town Campus are transported without

delay and without fail to their classes daily. This is done with the help of Institution buses and additional buses on hire as the needs arise. All other important programmes and functions in the town that require the students' attendance are also addressed in the same manner.

**(vii) Cafeteria and General Store:**

The Cafeteria and General Store on the town campus provide the daily needs of students and faculty which include – fooding, snacks, stationery, and other personal needs within the campus. These are located conveniently in both the Campuses for easy and comfortable access.

**(viii) Security:**

The Institute considers maintenance of Campus security one of its priorities and consequently it has installed 8 CCTV cameras at strategic locations within its premises. Besides this, the CCTV cameras also play a crucial role in keeping the premises safe from unwanted intrusions and violation of the college rules and regulations. CCTV notifications are placed strategically and they act effective deterrent.

## **10. CO-CURRICULAR ACTIVITIES**

Students of the institution are led through various leadership training and personality and talent development activities with a view to enabling them to be competent in any kind of job or ministry in any part of the world. The College has initiated a lively and enriching English Worship Service since August 2008, the only one of its kind in the whole town of Lunglei. The enriching and unique spiritual worship service has been instrumental in growing effective and mature Christian youths in the region. This serves as an ideal platform to train future leaders of communities and hone their leadership skills and talents as they grow to maturity on all fronts.

## **11. COMMUNITY ENRICHMENT ACTIVITIES**

- ☞ Community devotions are held regularly to instill a balanced integration of biblical teaching and secular education, which we seek for the students.
- ☞ Principal's Forums are conducted to create an interactive platform to address concerns and grievances of the students.
- ☞ A weekly HATIM English Worship Service is conducted by the HATIM Evangelical Wing for and on behalf of the community. The service is open to public and it caters to the need of the Non-Mizo speaking worshippers within the town of Lunglei. This serves as an ideal platform to hone the leadership skills and various talents of students.

- ☞ Interactive Sessions like seminars, workshops and conferences are organised at HATIM on a regular basis.
- ☞ The college is equipped with Tuck Shop and Cafeteria facilities to meet the need of the faculty and student community.
- ☞ Active promotion and development of facilities for games and sports to ensure physical health of the students.

## 12. BRIEF OVERVIEW OF COURSES OFFERED:

The following Degree Courses are offered in the Institute in accordance with the regulations of Mizoram University:

- |                                      |                            |
|--------------------------------------|----------------------------|
| 1) Bachelor of Commerce              | 3) Bachelor of Social Work |
| 2) Bachelor of Computer Applications | 4) Bachelor of Arts        |

### 12.1 OVERVIEW OF BACHELOR OF COMMERCE (B.COM):

The syllabus as specified by Mizoram University includes the following areas of learning:

#### Core Areas of Learning:

- ☞ Types of Accounting – Financial Accounting, Cost Accounting, Corporate Accounting, Taxation, Insurance, Banking
- ☞ Various marketing, management, industrial, mercantile and company laws & practices
- ☞ Practical research works in the fields of management, marketing & finance – resulting in a submission of project work
- ☞ Courses related to IT and practical applications of E-commerce
- ☞ Courses in secretarial and clerical practices

#### Other Compulsory Papers:

- |                   |                                         |                         |
|-------------------|-----------------------------------------|-------------------------|
| ☞ General English | ☞ Mizo( <i>Modern Indian Language</i> ) | ☞ Environmental Studies |
|-------------------|-----------------------------------------|-------------------------|

#### Methods of Teaching/Departmental Initiatives:

- |                              |                                   |
|------------------------------|-----------------------------------|
| ☞ Lecture and Presentations  | activities                        |
| ☞ Class Exercises and Tests  | ☞ Observes and organises          |
| ☞ Assignments – Term Papers  | Commerce Day                      |
| ☞ Seminars & Workshops       | ☞ Cleanliness Drives - for entire |
| ☞ Library Works              | HATIM Community                   |
| ☞ Students Skill Development |                                   |

### 12.2 OVERVIEW OF BACHELOR OF COMPUTER APPLICATIONS (BCA):

The syllabus as specified by Mizoram University includes the following areas of learning:

