

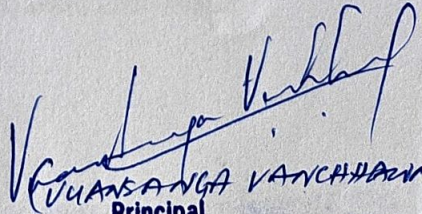
## IQAC MEETING MINUTE REVIEW AND ACTION TAKEN

Report of Coordinator, IQAC, HATIM  
Meeting Minute Reference date: 5<sup>th</sup> May 2023

S/No	Agenda	Remark
1	Workshop on Code of Conduct and Professional Ethics	Was not executed due to the last moment cancellation by the Resource Person and the same was postponed for another academic Session.
2	General Staff Meeting	Held and completed on the proposed date: 10 <sup>th</sup> May 2023
3	Dissolution of Council Body and Board of Academics	<p>The two similar bodies were dissolved and a new apex body was formed as ACADEMIC COUNCIL</p> <p>The constitution of the new Academic Council are as under:</p> <ol style="list-style-type: none"><li>Chairman: Principal</li><li>Secretary: Vice-Principal</li><li>All Heads of Department (HOD) of existing departments</li><li>Non-Teaching / Admin Representative</li><li>Librarian</li><li>Chairman, Staff Welfare Committee</li><li>Hostel Management Representative</li><li>Convener, Board of Examination (BOE) – Co-opt Member</li><li>Convener, Web, Media and Publication – Co-opt Member</li></ol> <p><b>Ex-Officio: IQAC Coordinator and Assistant Coordinator</b></p>
4	Cells and Committee reconsideration	the new list and constitution of Cells and Committee is attached here with this report for reference as Appendix - I
5	Distribution of IQAC work	Distributed and work is in process.

  
(Dr. JOHN C LALDUHSAKA)

Coordinator  
IQAC, HATIM  
Lunglei

  
V. ANSA NGA VANCHHAWN  
Principal  
Higher And Technical Institute, Mizoram (HATIM)  
Lunglei



## APPENDIX - I

### Cells and Committees Lists

With reference to the joint meeting of the IQAC and Council Body meeting held on the 5<sup>th</sup> of May 2023, ref. no. IQAC/CB/MM-01/23, the following Cells and Committees were re-considered and decided. ***The quorum for a meeting of any cell or committee shall be one-third of the total members of the cell/committee.***

**Note:** Members listed in the Cells and Committee is subject to change as per the term and conditions of each tenure. The present members were appointed/elected for the ongoing period of July 2020 - May 2023

The members and functions are liable to change or improved as required.

- 1 **ACADEMIC COUNCIL:** The Meeting decided that Council Body and BOA be dissolved and a new nomenclature be given to a New Body that will exist and resolve both functions. The Body will now henceforth be called **ACADEMIC COUNCIL**.

#### **Composition:**

#### ***All offices are designated by virtue of Office.***

- i. Chairman: Principal
  - ii. Secretary: Vice-Principal
  - iii. All Heads of Department (HOD) of existing departments
  - iv. Non-Teaching / Admin Representative
  - v. Librarian
  - vi. Chairman, Staff Welfare Committee
  - vii. Convenor, Web Media and Publication – Co-Opt Member
  - viii. Convener, Board of Examination (BOE) – Co-opt Member
  - ix. Hostel Management Representative – Co-Opt Member
- \*Co-Opted Members are members on the basis of need

Ex-Officio: IQAC Coordinator and Assistant Coordinator



## Functions

- i. It is hereby notified that All Cells and committees shall be unified under the Academic Council, and the functions of each cell shall be met as per requirement under the advisement of the Academic Council and IQAC.
- ii. The Academic Council shall henceforth function as the highest / Apex committee in the administration and management of the Institution.
- iii. The admission cell shall now function under the Academic Council and there shall exist no separate Admission Cell anymore. The Council will look into the requirements and shall decide upon the time of admission the necessary mandate and regularities involved in the admission process.
- iv. The council shall be responsible for making and issuing Academic Calendar for each year/semester and see to the timely publication of the same well before every semester/academic year starts
- v. Shall be responsible for the smooth running of all academic curricula across academic departments
- vi. Shall bring to the knowledge of action in consultation with the IQAC on any major decision affecting the quality of the institution as a whole, or in any new initiatives or changes to any existing practices.
- vii. Shall be responsible for matters relating to Time tables, Lesson Plans, Log-Sheets and intimate academic departments on timely Publication and or submission of the same.
- viii. Shall be responsible for all admission processes every new academic year.
- ix. Shall take under its wing the Academic and Career Counselling Cell and shall hold every year / semester an event that will help students have directions in



making right career choices. It shall provide other platforms for any possible internships and other practical learning in any forms that may help student in developing skills set that may help the student in achieving their goals.

