

**HIGHER AND TECHNICAL INSTITUTE MIZORAM (HATIM)**  
**INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING MINUTE**  
**Meeting Minute Ref. No: IQAC/MM\_01/21**

**Date : 17<sup>th</sup> July, 2021; Thursday**

**Time : 11:00 AM (forenoon) to 4:00 PM**

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

Minutes of the meeting of the IQAC of HATIM, an Affiliated College, affiliated to Mizoram University (MZU)

**Members Present**

- |    |                       |   |
|----|-----------------------|---|
| 1  | Vuansanga Vanchhawng  | Principal and Chairman (IQAC)                                   |
| 2  | R. Lalnunthara        | Ex-Officio; Vice Principal, HATIM                               |
| 3  | Dr. John C. Laldusaka | Coordinator IQAC; HoD, Dept. of Philosophy                      |
| 4  | H. Lalrinawma         | Asst. Coordinator, IQAC; Asst. Prof, Dept. of Computer Sciences |
| 5  | K. Lalmuanpuia        | Member, IQAC; HoD, BCA  |
| 6  | Benjamin Lalnunfima   | Member, IQAC; HoD, Dept. of History                             |
| 7  | Hannah L. Kiangte     | Co-opted / Proxy member, Asst. Prof, Dept. of English           |
| 8  | C. Lalremtluangi      | Co-opted / Proxy member, Asst Prof., Dept. of Social Work       |
| 9  | Lalrokhawma           | Member, IQAC; Librarian, Non-Teaching Staff Representative      |
| 10 | PC. Lalbiakdika       | Member, IQAC; Section Officer, Administration Section           |

**Members Absent**

- |   |                      |   |
|---|----------------------|---|
| 1 | HT Zuali             | Member, IQAC; HoD, Dept. of English                     |
| 2 | Rosangliana Kiangte  | Member, IQAC; HoD, Dept. of Social Work                 |
| 3 | Rev. R. Lalbiakliana | Associate General Secretary, i/c Service, BCM*          |
| 4 | Rev. L. Vanlalsanga  | Director, Education Department, BCM                     |
| 5 | Lalmachhuana         | BA-VI Semester; Vice President, HATIM Students' Council |
| 6 | Mr. C. Hrangdula     | Society Representative                                  |

\*Baptist Church of Mizoram

Mr Vuansanga Vanchhawng, the Chairman (IQAC) and the Principal of the institution, chaired the meeting and extended a warm welcome to the members attended. He expresses his gladness in being able to physically hold the meeting and having everyone inside the same room despite the predicament that the pandemic has put us all in. The principal mentioned the importance of the meeting in being the first IQAC meeting after the





amalgamation of Council body with IQAC. He, then, read the word of God taken from Romans 12:1, reminding the members of the grace of God and the accompanying duty that each has towards God's ministry as a recipient of the Grace, where one's duty lies in the service of the students and in meeting all associated responsibility as a teacher. He then ended his introductory note with a prayer.

### Order of Business

#### 1. Principal's Report

- a) **HATIM Online Library Repository System:** The Principal, reported that the 6<sup>th</sup> semester, BCA (2019-2021 batch) created for the HATIM library, the "HATIM online Library Repository System" as a part of their project work, which will be made available to all for the purpose of academic excellence. The chairman inaugurated the same in the meeting.
- b) **Amalgamation of Council Body and IQAC:** The principal, stressed upon the need for the merger of Council Body and IQAC into IQAC which was made official in the joint meeting of the two body held in March, 2021 during the academic session of 2020-21. The reason given for this cause was for a more structured and efficient system in academics and because the constituent members of both the body were constituted by the same members.
- c) **Admission process:** The Principal reported that the present online admission process lack certain essential details, for which he apologised and hope that the next admission process will be carried out and monitored under a more efficient system. He reported that, however, as compared to previous academic years, the institution has seen a remarkable increase in the number of applicant putting the institution on a map as one of the most sought after college in Mizoram.

The Principal presented the following information regarding his report on number of students admitted to the institution academic session wise.

Academic Session	Total No. of Student	Differences
2018-2019	226	
2019-2020	248	22
2020-2021	284	36
2021-2022	371**	87

\*\*the number is still rising because while writing this minute, the admission is still in process and more applicants were still applying.



