

INTERNAL QUALITY ASSURANCE CELL (IQAC)
AND
COUNCIL BODY
JOINT MEETING MINUTE

Ref. No. IQAC/CB/MM-01/23

Date: 5th May, 2023

Meeting Minute

Date : 5th May, 2023

Time : 2:00 PM (Afternoon) to 5:00 PM

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

Minutes of the joint meeting of the IQAC and COUNCIL BODY of HATIM, an affiliated College, affiliated to Mizoram University (MZU)

Members Present

- | | |
|--------------------------|---|
| 1. Vuansanga Vanchhawng | Principal and Chairman (IQAC) |
| 2. Dr. John C. Laldusaka | Coordinator IQAC; HOD, Dept. of Philosophy |
| 3. K. Lalmuanpuia | Asst. Coordinator, IQAC; HOD, Dept. of Computer Sc. |
| 4. Benjamin Lalnunfima | Member; HOD, Dept. of History |
| 5. F. Lalnunluangi | Member; HOD, Dept. of Education |
| 6. Deborah Zonunpuii | Member; HOD, Dept. of Psychology |
| 7. Rosangliana Khiangte | Member; HOD, Dept. of Social Work |
| 8. H. Lalruatkima | Member; Convenor, Web Media and Publication. |
| 9. Mr. Lalrokhawma | member; Librarian |

Members Absent

- | | |
|------------------------|---|
| 1. HT Zuali | Member, HOD, Dept. of English |
| 2. Rev. L. Vanlalsanga | Member, Director, Education Department, BCM |
| 3. Rev. R. Lalnunzira | Co-opt member, AGS i/c Service, BCM |
| 4. Vice President | HATIM Student Council |
| 5. R. Lalnunthara | Vice Principal, Ex-Officio |
| 6. Lalbiakdika | Non-Teaching Staff Rep. (Admin Office) |
| 7. Lalhmangaihi Hrahse | Society Representatives, IQAC |



Mr. John C. Laldusaka, the Coordinator (IQAC) chaired the meeting and extended a warm welcome and a note of gratitude to all members present in the meeting even for their support and presence in the meeting though it was officially a holiday as per the academic calendar. Mr. H. Lalruatkima, Member of IQAC and Convenor of the Web Media and Publication Cell opened the meeting by prayer, submitting the agendas, and asking for wisdom for all present members to be able to discuss and decide rationally.

Order of Business

1. Principal's report

I. Infrastructure:

- a) **Academic Block - C:** The principal will make proposal for continuation of the building construction from the property department building funds.
- b) **Teacher's INN:** The allotted budget (10 lakhs) received from the Headquarters, BCM still remains and the development of the Teacher's INN is still in process.
- c) **Principal's Quarter:** The allotted budget of 25 lakhs is exhausted, however, the Property Department of BCM will look into the completion of the construction of the Principal's Quarter inside the Campus.
- d) **Health and Counselling Centre:** The principal reported that after approaching Dr. Laltanpuia, MLA and Chairman of the Mizoram Youth Commission, Govt. of Mizoram, the MLA promises to include sanctioning of Rupees 10 lakhs for this purpose from SASCI for the construction of Health and Counselling Centre.
- e) **PHE Project:** The principal reported that there is a talk ongoing between the institution and the PHE department, Govt. of Mizoram to construct a three water tanks of 1 lakh litre capacity each in the campus. The sanction is being made and in process, however, the time of implementation is not decided yet.
- f) **Basket Ball Court:** The Court is in construction and in process.
- g) **Boys Hostel:** the Principal reported that after the completion of the Principal's Quarter, the next construction project of the Property Department of BCM will immediately look into the construction of a new Boys Hostel.
- h) **Mizoram Rural Bank Extension:** the principal reported that the proposal for the extension and point of transaction for banking to be constructed on the

campus is in process between MRB, Lunglei Regional Office, and the institution, however, the assurance is uncertain.

II. IT and Laboratories:

- a) The principal reported that the development of IT labs, Psychology lab are completed, and have already been in use. However, the language lab is still in the development process and the majority of the equipment requirements are met if not fully.
- b) The Mizoram Baptist Mipa Pawl (MBMP) donated Rs. 3.6 lakhs for the purchase of new computers and equipments. The same amount was used for buying ten new systems (computers) for the laboratories. There are now a total number of 47 computer systems available in the computer laboratories.

