

## IQAC MEETING MINUTE REVIEW AND ACTION TAKEN

### Report of Coordinator, IQAC, HATIM (16<sup>th</sup> July 2021)

As per the urgency and requirement of the notification letter forwarded by the CDC, MZU, the only agenda of the meeting was "establishment of Drug Awareness Club".

As per the resolutions made in the meeting, appointment letter were drafted and given out under the instruction of the Principal. The newly appointed members are as under:

1. H. Lalrinawma, Asst Prof (Convener)
2. Remruatpuii, Asst Prof (Secretary)
3. R. Lallianzela, Asst Prof (Member)
4. Lalrokhawma, Librarian (Member)

**Draft Copy of the appointment letter is attached here with this report.**

### ***IQAC Appointment Letter***

Dear .....

As decided in the IQAC meeting dated the 16<sup>th</sup> of July 2021, please find this new appointment letter as a service to the institution.

This is to inform you that you have been appointed as ..... of the newly formed Drug Awareness Club w.e.f. from the date of appointment, i.e. the 16<sup>th</sup> July 2021 until further notice.

If you agree to this appointment, please make sure to sign and return this letter to the Institute's address by 23<sup>rd</sup> July 2021. I hope that your experience will prove to be very helpful for the institution and its students. I also hope that your journey with the institute will be very pleasant.

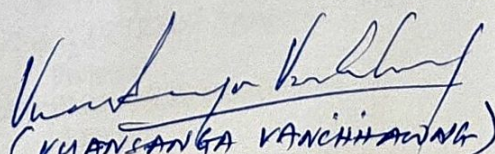
For further details or queries, feel free to contact the IQAC Coordinator or the Principal of the institute.

Yours Sincerely,

(Dr. John C. Laldusaka)

  
Coordinator  
IQAC, HATIM  
Lunglei



  
Principal  
Higher And Technical Institute, Mizoram (HATIM)  
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