## 2 IQAC

The Internal Quality Assurance Cell shall act as a parallel body, complimenting the Academic Council in the administration and management of the institution for the enhancement and sustenance of quality measures.

### Composition

Chairperson : Principal, by virtue of Office  
Coordinator : Dr. John C. Laldusaka  
Asst. Coordinator : Mr. K. Lalmuanpuia  
Society Representative: **Lalmangaihi Hrahse**, Ex Principal of LGC and Zirtiri Science College and Ex-Deputy Director of Technical Branch, H&TE, Govt. of Mizoram.

### Members: *(All members are by virtue of Office)*

- i. All HOD of the existing department (8 departments)
- ii. Librarian
- iii. Convenor, Web Media and Publication
- iv. Vice President, HATIM Student Council (HSC)
- v. Admin (Non-Teaching Staff) Representative.
- vi. Director, Education Department, BCM
- vii. Vice Principal, Ex-Officio

### Functions

- Apart from the above defined role, the IQAC will look into
- i. Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution
  - ii. Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process
  - iii. Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes
  - iv. Dissemination of information on various quality parameters of higher education



- v. Organization of inter and intra-institutional workshops, seminars on quality-related themes and promotion of quality circles
- vi. Documentation of the various programmes/activities leading to quality improvement
- vii. Acting as a **nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices**
- viii. Development and maintenance of institutional database through MIS for the purpose of maintaining/enhancing the institutional quality
- ix. Development of Quality Culture in the institution
- x. Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC
- xi. The IQAC will hold in collaboration with any department a seminar or refreshers course as is necessary at least once in a semester / Year

*Note: The IQAC shall act as an Evaluation Committee / Cell whereby all cells and committees shall be under the guidance and advisement of the IQAC*

**3 BOARD OF EXAMINATION** The college shall constitute a body of experts called the Board of Examination.

**Composition**

Convenor: Mr. Samuel Malsawmkima

Members:

- i. Mr. H. Lalrinawma
- ii. Ms. Hannah Lalnunpuii Kiangte
- iii. Ms. C. Lalrinsangi
- iv. Mr. H. Lalruatkima
- v. Mr. RTC Lalremruata
- vi. Mr. R. Lalruatfela
- vii. Mr. PC Lalbiakdika

Ex-Officio: *(By virtue of Office)*

- i. Principal
- ii. Vice-Principal
- iii. IQAC-Coordinators



## Functions

- i. The board shall be responsible for both College and University examinations
- ii. Shall be responsible to ensure that question papers and answer books are received from the university correctly
- iii. The board is entrusted to make necessary decisions on making a Calendar of Internal Exams for Continuous Assessments and keeping a record of the same, maintaining a regular database of all the internal results as well as external university exam results of all departments.
- iv. Shall be responsible for making arrangements for timely preparation (collecting, printing and multiplying, and distributing question papers both for internal and external exams and making them available (deliver) to all the classrooms/centers of exams on time)
- v. Shall ensure that sufficient answer sheets are prepared well ahead of each examination
- vi. The board shall be responsible for necessary arrangements for the timely conduct of internal and end-semester examinations
- vii. Issues relating to problems restricting smooth functioning of examinations shall be resolved by the board in consultation with the Centre Superintendent, which is the Principal.
- viii. The Centre Superintendent being the ultimate signatory in all matters relating to all examinations, the board shall always see to the participation and or approval of the center superintendent in all major decisions.

## 4 LIBRARY COMMITTEE

The college shall constitute a body called the Library Committee for the maintenance of the college Library

### Composition

Convenor : Mr. Lalrokhawma, Librarian

Secretary : Mr. C. Lalruatkima, Asst. Librarian

Members:

- i) All HODs, by Virtue of Office (Regular Status only)  
8 Departments



- ii) Coordinators of IQAC (Ex-Officio)
- iii) Principal, HATIM (Ex-Officio)

**Functions**

- i. Advises and reviews library policies for instruction, resources, services, and the facility
- ii. Advises regarding library services, especially innovation, for the campus community
- iii. Discusses budgetary issues for books, journals, databases, media, etc.
- iv. Fosters communication with and keeps faculty and other constituency groups informed of major library issues.
- v. Ensures the library is connected with and supports the University's academic programs.
- vi. Promote the Library to the internal and external community