**Core Areas of Learning:**

- ☞ Mathematics–I (Discrete), PC Software & Computer Fundamentals, Introduction to Internet & Web Design, Practical (*PC Software*), Practical (*Internet & Web Design*)
- ☞ Introduction to Programming Language through “C”, Mathematics–II (Numerical Analysis), Introduction to Computer Architecture and Organization, Management Information System, Practical (Programming ‘C’), Practical (Assembly Language)
- ☞ Data Structures Using ‘C’, Operating Systems, Accounting and Financial Management, E-Commerce and Web Technology, Practical (*Data Structure*), Practical (*Web Technology & Tally*)
- ☞ Object Oriented Programming in C++, System Analysis and Design, Unix and Shell
- ☞ Programming, Networking–I, Practical(C++), Practical (Unix)
- ☞ Networking–II, Database Management System, GUI Programming, Software Engineering, Practical (VB), Practical (DBMS)
- ☞ Environment & Ecology, Elective (any one) : Computer Graphics, Quality Management & Control, Operation Research, Project work

**Other Compulsory Papers:**

- ☞ General English
- ☞ Personality and Soft Skills Development

**Methods of Teaching/Departmental Initiatives:**

- |                                 |                                                                                             |
|---------------------------------|---------------------------------------------------------------------------------------------|
| ☞ Lecture Mode                  | ☞ Extra HARDWARE classes for all semesters                                                  |
| ☞ Power Point Presentations     |                                                                                             |
| ☞ Group Discussion/Work         | ☞ Organizes Punctuality Drives – for entire HATIM Community                                 |
| ☞ Assignments – Term Papers     |                                                                                             |
| ☞ Seminars                      | ☞ Conducts Basic Computer Skills Classes for First Semester Students across all Departments |
| ☞ Organizes HOLISTICA – IT FEST |                                                                                             |

**12.3 OVERVIEW OF BACHELOR OF SOCIAL WORK (BSW):**

The syllabus as specified by Mizoram University includes the following areas of learning:

**Core Areas of Learning:**

- ☞ Introduction to Social Work, Psychology for Social Workers, Sociology for Social Workers, Field Work Practicum
- ☞ Working with Individuals, Working with groups, Economics and Politics for Social Workers, Field Work Practicum
- ☞ Social Problems in India, Working with communities, Fields of Social Work–

I(Family and Child Welfare)

- ☞ Social Work Research, Working with Social Welfare Organizations, Fields of Social Work–II (Community Development)
- ☞ Social Policy and Planning, Human Rights and Social Work, Fields of Social Work–III(Disability and Social Work), Fields of Social Work–IV(Health and mental Health)
- ☞ Social Legislation, Fields of Social Work –V (Social Defense), Environmental Studies (Comp), Substance Abuse; HIV/AIDS and Social Work

**Other Compulsory Papers:**

- ☞ General English
- ☞ Environmental Studies

**Methods of Teaching/Departmental Initiatives:**

- ☞ Lecture Mode
- ☞ Power Point Presentations
- ☞ Group Discussions/Work
- ☞ Library Work
- ☞ Seminars
- ☞ Field Works
- ☞ Observation Visits
- ☞ Individual/Group Conferences
- ☞ Rural Camps &Charity Work
- ☞ Block Placement
- ☞ Organises Etiquette
- ☞ Drives – for entire HATIM Community

**12.4 OVERVIEW OF BACHELOR OF ARTS (ENGLISH CORE):**

The syllabus as specified by Mizoram University includes the following areas of learning:

**Core Areas of Learning:**

- ☞ History of English Literature, History of English Language and Phonetics, Poetry and Short Stories, Fiction–I,
- ☞ Drama – I, Women’s Writings, English Literary Theory and Criticism, Fiction –II
- ☞ Indian Writing in English, Drama – II, Literary Criticism, American Literature

**Electives Subjects/Papers:**

- ☞ **Philosophy** – Epistemology and Metaphysics, Logic, Ethics, History of Western Philosophy
- ☞ **History** – History of Mizoram upto 1960s, History of India upto post Mauryan Period, History of India (Gupta to Sultanate Period), History of Mughals
- ☞ **Psychology** –
- ☞ **Education** –