III. Permanent Affiliation :

Permanent affiliation to provisionally affiliated academic courses are granted after 6 years or more and has fulfilled and complied with all the conditions of affiliation under the MIZORAM UNIVERSITY (MZU) and also the recommendation of various inspections that have been visiting the institution from time to time for renewal of the provisional affiliation before one could apply for permanent affiliation.

With this condition in line, the HIGHER AND TECHNICAL INSTITUTE, MIZORAM (HATIM) applied for permanent status of four courses, viz: Department of Social Work, Department of English, Department of History, and Department of Philosophy.

In response to the application, the MZU inspection team along with the Directorate of Department of Higher and Technical Education, Govt. Of Mizoram visited the institution for inspection on the 4th of May, 2023.

The expert team consists of 4 expert professionals corresponding to the four departments under scrutiny for affiliation.

Prof. Lalbiakdiki Hnamte, Director, CDC MZU inspected the Department of Philosophy. Prof.K C Lalthlamuani inspected the Department of English. Prof. Lalngurliana Sailo inspected the Department of History and Associate Professor, Dr. Henry Zodinliana Pachuau inspected the Department of Social Work. The expert team was accompanied and complimented by Dr.

Lalthansangi Fanai, the Joint Director (admin) of the Department of Higher and Technical Education, Govt. Of Mizoram.

The inspection was followed by an EXIT MEETING at the Principal's Chamber which was attended by the Four Head of Department, the Associate General Secretary of BCM, and Education Director of BCM. FEEDBACKS and Suggestions were given and well received.

The principal reported that we can expect a positive outcome of the Affiliation Inspection.

2. IQAC Report

Mr. K. Lalmuanpuia, Assistant Coordinator of the IQAC gave a presentation report on the progress of work accomplished during February 2022 and April, 2023. The Assistant coordinator first reported the changes made in the New UGC guidelines or manual, which is as under:

a) SELF STUDY REPORT (SSR)

- Date of Appointment for writing SSR : February 2022
- Manual for SSR : 85 pages
- SOP : 25 pages
- Data Templates : 24 Excel Sheets
- Benchmarks : 7 pages

b) In the Revised Manual for SSR on 30th September, 2022, there was a lot of changes found.

- Revised Fee Structure – increased from 1 Lakh to 2 Lakh (with 18% GST)

c) Merge | Add | Drop some of the criteria:

- No. of METRIC : reduced from 93 to 55 (less by 38)
- No. of QIM : reduced from 34 to 21 (less by 13)
- No. of QnM : reduced from 59 to 34 (less by 25)

Table: showing the progress of work done in writing SSR

CRITERIA		WEIGHTAGE (WT.)	Qualitative Metric (QIM)		Quantitative Metric (QnM)	
			Wt.	DONE	Wt.	DONE
CRITERION 1	CURRICULAR ASPECTS			25		75
CRITERION 2	TEACHING- LEARNING AND EVALUATION			125		225
CRITERION 3	RESEARCH, INNOVATIONS AND EXTENSION			20		65
CRITERION 4	INFRASTRUCTURE AND LEARNING RESOURCES			60		10
CRITERION 5	STUDENT SUPPORT AND PROGRESSION			10		120
CRITERION 6	GOVERNANCE, LEADERSHIP AND MANAGEMENT			0		15
CRITERION 7	INSTITUTIONAL VALUES AND BEST PRACTICES			60		0
GRAND TOTAL				300		510

The details presentation of the Assistant Coordinator is attached herewith the minute as Appendix - II

The Assistant Coordinator of IQAC also reported that the timeframe for SSR write-up has to be changed from 2018-2023 for a period of Five years, instead of the initial 2017-2022 as we have already failed to submit the IIQA for the period of 2017-2022.

3. Agendas, Resolutions and Notes

I. AGENDAS

The following are the agendas proposed in the meetings.