**5 WEB, MEDIA AND PUBLICATION BOARD**

The college shall constitute a body/committee of experts in IT and Publications related called the *Web, Media and Publication Board*

**Composition**

Convenor: H. Lalruatkima (Asst. Prof. Dept. of Computer Science)

Members:

- i) Vanlalnghaka Hnamte (Lab Technician)
- ii) R. Lalruatfela (Asst. Prof. Dept. of Comp. Sc)
- iii) C. Lalrinsangi (Asst. Prof. Dept. of Commerce)
- iv) C. Lalrintluangi (Asst. Prof. Dept. of Commerce)
- v) Coordinator and Assistant Coordinator of IQAC (Ex-Officio)

**Functions**

- i) Will take care of all relating to collecting, maintaining, publishing, and updating news and events.
- ii) Will take care of all social media platforms that the institution has and updating of the same.
- iii) Shall be responsible for Creating and maintaining internal and external websites in collaboration with web developers. Reviews web content, links, and design efficiently.



- iv) Conducts user testing and use analysis to assess usability and effectiveness of website; recommends improvements based on analysis.
- v) provides necessary updates and enhancements in a timely manner.

**6 LABORATORY AND TECHNICAL COMMITTEE**

The college shall constitute a body / committee of experts in IT and all aspects of technology called the Laboratory and Technical Committee

**Compositions**

Convenor: Joseph Lalnunmawia (Asst. Prof. Dept. of Comp.Sc.)

Asst. Convenor: Vanlalnghaka Hnamte, Lab Technician

Members:

All HODs of Eight Departments by virtue of office

Ex-Officio: The principal and Coordinator and Assistant Coordinator of IQAC by virtue of office.

**Functions**

As per the existing constitution of the Laboratory and technical Committee

**7 STAFF WELFARE COMMITTEE**

The college shall constitute a body / Committee of responsible people to look into the welfare of the staff of HATIM and shall be called Staff Welfare Committee

**Compositions**

Chairman: Hannah Lalnunpuii Kiangte

Secretary: Mr. C. Lalruatkima

Treasurer: Mr. Vanlalruata Kawlni

Members:

i) H. Lalruatkima

ii) Vanlalkimiani

iii) RTC lalremruata

Ex-Officio: The principal and Coordinator and Assistant Coordinator of IQAC by virtue of office.

**Functions**

As per the existing Constitution of the Staff Welfare Committee of HATIM

**8 DISCIPLINE COMMITTEE**

The college shall constitute a body / Committee of responsible people to look into the Discipline of the College and shall be called Discipline Committee



**Composition**

Convenor: Vice Principal (By virtue of Office)

Members : All Department representatives

- i) Remruatpuii - English
- ii) Vanlalkimliani - Commerce
- iii) Dr. Lalhminghlua - History
- iv) RTC lalremruata – Social Work
- v) R. Lalfamkimi - Psychology
- vi) F. Lalnuntluangi - Education
- vii) Ludi Lalneihpuii - Philosophy
- viii) R. Lalruatfela - Computer Science

**Functions**

As per the existing constitution of the Discipline Committee

**9 ANTI – RAGGING CELL**

The college shall constitute a body / Committee of responsible people to look into the conducts of the students or staff and shall be called Anti-Ragging Cell.

**Compositions**

Convener: Mr. Rosangliana Kiangte

Secretary: Ms. K. ramchanmawii

Members:

- i) Residence guide from each representative residence
- ii) Prefect from each residence (as student's representative)

**Functions**

- i. To disseminate information against indulging in any kind of ragging issued by The Honorable Supreme Court of India, and the UGC and as per the students manual of HATIM
- ii. To organize awareness Programme on gender equity, human rights and dignity, moral and ethical values.
- iii. To examine the complaints lodged by the students on any kind of Ragging and to conduct an enquiry in this regard.
- iv. To formulate strategies to prevent and discourage menace of Ragging on and off the campus.



**10 RESIDENCE  
MANAGEMENT &  
SERVICES COMMITTEE**

The college shall constitute a body / Committee of responsible people to look into management and services of the residences and shall be called Residence management and services Committee

**Compositions**

Convenor: Principal

Secretaries: residence Guides

Members:

- i) Accountant (by virtue of office)
- ii) Mr. Lalrokhawma, Mess Manager
- iii) Mr. Lalramzauha
- iv) One prefect from each residence.

**Functions**

As per the existing functions of the Management Board of the college.