**Other Compulsory Papers:**

- ☞ General English
- ☞ Alternative English
- ☞ Mizo (MIL)
- ☞ Environmental Studies

### Methods of Teaching/Departmental Initiatives:

- ☞ Lecture Mode and Power Point Presentations
- ☞ Group Discussions/Work
- ☞ Library Work
- ☞ Seminars
- ☞ Surprise Quizzes and Class Tests
- ☞ Organizes English Drives – for entire HATIM Community
- ☞ Conducts Functional English classes for First Semester Students across all Departments
- ☞ Conducts Functional English classes for First Semester Students across all Departments

### 13. EVALUATION:

The evaluation process is important to making an effective growth plan to ensure a student's consistent development during the three-year course – potentially leading to strong academic performance at the end of the course. As per Mizoram University (MZU) specifications the performance of the student is evaluated through regular tests, presentations, assignments, project works, revision works, internal examinations and finally the end semester examinations. As such the overall assessment of a student is divided into two major categories – internal assessment and external assessment. The internal assessment is conducted by the concerned faculty of the Institute and the external assessment is conducted through the end semester examinations by Mizoram University – the final results are an aggregate of the two. In terms of weightage the following is the break up:

Internal Assessment	External Assessment	Total
25%	75%	100%

There is a need to objectively assess and understand the nature of shortcomings and weaknesses of individual students in their academic growth plan. Therefore, the faculty at HATIM closely works on identifying weaknesses of students and providing due and constructive feedback specific to the needs of the students in question. The main objective being the genuine growth and development of students from any proficiency level of academic performance – low, moderate or high – to continue to improve academically to the very best of their ability.

### 14. VALEDICTORY SERVICE

Valedictory Service of the Institute is observed annually mostly in the month of May once students complete their sixth and final semester. The HATIM Valedictory Service is a ceremony where the achievements and accomplishments of students in successfully completing their respective courses



in the institute are recognized and celebrated. Even as students await their final results from the university, it is a great achievement for them to have completed their three-year stay at the institute which is no small achievement in itself. This is one of the most important annual events of the Institute and is solemnly observed. The Valedictory Service brings together the working community of HATIM, students and parents of graduating students on a common platform for thanksgiving and celebrations.

## **15. AWARDS**

HATIM considers the recognition of high performing individuals from the senior most students, viz., the sixth semester students of the institute – its duty and obligation. The institute believes in facilitating and guiding its students to excel in character, academics, leadership and other relevant areas of personality development and growth. Through this recognition program HATIM endeavours to motivate and drive its students to acquire a healthy sense of competition. Currently, the following categories of awards are handed out annually during the Valedictory Service:

**HATIM Award** – This award is handed out to the most outstanding individual for overall excellence during the three year period of his/her stay at HATIM. The parameters are excellence in character, academics, leadership, discipline, etc.

**R. Lalziki Award** – This award is handed out to the most disciplined and hardworking individual from the entire batch. One who has depicted outstanding character during his/her stay at HATIM.

**Proficiency Award** – The proficiency award is handed out for academic excellence to one individual from each of the courses i.e., B.Com, BCA, BSW, and BA (English). In other words, the topper from each of the aforementioned courses is awarded a proficiency award.

**Most Improved Award** – This award is handed out to the individual who has made the greatest amount of improvement and progress during his/her at HATIM. It is designed to motivate individuals to aim for a constant and consistent growth in life.

**Scripture Award** – HATIM is an Institute founded upon the word of God and therefore it is strongly felt that the teachings in the Bible are of utmost importance to the holistic growth and development of its students. This award is handed out to the individual who has shown genuine commitment and dedication towards learning the Scriptures i.e., the one who has topped the Scripture Exams throughout the three-year period of his/her stay at HATIM.

