

**Higher and Technical institute, Mizoram(HATIM)
Internal Quality Assurance Cell (IQAC) Committee Meeting Minute**

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

Date: 19th November, 2019

Time: 1:30 Pm to 4:00Pm

Members Present:

1. Vuansanga Vanchhawng
2. R.Lalnunthara
3. K.Lalmuanpuia
4. Vankhawpuimawii Pachuau
5. HT Zuali
6. H.Lalrinawma

Members Absent:

1. T.Hmangaihzama
2. Sangthanzuala Ralte
3. John C Laldusaka

Commencement: The Chairman Vuansanga Vanchhawng gave warm welcome to all the members, had a short academic speech, read Bible Scripture from the Gospel according to Matthew 24:45-51. He further explained Integrity from the life of Joseph from the Bible and offered a prayer, then the meeting started.

He first called out the Coordinator for a report with regards to the follow-up of the previous meeting. IQAC coordinator stood up and reported that each and every Resolution made in the previous meeting (16th August,2019) were followed and fulfilled accordingly except SSR (Self-study Report) which is not completed yet and to be discussed again.

Agenda 1: Completion of Self-Study Report: The Chairman summoned the Coordinator to explain the agenda, He stood up and distributed certain list of requirements to complete the SSR and enlightened the floor for some options. Then before opening a time for discussion, the Chairman elaborated and explain certain areas and thorough discussion began. After thorough discussion, the Committee appointed **Mrs. HT Zuali and Mr. Samuel Malsawmkima**(both belonging to Department of English) along with **IQAC Coordinator Mr H.Lalrinawma** to carry out the task in full swing. It is also decided that the first Progress report must be reported to the committee by the Coordinator on the **10th December,2019** through Official WhatsApp group or any other convenient way. Furthermore, the Committee decided to give certain Remuneration to the persons involving in the completion of the SSR in a one-time payment after the task is over, and the amount will be decided by the Principal according to the availability of the fund.

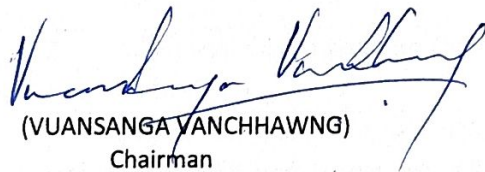
Agenda 2: Appointment of Date for the Principal's Forum: The Chairman explained and elaborated the agenda and after a thorough discussion, it is decided that Principal's Forum will be held on the **2nd December from 1:30PM to 4:00PM at the Town Campus (Chanmari)**. It is mandatory that **every staff member of HATIM attend this meeting.**

Agenda 3: Orientation Program On Professional Ethics: After hearing elaboration from the Chairman, the Committee agreed to having the proposed Program in the starting of the new Academic Session. Resource Person and detailed Program is in the hands of the Principal.

Agenda 4 : Appointment of the new IQAC member for Department of Social Work : As Dr. C Lalengzama, a member representing SW Department has left for good, the post is vacant. The Chairman Suggested that the appointing authority 'HATIM Council Body' will appoint the new member and the Committee agreed upon his suggestion.

Agenda 5: Giving Token of Appreciation to New Achievements of HATIM Staff members: After thorough discussion, the committee deemed it important and decided that Token of Appreciation must be given to New Achievement, **which relate to quality education**, made after 1st January, 2020 by any staff members of HATIM in the form of a Citation.

After all the Agendas were discussed, the Chairman asked Mr K.Lalmuanpuia to offer a prayer after which the meeting ended at 4:00PM.



(VUANSANGA VANCHHAWNG)

Chairman

Principal

**Higher And Technical Institute, Mizoram (HATIM)
Lunglei**



(H. LALRINAWMA)

Coordinator
IQAC, HATIM
Lunglei