

IQAC MEETING MINUTE REVIEW AND ACTION TAKEN

Meeting Minute Reference date: 13th of July 2018

S/No.	Agenda Statement	Status
1	Analysis of IQAC Expectations towards Quality Improvements of the Institute.	Following the decision made in the meeting documentation started
2	Teacher's Performance Logsheet	As decided in the meeting, Mr. K. Lalmuanpuia and Mr. John C. Laldusaka came up with a new Logsheet which reflects the teacher's daily teaching log input. The criteria includes date, Semester, Topics covered, different method employed in the process of teaching and learning. They are A) Mode of teaching : lecture, role play, group discussion B) ICT enabled Teaching and Learning: internet, ppt presentation, video conferencing, academic film show C) Other teaching method: Unit test, mentoring, report and term paper and quiz D) Other value-added program: reading hour and writing skills.
3	Event Report Form	Though the committee has passed an official event report form, it was found out that every department or cells event were different in nature and the structure of report also varies. Due to this difference in nature, as long as the essentials details of the event were included in the report it was accepted; for example, date, venue, theme, resource person and other essential aspect of the event.
4	Appointing Person In-Charge for University Results Documentation.	Mr Lalbiakdika Pachuau is entrusted to resume documentation of results with the help of each department. No other appointment is required as of now.

		Also, the result of University exams are already being recorded.
5	Appointing Person in-Charge for Alumni Information Documentation.	A new LO was appointed for alumni information documentation and added to be a member of the IQAC committee. The appointed LO within the HATIM Community is Mr. H. Lalruatkima .
6	Re-Appointment of Representative in the Department of Social Work	The appointment letter to Dr. C. Lalengzama has been forwarded to be a new member of the IQAC committee in place of Mrs. C. Lalremtluangi as a representative of the department of Social Work.
7	Appointing in-Charge for Admission Procedure Documentation	Appointment Letter forwarded to Mr Lalramnghaka Hnamte, LDC and it was decided, in consultation with the IQAC Coordinator, that admission record be kept using excel sheet
8	Proposal for Seminar on "Awareness on IQAC and NAAC" for all Staff Members.	NOT EXECUTED in the present academic session due to lack of resource person.
9	Use of a standard form for record of publication and participation in seminars, workshop, symposium for faculty in a state level Seminar or higher	Following the requisite of the NAAC manual the coordinator has recorded (if any) publication and participation in workshops or symposiums following the mandate of the UGC care List. Being a New College with fresh-out-of-the-oven essentially qualified teachers, there were no records to be kept.



(H. LALRINAWMA)

Coordinator
IQAC, HATIM
Lunglei



Dr. Rema Chhakchhuak
(DR. REMA CHHAKCHHUAK)
Principal
Higher And Technical Institute, Mizoram (HATIM)
Lunglei