

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

Date: 21st April, 2021

Time: 1:00 Pm to 4:00Pm

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

Members Present:

1. VuansangaVanchhawng
2. R.Lalnunthara
3. Dr.John C Laldusaka
4. K.Lalmuanpuia
5. HT Zuali
6. RTC Lalremruata
7. PC Lalbiakdika
8. Benjamin Lalnunfima
9. Lalrokhawma
10. H.Lalrinawma

The Chairman welcomed the house members, explained the situation of the Institute during Pandemic that works could not go as planned. He read a scripture portion from Hebrews 12:18 (Romans 15:14), elaborated and offered a prayer. The meeting started.

Resolutions

1. Parents – Teachers' Meet

(One of the regular features of the Institute which could not be held for the year due to Pandemic situation). After deliberations from the members, the house decided not to conduct Physical Meet this time around as effective Parents' WhatsApp Groups are available in all the Departments and the shortness of the Semester is one of the main reasons as well.

2. Course Completion Certificate

The Chairman summoned the Coordinator to elaborate the Agenda. He explained the situation of the Pandemic due to which Courses were taught online mode from 27th March, 2020 (Even Semester) and no offline log sheets were filled up by all the Faculty members till the end of the Odd semester (December, 2020). So, to replace those log sheets and to certify the Faculty that courses were covered in due time, A certificate must be issued to every Teacher which will be duly signed by the concerned Teacher and the Principal himself. After thorough discussions, the committee agreed upon the proposal of the Coordinator to furnish the needful for the same.

3. Collection of Feedback from Parents, Students, Faculty, support staff and Employer

The Chairman summoned the Coordinator to elaborate on the agenda, and after a thorough deliberation, the committee decided to collect Feedback from the stakeholders within this semester accordingly.



4. Completion of Self Study Report(SSR)

The Chairman elaborated on the Agenda that SSR must be completed within the month of June, 2021. After certain discussion the house resolved that data collection must be done within the month of April and May, 2021 and data entry and Completion of the same will be expected in the month of June. Moreover, it is decided that NAAC peer team will be called within the year 2021. The house also resolved to appointing the following members to do the needful –

1. Dr. John C Laldusaka
2. HT Zuali
3. Samuel Malsawmkima
4. RTC Lalremruata
5. Lalrintluangi
6. H. Lalruatkima
7. Benjamin Lalnunfima
8. H. Lalrinawma

5. New IQAC Coordinator appointment

After hearing the workload of the Residence Guide from the Principal that the current Coordinator, being the Men's Residence Guide, has to be changed as works will be heavy for the anticipated NAAC visitation within this year. After a long deliberation, the house agreed with the proposal of the Chairman (The Principal himself) that the Asst. Coordinator Dr. John C Laldusaka will step in as the New Coordinator and Mr. H Lalrinawma will be the Asst. Coordinator until any further notice.

6. Absorption of HATIM Council body by HATIM IQAC

The Chairman explained the existence and functionalities of both the body that issues used to happen when we tried to explain the missions and visions of both. After a long and thorough deliberation, the house unanimously decided that the HATIM Council Body will be absorbed fully by the HATIM Internal Quality Assurance Cell (IQAC) with effect from May, 2021.

7. Letter Received from Govt. Serchhip College

The Chairman explained the Agenda that the idea happened during Last year but due to Covid19 pandemic, much could not be done. The house discussed for a long time and resolved to signing Memorandum of Understanding (MoU) with Govt. Serchhip College. The Committee also appointed the Vice Principal Mr R. Lalnunthara and Dr. John C Laldusaka to edit the existing MOU according to our conditions and to even do necessary further actions for the same.

8. Division of Board of Academics & Examination

After thorough deliberation, the committee decided to separate the existing Board into two separate Boards – Board of Academics and Board of Examination where OBs are appointed as below

Board of Academics

Convener : Mr R.Lalnunthara, Vice Principal

Asst. Convener/ Secretary : Mr R.Lallianzela

Members : All HODs, Librarian

Board of Examination

Convener : Mr. Samuel Malsawmkima

Asst. Convener/Secretary: Mr.H Lalrinawma

Members : Mrs Hannah Lalnunpuii Khiangte, Mr. RTC Lalremruata, Mr. R.Lalruatfela, Miss C Lalrinsangi, Mr. PC Lalbiakdika, Mr C Lalruatkima.

9. Uniforms and Dress Code for Staff members

The Chairman explained the need of regularizing the Tradition of HATIM in terms of Uniforms. After a short deliberation from members, the committee unanimously agreed to having Uniform Blazer to those who are having permanent seats in the Institute Offices (Administrative Block, Faculty Rooms) as below-

Faculty and Non-Teaching Admin Staff : Black Blazer.

4th Grade workers : Grey Blazer.

Gate Keeper : design and Color must be similar to BCM HQs Gate Keeper Uniforms.

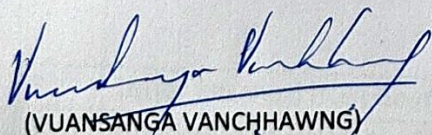
The Committee also decided to take strict emphasis on the dress code of the Staff members as below –

Monday, Thursday, Friday : Smart Dress / Uniform

Tuesday, Wednesday: Smart Casuals (Tshirts must have Collars if worn)

10. Lalthakima Sailo, 4thSem BCA's case

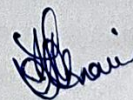
The Agenda came as the above mentioned student decided to quit the hostel and eventually left by his own willingness. The parents came and asked the Principal to give them permission to join as a Day Scholar as they apparently have genuine reasons. The Guide H.Lalrinawma explained in a brief detail that the student happens to be a differently abled person and multiple major operations had been held in his body in the past few years due to which he developed a severe mental breakdown and inferiority Complex. After discussing the matter, the committee decided to give the matter into the capable hands of the Principal.


(VUANSANGA VANCHHAWNG)

Chairman

Principal

Higher And Technical Institute, Mizoram (HATIM)
Lunglei



(H LALRINAWMA)

Coordinator
IQAC, HATIM
Lunglei

