

**HIGHER AND TECHNICAL INSTITUTE MIZORAM (HATIM)
INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING MINUTE**

Date : 13th July, 2018; Thursday

Time : 10:30 AM (forenoon) to 12:50 PM

Venue : Principal's Office, HATIM Campus, Kawmzawl, Pukpui, Lunglei

Members present:

1. Dr Rema Chhakchhuak
2. H. Lalrinawma
3. John C Laldusaka
4. R. Lalnunthara
5. K. Lalmuanpuia
6. HT Zuali
7. Sangthanzuala Ralte
8. T. Hmangaihzama

Members Absent

1. Rev. R. Zohmingliana
2. C. Lalremtluangi

COMMENCEMENT: The Chairman Dr Rema Chhakchhuak welcomed the members and highlighted some important features of IQAC. He read scripture from Psalm 119:91, elaborated a bit and asked Mr Sangthanzuala to offer a prayer. After sharing few words of positive feedback of the institute, he offered a prayer and the meeting started.

Agenda 1: Analysis of IQAC Expectations towards Quality Improvements of the Institute. The Chairperson asked the Coordinator, Mr. H Lalrinawma to explain IQAC Expectation for quality improvement in a detailed manner for the benefit of the members. Questions were asked and clarification was made as required. This analysis helped the members to realise and accept the importance of Documentation of information for any future reference.

Agenda 2: Teachers' Performance Log Sheet. The Chairman asked the coordinator to explain the concept of Teacher's Performance Log Sheet. After careful deliberation, the meeting decided to review the existing teacher's monthly log sheet, and accept the use of the performance log sheet in principle. The new log sheet must seek to incorporate the proposed new measure and criteria which will replace the existing monthly log sheet, introduce a daily performance log sheet to be maintained by the HoDs. The Committee appointed Mr. K.Lalmuanpuia and Mr. John C Laldusaka to come up with a draft design of the Log Sheet which will include all the necessary information of a teachers' performance in a day and a month. The committee will ratify the draft design as soon as possible for immediate implementation.

Agenda 3: Event Report Form. The Chairperson introduced the existing Event Report Form as devised by the Web, Media and Publication Cell. The meeting deems it necessary to incorporate additional features in a new **Official Event Report Form** for all Cells/ Committee so that Documentation of Events will be much easier. After discussion, it was decided that The IQAC Coordinator will come up with a Common **Official Event Report Form** which will be approved by the committee as soon as possible for immediate implementation. And it was decided that Invitation/Notice must be given to IQAC coordinator **before any event** for acknowledgement and official documentation. This Event report must include

- 1) Still Photograph of the Event
- 2) Video clip of the Event

And again it was decided that this Event Report Form along with Video clips and Still Photograph must be submitted **within One Week** to

- 1) Principal's Office
- 2) IQAC Coordinator
- 3) Web, Media and Publication Board
- 4) Department/Cell/Committee File

Agenda 4: Appointing Person In-Charge for University Results Documentation.

The Chairman co-opted Mr. Lalbiakdika Pachuau, LDC, HATIM and to explain whether MZU Results are Documented from the beginning or not. Mr Biakdika enlightened the house that it has been maintained for some years but have been neglected due to heavy workload in recent years. However, all results can be traced from the marksheet

copies which the office maintain. Since the committee demands better and Easy-to-Access Document of the same, Mr Lalbiakdika Pachuau is entrusted to resume documentation of results with the help of each department.

Agenda 5: Appointing Person in-Charge for Alumni Information Documentation. The Chairperson enlightened the floor about the importance of having detailed Alumni Information and after a thorough Discussion, the committee has decided that Documentation must be done by the Liaison Officer for Alumni. And it was decided that the same (LO) must be proposed to the HCB (HATIM Council Body) to be a member of the IQAC as well.

Agenda 6: Re-Appointment of Representative in the Department of Social Work. Since verbal request was received from the appointed Department Incharge Mrs C Lalremtluangi of Social Work Department to replace her in the committee by Dr C Lalengzama, the committee decided to ask the HCB to reappoint another member (Dr C Lalengzama) from the Department of Social Work as requested.

Agenda 7: Appointing in-Charge for Admission Procedure Documentation. The Chairman asked Mr John C Laldusaka to explain admission procedure employed in recent years. He explained new features of Admission System available on the College Website. Mr Laldusaka reported that Online Application Forms were downloaded by more than 10 Applicants and Payment gateway is also functioning now. After a thorough discussion, the house appointed Mr Lalramnghaka Hnamte, LDC in consultation with the IQAC Coordinator to prepare proforma/Format for documentation and to eventually do the documentation itself.

Agenda 8: Proposal for Seminar on "Awareness on IQAC and NAAC" for all Staff Members.

After discussing the agenda, the committee felt the need for awareness of IQAC and NAAC for all staff members. The committee resolved to request the Seminar and Refresher's Course Committee to conduct Seminar On "Awareness on IQAC and NAAC" as soon as possible.

Agenda 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. The chairman explained the agenda, stating that the college is in need of a standard form to record participation in seminars, etc and publication done by Faculty members. Detailed information must be kept for further improvements/Reflections. The

committee entrusted IQAC Coordinator to come up with New Form to be Approved by the HATIM Council Body.

Conclusion:

After the discussions are over the Chairman asked Mr T. Hmangaihzama to offer a closing prayer to the LORD. After the prayer, the meeting ended.



DR. REMA CHHAKCHHUAK
Chairman



H. LALRINAWMA

Principal
Higher And Technical Institute, Mizoram (HATIM)
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Coordinator
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