## 16. ADMISSIONS PROCESS

### 16.1 ELIGIBILITY CRITERIA FOR ADMISSION:

Students seeking admission to the Institute should apply in the **Prescribed Application Form** available at the Institute's Administrative Office or maybe downloaded from the official website of HATIM, [www.hatim.ac.in](http://www.hatim.ac.in). The Application Form must be submitted within the notified period and the applicants must satisfy the eligibility conditions given below:

- Candidates seeking admission into **B.Com course** must have passed their 10+2 (Commerce) with minimum 45 % marks in aggregate.
- Candidates of Science shall be eligible for admission into **BCA course** if the student obtained a minimum of 40% marks in aggregate. Even if Science was not offered at the Plus-2 level, the student is eligible to be admitted into BCA, provided he/she has secured a minimum of 40% marks in Maths at the Matriculation with minimum 40% marks in aggregate at the Plus-two level.
- Candidates seeking admission into the **BSW course** must have passed their 10+2 (any stream) with a minimum of 45% marks in aggregate.
- Candidates seeking admission into the **BA (English) course** must have passed their 10+2 (any stream) with a minimum of 45% marks in aggregate.

### 16.2 SELECTION PROCEDURE:

- Candidates who have passed their 10+2 or equivalent in the First Division / 60% (aggregate) or higher will be exempted from Written Examination. However, this does not guarantee their admission as facing an Interview is mandatory for all candidates for availing admission.
- Candidates who have passed their 10+2 or equivalent with less than 60% aggregate marks have to appear for a Written Test and an Interview. Due weightage will also be given to the previous academic records of the candidate. The following is the break-up of the weightage out of 100 marks.

Weightage out of 100		
Previous Academic Records	Entrance Written Examinations	Interview
25%	50%	25%

- The Written Tests for the various Courses will be carried out in the following format:

Name of Course	Break-up of Subject Concerned
B.COM	10 marks – Mathematics 40 marks – Fundamentals of Commerce and Accountancy
BCA	25 marks - Mathematics

	<b>25 marks</b> - Basic Computer Knowledge
<b>BSW</b>	<b>25 marks</b> – Introduction to Sociology: Man & Society; Family, Community Institution, Association; NGOs (Meaning function & relevance) <b>25 marks</b> – Basic Social Work Concepts: Social Work and its importance; Social Welfare; Social Service; Development and Empowerment.
<b>BA</b>	<b>25 marks</b> – Grammar and Composition. <b>25 marks</b> – Basic knowledge of Literature & Comprehension of a selected Poem / Basic Knowledge about Philosophy / Basic Knowledge of Indian History.

- (d) Candidates who get through the Entrance Test/Interview will be eligible for admission into the courses offered.
- (e) The list of selected students will be put up on the Notice Boards of HATIM and will also be available on the official Website of HATIM, [www.hatim.ac.in](http://www.hatim.ac.in).
- (f) Original documents should be produced at the interview.

Note: **No Individual notification will be sent.**

### 16.3 RESERVATIONS OF SEATS:

- (a) **As Lawngtlai District / Area** belongs to an Educationally Backward Region, as per the Government of India norms, candidates from this region will be provided with the advantage of 5% additional marks during the selection process i.e., 5 marks will be added to their aggregate score out of 100 marks (25 marks previous academic records, 50 marks entrance test, and 25 marks interview = total 100 marks) *for example: if the candidate has scored 50 out of 100 – under this special provision 2.5 marks will be added to make his/her total 52.5 out of 100.*
- (b) Candidates who are awarded National or State level achievement certificate in any discipline of Sports, as per Government of India norms, may apply for a seat at HATIM. The number of seats reserved under this **Sports Category** is 2% against the total number of seats available.
- (c) Candidates who are **differently-abled** may avail and apply against 2% reservations of seats at HATIM, as per Government of India norms. However, this is provided that the facility and resources are available at HATIM to ensure a favourable teaching/learning environment for differently-abled students – specific to the nature of disability in question. For example, HATIM does not provide for use of Braille as a part of its teaching/learning resources and as such cannot take in students who are completely blind.

## 16.4 REQUIREMENTS FOR ADMISSION:

Admission is given on the basis of the candidate's overall performance in the selection process i.e. previous academic records, entrance examination and interview scores. Besides this, personal character and the capacity to benefit from being in this Institute as well as the potential to contribute to the life of the Institute may be a deciding factor. **The decision of the Institute's Authority regarding admissions shall be final.**

Once a candidate has been officially listed for admission to the Institute he/she is expected to submit to the Administrative Office, without fail and within the stipulated time, the following:

- (i) Attested Copy of Certificates and Marksheets of Matriculation/Standard-X and the last Examination Passed.
- (ii) Students coming from Universities other than MZU shall be required to provide registration/Migration Certificate.
- (iii) Two copies of recent passport size photographs.
- (iv) Character certificate from the Institute last attended.
- (v) Certificate from the Secretary of the local Church attesting his membership (for Christian candidates).
- (vi) Certificate of date of birth (normally the secondary school certificate)
- (vii) Baptism Certificate (for Christian candidates).