The principal mentioned that the sudden increase in the number of student is due to, first, the addition of two elective subject – psychology and education, and second, the pandemic.

**d) Infrastructural Report:**

- (i) **Academic Block C:** The Principal reported the financial cost and expenditure of the on-going construction of Academic Block C for which a loan of rupees 60 lakhs was taken from the bank by the Finance Department of the Baptist church of Mizoram (BCM), where, an amount of 40 lakhs has already been spent for the same. In addition, he reported the willingness of the Property Department of BCM to contribute another 20 Lakhs towards the construction of Academic Block C.

He reported that with 40 lakhs in hand, as a remainder of the total sum received, the completion of the basement and ground level is a reality that can accommodate 5 large classrooms, which will accommodate more seating capacity.

At the same time, he mentioned that the construction of Academic Block C is not without challenges due to the pandemic and asked for a moral and prayer support to all the member present in the meeting.

- (ii) **Men's Residence (Boys Hostel):** The Principal informed the members of the meeting that the construction of a new Boys hostel remains undecided due to financial reason because of which the matter was put into the hands of the General Secretary of the BCM.

However, a plan for a big renovation of the existing boy's hostel was underway and the budget of 5 to 10 lakhs was designated for the same according to the costs for meeting the needs and requirements of the renovation.

- (iii) The principal was pleased to inform the meeting that a whole sum of 1.24 Crore (124 Lakhs) has been invested into the development of the institution without using the income of the college for the academic session of 2020-2021. The only major expenditure heads where the institutions utilises its own income was in the purchase of New Office Chairs and Tables for the faculty Offices.



- (iv) At the same time, the institution was unable to meet the assigned budget for the academic session of 2020-2021 due to various reasons, one of which being the closing down of the institution for contact classes due to the pandemic.

The Principal ended his report with a note of hope for the institution development both academically and physically, yet acknowledges the challenges that the effort of bringing about positive change may bring in while in addition to the pandemic bringing its own.

## 2. IQAC Report (Former Coordinator)

To confirm the minutes and report the action taken on the minutes resolutions of the previous meeting held on 23<sup>rd</sup> and 24<sup>th</sup> of March 2021.

*The former coordinator, Mr. Lalrinawma confirmed the following minute's agenda and reported the action taken on the resolutions of the last meeting.*

- Parents – Teachers' Meet
- Course completion certificate
- Collection of Feedback from Parents, Students, Faculty, support staff and Employer
- Completion of Self Study Report(SSR)
- New IQAC Coordinator appointment
- Absorption of HATIM Council body by HATIM IQAC
- Letter Received from Govt. Serchhip College
- Division of Board of Academics & Examination
- Uniforms and Dress Code for Staff members
- Lalthakima Sailo, 4<sup>th</sup> Sem BCA's case

The Coordinator reported that out of the 10 Agendas 8 are being processed while 2 could not be accomplished at all due to the Covid Pandemic and the effect of the lockdown, and mentioned his relief for the chance to re-appropriate the previous agendas along with the new agendas to be discussed.

The two resolutions out of 10 agendas that could not be accomplished within stipulated time were, Parent's –Teacher Meet and completion of SSR. However, the other eight, is under process and near completion.



After his report, a brief ceremonial hand over of charges from the outgoing coordinator of IQAC to the new Coordinator took place under the leadership of the Chairman, Vuansanga Vanchhawng (Principal, HATIM).

### **3. Agendas, Resolutions and Notes**

#### **I. AGENDAS**

The following are the agendas as proposed in the meetings

1. Admission Process Review
2. Annual Plan for the Academic Session 2021-22
  - a) Academic Calendar for 2021-22
  - b) Time Table
  - c) Lesson Plans
  - d) Departmental Projects
  - e) Parents Teachers Meet
3. Improvement of Online learning System for students benefits
4. Students' Progress records and report system
5. Cells and Committees – Addition and or Formation of New Admission Committee
6. NAAC
7. Change in Office of Head of Departments
8. Change in Men's Residence Guide and Terms of the Guide
9. AOB (if Any)

#### **II. RESOLUTIONS**

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

##### **1. Admission Process**

It was decided in the meeting that the admission form needs an upgrade and the process of admission including fees payment needs a more coherent and user friendly system for which a new committee will be formed which will be solely responsible for spear heading and looking after the whole process of admission and related task. The committee shall be identified as "Admission Committee" and that the committee shall comprise of the following member by designation –

- Principal and Vice Principal (ex-officio / Advisors)



- Coordinator of IQAC (Convenor)
- Two Faculty Member appointed by the above two
- One establishment staff
- One account staff
- One System Administrator

## **2. Annual Plan for Academic Session 2021-22**

It was decided in the meeting that

- a) The Academic calendar will be made in line with Mizoram University (MZU) academic Calendar following the national, state and religious holidays.