**11 SCRIPTURE AND HUMAN  
VALUES EDUCATION  
COMMITTEE  
Compositions**

The college shall constitute a body / committee called Scripture and Human Values Education Committee

Convenor/Counsellor: Emmanuel Lalruatsanga, Chaplin (By virtue of Office)

Secretary: T. Lalrinmuana

Member: H. Lalruatkima

Ex-officio: Principal and Vice Principal

**12 WOMEN'S CELL**

The college shall constitute a body called women's cell towards empowering and orienting women to recognize their true potential

**Compositions**

Convenor: C. Lalremtluangi

Asst. Convenor: C. Lalrintluangi

Ex-Officio: Principal and Vice Principal

**Functions**

The Women's Cell will work towards and to

- i. encourage female students to be self-reliant and economically independent.
- ii. instill positive self-esteem and confidence in the female students so that they can take the right decision in and for-their lives.



- iii. Spreading awareness among the students about the social, legal and constitutional rights of women in order to prevent the exploitation based on gender.
- iv. Making females cognizant about different kinds of violence: sexual, physical and mental and to further equip them with the knowledge and strength to fight against them.
- v. Creating awareness about the need of gender equality.
- vi. Providing equal career opportunities to all the genders.
- vii. Eliminating deep rooted beliefs of gender bias and discrimination.

**13 NSS UNIT**

As per the instruction of the Ministry of Youth Affairs and Sports, Govt. of India, the institution shall constitute a central Sector Scheme called the NSS UNIT to take part in various government-led community service activities & programmes where sole aim of the NSS is to provide hands on experience to young students in delivering community service.

**Composition**

Program Officers

- 1. Benjamin Lalnunfima
- 2. R. Lallianzela
- 3. C. Lalrintluangi

**Functions**

As per the Manual issued by the Ministry of Youth Affairs and Sports, Govt. of India

**14 STUDENTS' CARE AND COUNSELLING CELL**

As per the IQAC Meeting decision dated the 5<sup>th</sup> May, 2023 (meeting minute ref no IQAC/MM-01/23) The students' Care and Guidance Cell shall now be called the "Students Care and Counselling Cell"

**Composition**

Convenor: Emmanuel Lalruatsanga, Chaplin

Members:

- i) Jessie Lalawmpuii
- ii) Lalrinsanga Colney
- iii) C. Lalremtluangi



iv) Ex-Officio : Principal and Vice Principal

**Functions**

As per their existing documented Constitution or functions

**15 ACADEMIC AND CAREER GUIDANCE CELL**

As per the IQAC Meeting decision dated the 5<sup>th</sup> May, 2023 (meeting minute ref no IQAC/MM-01/23) The Academic and Career Counselling Cell shall now be called the "Academic and Career Guidance Cell"

**Composition**

Convenor: HT. Zuali

Members:

- i) Dr. John C Laldusaka
- ii) Gospel Lalnunmawii
- iii) H. Lalruatkima
- iv) Vanlalnghaka Hnamte
- v) R. Lallinazela
- vi) Benjamin Lalnunfima
- vii) Vankhawpuimawii Pachuau

**Functions**

- As Career Counsellor they must provide or advise the following to students
  - i. A Secure and dependable Environment for students to explore and identify their interests
  - ii. Exploration of opportunities
  - iii. Identification of interests and challenges
  - iv. Trust And Confidence
  - v. Provide Expert Resources
  - vi. Removes Career-Related Frustration
  - vii. Help in Clarity In Thought
- As an academic and career guidance cell, it must provide time to time opportunities in the form of seminars and or awareness campaign related to the different field of studies available in the college. It must be inclusive of all courses and specialization.



**16 ALUMNI CELL**

The college shall form a body that will work as an agency between the institution and the institution's Alumni and it shall be called ALUMNI CELL

**Composition**

Liaison Officer: H. Lalruatkims

Members:

- i) Dr. John C. Laldusaka
- ii) RTC Lalremruata
- iii) R. Vanlalawmpuia
- iv) Vanlalkimliani

**Functions**

- i. Provide a platform for the alumni to connect with each other for the exchange of Information, ideas, communicates their accomplishments, interests, and concerns, etc.
- ii. Take opinions from the Alumni for the betterment of student's career.
- iii. Enrich the emotional bondage amongst the Students, Alumni and Faculty.
- iv. Extend maximum help to the College in the placements and internships of students in reputed organizations.
- v. Recognize Alumni for their significant contributions to education.
- vi. Propose and execute special projects: Infrastructure, Technical projects, Seminars, Conferences, etc.
- vii. Institute awards for the Alumni for their contribution to the College and the Society.
- viii. To strengthen ties between the Institute and alumni and encourage them to participate in the various cultural and social activities