## 16.5 NOTES:

- (i) Latest updated Annual Income Certificate of Parents - if interested in applying for scholarship.
- (ii) Occupation certificate (if not submitted already).
- (iii) Passport size Photographs.
- (iv) Scheduled Caste/Tribe Certificate (for candidates belonging to SC/ST)
- (v) Marksheet / Testimonial upto last Examination. (if not submitted already).

## 17. RULES AND REGULATIONS

### 17.1 GENERAL RULES AND REGULATIONS:

- (i) A student must attend a minimum of 75% in each paper, as per UGC norms, failing which the student will not be allowed to appear in the Semester Examinations. Every student is required to attend all lectures/tutorials/practicals, except for a good reason for which due leave should be obtained. Leave on medical grounds, countersigned by Faculty resident staff and duly supported by a medical certificate, must be submitted within one week of return to the Classes where after such applications shall not be accepted. The Principal may consider condoning

the attendance requirement in exceptional cases of very serious illness or accident.

- (ii) All the students are required to attend the Assembly, which is held each morning from Monday to Friday. Attending the Scripture classes are compulsory.
- (iii) Application for leave of absence should be made, as far as practicable, in advance and submitted to the Principal, through the Head of Department. A certificate from registered Medical Officer(s) must be submitted along with the application for prolonged leave due to medical reasons. A medical certificate provides a valid reason for absence.
- (iv) Students should submit assignment(s) in due time. Class Tests and Internal Examinations will be conducted as per decision and rules stipulated by the Institute.
- (v) Any student caught in indulging in drinking alcoholic beverages of all kinds, smoking of cigarettes/narcotics and drug-abuse inside the Institute Campus will entail warning/automatic actions, and the decision of the Institute authority is final.
- (vi) Students are expected to make use of the Institute Library, and be actively involved in the Students' Evangelical Wing which functions under the direction and supervision of the Principal and Faculty.
- (vii) Two units of the National Service Scheme (NSS) have been established and actively functioning since 2016. Students are encouraged to join NSS as volunteers.
- (viii) To facilitate better understanding, communication and cooperation between student community and the college authority, the HATIM Students' Council had been established since 2017 and all the students are expected to join the council as active members with the payment of membership fees.
- (ix) Students and members of the community are divided into four houses, namely Savidge, Lorrain, Chapman and Clark Houses, for fostering a healthy competitive spirit in the community. The houses are so named to honour the pioneer missionaries from the BMS London. Members of the community compete in the sports field, indoor and outdoor games and various co-curricular and extra-curricular activities.

#### **17.2 RULES AND REGULATIONS FOR RESIDENCE:**

- (i) Every boarder has to abide by the rules and regulations laid down by the College Authority as published in the Student's Manual.
- (ii) No boarder is allowed to consume or bring in on the campus any tobacco and tobacco related substances.
- (iii) Boarders are prohibited to be out of the Institute premises without prior permission from the concerned authority.
- (iv) Physical violence is unacceptable and will be seriously dealt with as

- stipulated in the Student's Manual.
- (v) Boarders are strictly prohibited from entertaining outsiders in the Residence.
- (vi) Mobile Phones/MP3/MP4 Players, Tape Players/Recorders and other Electronic appliances are strictly prohibited.
- (vii) Dress code must be modest and acceptable according to the standards of the Institute.
- (viii) Residence is strictly for maintaining study culture and spiritual formation and growth. Any sign of activity or indulgences which hamper this ideal norm shall be dealt with in accordance with the Rules and Regulations laid down in the Student's Manual.
- (ix) English is the language of the community. Failure to use English will be dealt according to the Institute's Rules and Regulations.
- (x) Regular social service is part-and-parcel of life at the Institute. All boarders are expected to co-operate and contribute generously and willingly.
- (xi) Appropriate fines will be imposed on anyone who breaks the Rules and Regulations as specified in the Student's Manual.