The academic calendar will follow June-June of the next year, where the calendar must be made ready and prepared in the month of May of every year.

In principle, the IQAC coordinator and Section officer of the establishment Section (Administrative section) will prepare the draft calendar and present it in the IQAC meeting in May.

- b) The last date for submission of departmental Time Table will be 24<sup>th</sup> July, 2021
- c) The last date for submission of Lesson plan by each course instructor will be 24<sup>th</sup> July, 2021
- d) The departmental projects or plans for the semester (if any) be submitted by the 20<sup>th</sup> July, 2021
- e) Due to the pandemic lockdown, it will not be possible to hold a parents teacher meet, therefore every department should create a parent teacher online group so that information and queries may be exchanged in a more efficient and systematic manner.

## **3. Online Learning Systems**

The meeting unanimously agreed that the present Learning Management System (LMS) – MOODLE is good enough and no change is required, yet the need to reinforce the use of MOODLE as a learning platform must be strengthened more actively both among the teacher and the student the same.



Also, that the teacher may make use of alternative e-learning tool or any other channel such as webmail, youtube, zoom, google meet and others along with MOODLE as the backbone for LMS.

It was also decided to hold a Faculty Development programme (FDP) in "MOODLE-an e-learning tool teaching and learning" for all the faculty members any day before the beginning of classes for the semester.

#### **4. Students' Progress Record and Report System**

The meeting decided that in order to have a systematic record of students' progress and report system, each department maintain a departmental Yearbook consisting of Class Group Photo, Teachers' photo, and events photos with dates and brief description of the events.

#### **5. Cells and Committees – Addition of New Cell**

Refer to Resolution No. 1. "Admission Process"

#### **6. NAAC Accreditation**

The tentative time line for preparation for NAAC 2021-22 were decided within September to November to February for peer visit.

#### **7. Change in office of Head of Departments**

The committee decided that each Head of Department will be requested to continue with their tenure as a special consideration in service to the institution until the pandemic situation improves, as the need to change the office of Heads of Department since the tenure of office ended this new academic session was vetoed.

#### **8. Change in Men's Residence Guide and Terms of the Guide**

The agenda on change in Men's Residence Guide and Terms of the Guide remains pending as the tenure of the present guide is not over yet.

#### **9. Course Completion Certificate**

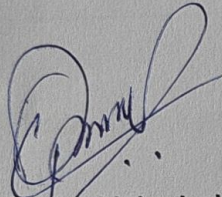
It was decided that like last year the graduating students be given a Course Completion Testimonial / Certificate as soon as their result gets declared and have them mailed to them since this year too, their valedictory programme could not be held physically due to the pandemic.



### III. Notes

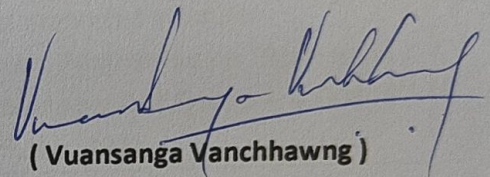
- The meeting adjourned at 4:00 PM in the afternoon.
- The date and time of next IQAC meeting remained undecided due to the unpredictable situation during the pandemic.

The meeting ended with a feeling of having acquired some accomplishment and the Chairman of the IQAC expressed his gratitude and informed the members to reorient themselves based on the changing demands of the situation even during the pandemic while encouraging everyone to look forward with optimism. Mr. Benjamin Lalnunfima closed the meeting with a word of prayer.



( Dr. John C. Laldusaka )

Coordinator  
IQAC, HATIM  
Lunglei



( Vuansanga Vanchhawng )

Chairman, IQAC  
Principal  
Higher And Technical Institute, Mizoram (HATIM)  
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