**17 HATIM EVANGELICAL WING**

HATIM being a Christian College, the HEW main objective is to be good ambassadors for Christ through nurturing the spiritual life of students, teachers and all other members of the community alike

**Compositions**

Senior Advisors:

1. H. Lalrinawma
2. To be elected by HEW



Ex-Officio: Principal, Vice Principal and Chaplin

**Functions**

- i) Regular Praise and Worship
- ii) Supportive Assistance for both spiritual and personal as whenever required
- iii) Spiritual Nurturing Programme

**18 HATIM STUDENTS' COUNCIL**

The college shall provide an opportunity for students to create for themselves a student's council called HATIM STUDENTS' COUNCIL

**Composition**

Advisors:

1. Benjamin Lalnunfima
2. Janet Lawmsangzuali

Student Body

- i) Chairman
- ii) Vice Chairman
- iii) General Secretary
- iv) Assistant General Secretary
- v) Treasurer
- vi) Assistant Treasurer

Other executive body shall be constituted as per the existing constitution of the HSC

**Functions**

As per the existing constitution of the HATIM STUDENT COUNCIL

**19 DISASTER MANAGEMENT COMMITTEE**

As Per the instructions of the Disaster Management & Rehabilitation Department, Govt. of Mizoram the college shall constitute a body called the DISASTER MANAGEMENT COMMITTEE

**Composition**

Convenor: Josphe Lalhunmawia

Member:

- i) Benjamin Lalnunfima
- ii) R. Lalianzela



**Functions**

As per the plan and manual provided by the the Disaster Management & Rehabilitation Department, Govt. of Mizoram

**20 EXTRA AND CURRICULAR ACTIVITIES**

The club / cells / committee under this shall draft their club constitution / policy and Functions and submit them to the IQAC on or before 25<sup>th</sup> of May 2023 for review.

**A DEBATE CLUB**

Matron: Janet Lawmsangzuali  
Patron: R Lallianzela

They will appoint students' representatives in the club at their convenience from each department respectively.

Shall hold at least one event in a semester

**B THEATRE CLUB / THEATRON**

Convenor: Janet Lawmsangzuali  
Co-Convenor:  
i. Remruatpuii  
ii. HT Zuali

The convenors shall appoint students representative if they deemed it necessary

**C GAMES AND SPORTS COMMITTEE**

Convenor : H. Lalrinawma  
Secretary: R. Lalianzela

**D LEGAL LITEARCY CLUB**

Teacher in charge: Josphe Lalhunmawia

**E ELECTORAL LITERACY CLUB**

Nodal Officers/Mentes:  
1. Joseph Lalhunmawia  
2. Hannah Lalnunpuii Khiangte

Executive Committee

1. T. Lalramnunpuia – VI Sem BCom
2. Vanlalhlana – IV Sem BA



Campus Ambassadors

1. Lalbiakhluzuala Sailo – VI Sem BCA (Convenor and Campus Amabssadors)
2. Nicole Lalremruati – VI Sem BSW

**F ECO-CLUB**

Convenors :

- i) R. Lalruatfela
- ii) C. Lalrinsangi

**G RED RIBBON CLUB**

Convenor: R. Lallianzela

Members:

- i) 2 male and 2 female from HSC
- ii) 2 male and 2 female from HEW

**H ADVENTURE CLUB**

Convenor: Dr. lalhminghlua and R. Vanlalawmpuia

**I CULTURAL CLUB**

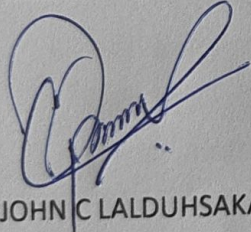
Convenor: C. Lalruatkima and F. Lalhuntluangi

**J LITERARY CLUB**

Convenor: Janet lawmsangzuali and C. Lalrintluangi

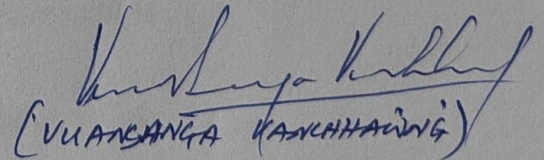
**H ENTREPRENUERSHIP  
KNOWLEDGE CELL (EKC)**

Coordinator And Trainer : R. Lalnunthara



( Dr. JOHN C LALDUHSAKA )

Coordinator  
IQAC, HATIM  
Lunglei



Principal  
Higher And Technical Institute, Mizoram (HATIM)  
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