### 17.3 DRESS CODE:

- (i) Navy Blue Suit for Students – worn on Mondays and Fridays:
  - a) Men - White Tie and Black Shirt (full sleeves)
  - b) Women - Navy Blue Skirts/Trousers and White Shirts (Satin)
- (ii) HATIM designed *Mizo Puan* for Women and Formal Dress for men on every Thursday of the week.
- (iii) Institute T-Shirt Day on every Tuesday of the week.

## 18. FEES STRUCTURE

The Fees consist mainly of Admission Fees, Institute Fees, and Residence Fees. Fees are payable in three installments in a year viz., June, September and December

### 18.1 FEES PAYMENT PLANS:

The following is the breakup of the **Fees (including Course Fees and Accommodation Fees)** for **New Admission and Re-Admission** into instalments for different courses offered at HATIM:

	B. Com (New Admission)	B. Com (Re-Admission)	Payment Month
1st Installment	12,000.00	12,000.00	June
2nd Installment	8,000.00	7,500.00	September
3rd Installment	5,500.00	5,000.00	December
<b>Total</b>	<b>25,500.00</b>	<b>24,500.00</b>	

	BCA (New Admission)	BCA (Re- Admission)	Payment Month
1st Installment	12,000.00	12,000.00	June
2nd Installment	10,200.00	9,500.00	September
3rd Installment	7,500.00	7,700.00	December
<b>Total</b>	<b>29,700.00</b>	<b>29,200.00</b>	

	BSW (New Admission)	BSW (Re- Admission)	Payment Month
1st Installment	12,000.00	12,000.00	June
2nd Installment	9,500.00	9,500.00	September
3rd Installment	6,500.00	6,000.00	December
<b>Total</b>	<b>28,000.00</b>	<b>27,500.00</b>	

	BA (New Admission)	BA (Re – Admission)	Payment Month
1st Installment	12,000.00	12,000.00	June
2nd Installment	8,000.00	7,500.00	September
3rd Installment	5,500.00	5,000.00	December
<b>Total</b>	<b>25,500.00</b>	<b>24,500.00</b>	

## 18.2 OTHER FEES

Other than course fees the following fees are compulsory for each student to be paid on a monthly and annual basis:

	Particulars	Amount
<b>Monthly</b>	Residence Management & Service Fees	Rs. 3,500/- per month
	Welfare Fees	Rs. 500/- per month
<b>One Time</b>	Gym & Recreational Fees	Rs. 400/- per annum
	Hardware short course fee (for I Sem. BCA)	Rs. 1,000/- per annum

## 18.3 NOTES:

1. Payment should be made in three installments as advised by the Institute directly to the office in person or through online payment. *(Monthly basis of payment is also endorsed)*
2. One month's notice is required if a student is to be withdrawn from the Institute, which is one month's full fees (including Residence Fees) will be charged in lieu of notice.
3. Payment of Monthly Fees must be made on or before the 10<sup>th</sup> of every month. Failure to do so will incur a fine of Rs.10 per day as late fee.

4. Installment Fees must be paid on or before 10<sup>th</sup> of the specified month.
5. In case where a student has to leave for holidays, it is important to take note that, if the student stays for more than 10 days at the residence, then he/she is liable to pay a full month fee for the same month.
6. In case the day of stay is less than 10 days, then the amount payable by the student will be decided and notified to the students.
7. College Fees will be paid on installment basis. 1<sup>st</sup> Installment must be paid at the time of admission, 2<sup>nd</sup> Installment in the month of September and 3<sup>rd</sup> installment in the month of December.

#### **18.4 REFUND RULES:**

If a student withdraws from the Institute before the **beginning of a course**, after having paid their admissions and other related fees, he/she is entitled to a refund of entire fees amount minus a deduction of **Rs. 1,000/-**. However, this is provided that the Institute is capable of filling up the vacant seat from the waitlisted candidates, if any. **In case of absence of wait-listed candidates there shall be no refunds at all.**