1. Workshop on Code of Conduct and Professional Ethics
2. General Staff Meeting

3. Dissolution of Council Body and Board of Academics
4. Cells and Committee reconsideration
5. Drafting of Different Cells and committee Constitutions and Functions
6. Distribution of IQAC work

II. RESOLUTIONS

The following resolutions were made in the meeting following the above agendas.

1. *Workshop on Code of Conduct and Professional Ethics*

The meeting body unanimously decided that a Workshop on *Code of Conduct and Professional Ethics* for all staff is a need and decided the workshop be held on the 10th of May, 2023 at 11:00 AM in the conference room, admin building. The Resource Person for the event will be Mrs. Lalmangaihi Hrahsel, Ex Principal of LGC and Zirtiri Science College and Ex-Deputy Director of Technical Branch, H&TE, Govt. of Mizoram.

2. *General Staff Meeting*

The meeting also decided that there be a General Staff Meeting to be held on the same day and decided upon the following program.

Date: 10th May, 2023

Time: 1:00 PM in the afternoon at the Conference Hall, Admin Building

Order of Business

- a) Report and Briefing: IQAC Assistant Coordinator
- b) Q and A session based on the IQAC Briefing
- c) Staff Welfare Election

3. *Dissolution of Council Body and Board of Academics*

The meeting made a resolution on dissolving the Council Body and Board of Academics since it creates confusion as to the functioning of the two bodies overlapping with each other and since both has the same members, the committee decided to create a new apex body by the name **ACADEMIC COUNCIL** whose composition will comprise the following by virtue of Office.

Members:

- 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. Hostel Management Representative
 - viii. Convener, Board of Examination (BOE) – **Co-opt Member**
 - ix. Convenor, Web, Media and Publication – **Co-opt Member**
- Ex-Officio: IQAC Coordinator and Assistant Coordinator***

The committee also decided all other cells will be unified under this Academic Council and that the Council will overtake the responsibility of admission. With this decision in place, the existing Admission Committee was dissolved.

In addition to the above, decisions were made to add to the functions of the Academic Council the functions and responsibilities of the Seminar and Refresher Course with the Academic and Career Guidance Cell. All other decision relating to the Academic Council is highlighted in detail with the new list attached here with the minute as a result of the IQAC meeting resolutions.

4. Cells and Committee reconsideration

This agenda is a result of the IQAC meeting minute ref no. IQAC/MM-02/21 to review and reconsider various existing cells and committees as some cells and committees were redundant in their nature.

Initially, there were in total 24 cells which after much deliberation was reduced to 20 cells and committees. In doing so, the committee made the following changes:

1. Changes in the name of the two sub-committees under The Students' Counselling Cell:
 - a) Students' Care and Guidance Cell shall now be called the Students' Care and Counseling Cell
 - b) Academic and Career Counselling Cell shall now be called the Academic and Career Guidance Cell
2. Addition of Psychology and Education Heads of the department into the Library Committee
3. The Admission Cell will no longer be an independent Cell and shall be assimilated into one of the functions of the Academic Council.

4. Dissolution of the following Committee and Cells
 - a) Seminar and Refreshers Course Committee
 - b) Transport Committee
 - c) HATIM Infrastructure Development Monitoring Cell

5. Extra and Cocurricular Activities will no longer have a Convenor and Secretary and each club / cells / committee under the extracurricular activities will henceforth function as an independent body, however, the IQAC and Principal will be the Ex-Officio of all the clubs / cells / committee.

The Cells and Committee were divided into two groups:

- a) *One having a term of 2 years*
- b) *One with exception whose members do not have any specific term unless appealed for change out of circumstances or necessity.*

The First Group has a term of 2 years and they are as Under

- i) Discipline Committee
- ii) Anti-Ragging Cell
- iii) Board of Examinations
- iv) Staff Welfare Committee
- v) Women Cell
- vi) Student's Care and Counselling Cell
- vii) Academic and Career Guidance Cell
- viii) Alumni Cell
- ix) HATIM Evangelical Wing
- x) HATIM Students' Council
- xi) Disaster Management and Committee
- xii) Extra and Co-Curricular Activities

The club / cells / committee under Extra and Co-curricular Activities are

1. Debate Club
2. Literary Club
3. Theatre Club (Theatron)
4. Games and Sports Committee
5. Legal Literacy Club
6. Electoral Literacy Club
7. Eco-Club
8. Red-Ribbon Club

9. Adventure Club
10. Cultural Club
11. Committee for Creativity and Innovations and Annual College Festival
12. Anti-Tobacco Cell

The Second group with exception (are of by nature of office) are

- i) Academic Council
- ii) Internal Quality Assurance Cell (IQAC)
- iii) Library Committee
- iv) NSS Unit
- v) Residence Management and Service Committee
- vi) Scripture and Human Values Education Committee
- vii) Laboratory & Technical Committee
- viii) Web, Media and Publication Board
- ix) Entrepreneurship Knowledge Cell (EKC)

The committee decided that the above cells and Committee will draft their own cell and committee constitution and function which will be then submitted to the IQAC for scrutiny and finalization. The date of submission of the draft is to be submitted by the 25th of May and the review of the same will be done through the IQAC meeting on the 26th of May, 2023.

Also the new list and constitution of Cells and Committee is attached here with this minute for reference as Appendix - I

5. *Distribution of IQAC work*

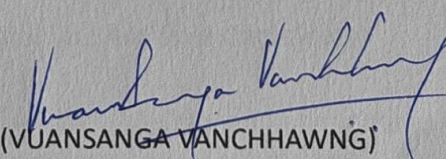
The Committee decided that the remaining work distribution in preparation for NAAC assessment and SSR will be the responsibility of the two coordinators and the same shall be disseminated to the staff on 10th May 2023 at the general staff meeting.

III. NOTES

- o The meeting adjourned at 5:00 PM in the afternoon
- o The date and time of the next joint Meeting depend on
 - a) The submission of the drafts of various cells and committee
 - b) The beginning of the new academic session

(DR. JOHN C. LALDUHSAKA)

Coordinator
IQAC, HATIM
Lunglei


(VUANSANGA VANCHHAWNG)
Chairman, IQAC

Higher And Tech

Principal

Lunglei, 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 5th 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. Laldhuksa

Asst. Coordinator : Mr. K. Lalmuanpuia

Society Representative: **Lalmangaihi Hrahsel**, 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-Offcio: *(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 Lalhnumawia (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) Vanlalkimliani

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 Khiangte

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 5th 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 th 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	<p>Convenor: HT. Zuali</p> <p>Members:</p> <ul style="list-style-type: none"> i) Dr. John C Laldusaka ii) Gospel Lalnunmawii iii) H. Lalruatkima iv) Vanlalnghaka Hnamte v) R. Lallinazela vi) Benjamin Lalnunfima vii) Vankhawpuimawii Pachuau
	Functions	<ul style="list-style-type: none"> • As Career Counsellor they must provide or advise the following to students <ul style="list-style-type: none"> 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 filed 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	<p>Liaison Officer: H. Lalruatkims</p> <p>Members:</p>

- 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: Jospheh 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 25th 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: Jospeh Lalhunmawia
-
- E ELECTORAL LITERACY CLUB** Nodal Officers/Mentes:
1. Joseph Lalhunmawia
2. Hannah Lalnunpuii Kiangte
- Executive Committee
1. T. Lalramnunpuia – VI Sem BCom
2. Vanlalthlana – 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

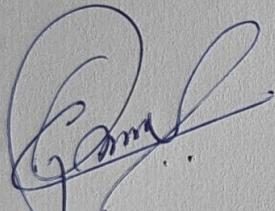
Convenor: C. Lalruatkima and F. Lalnuntluangi

J LITERARY CLUB

Convenor: Janet lawmsangzuali and C. Lalrintluangi

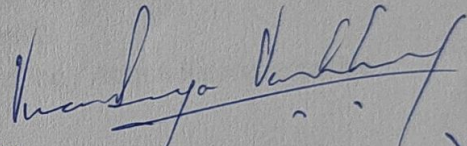
**H ENTREPRENUERSHIP
KNOWLEDGE CELL (EKC)**

Coordinator And Trainer : R. Lalnunthara



(DR. JOHN C. LALDUSAKA)

Coordinator
IQAC, HATIM
Lunglei



(VANSANGA VANTHAWNG)
Principal
Higher And Technical Institute, Mizoram (HATIM)
Lunglei