

**HIGHER AND TECHNICAL INSTITUTE MIZORAM (HATIM)  
INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING MINUTE  
Meeting Minute Ref. No: IQAC/MM\_02/22**

**Date: 24<sup>th</sup> May, 2022; Tuesday**

**Time: 11:00 AM (Forenoon) to 2:00 PM**

**Venue: Committee Hall, Baptist Church of Mizoram (BCM) Headquarters Office Building,  
Serkawn**

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 | K. Lalmuanpuia        | Asst. Coordinator, IQAC; Asst. Prof, Dept. of Computer Sciences |
| 5 | Benjamin Lalnunfima   | Member, IQAC; HoD, Dept. of History                             |
| 6 | Lalrokhawma           | Member, IQAC; Librarian, Non-Teaching Staff Representative      |
| 7 | PC. Lalbiakdika       | Member, IQAC; Section Officer, Administration Section           |
| 8 | H. Lalrinawma         | Asst. Coordinator, IQAC; Asst. Prof, Dept. of Computer Sciences |
| 9 | Prof. Lalmangaihi     | Society Representative,   |

Members from BCM\* – Headquarters present for the meeting

- |   |                      |   |
|---|----------------------|---|
| 1 | Rev. R. Lalbiakliana | General Secretary, BCM                        |
| 2 | Rev R. Lalnunzira    | Associate General Secretary, i/c Service, BCM |
| 2 | Rev. L. Vanlalsanga  | Director, Education Department, BCM           |

\*Baptist Church of Mizoram

**Members Absent**

- |    |                               |   |
|----|-------------------------------|---|
| 1  | HT Zuali                      | Member, IQAC; HoD, Dept. of English           |
| 2  | Rosangliana Khiangte          | Member, IQAC; HoD, Dept. of Social Work       |
| 3  | Mrs. Lalrammuanpuii Tochwawng | HOD, Dept. of Psychology                      |
| 4  | F. Lalnuntluangi              | HOD, Dept. of Education                       |
| 5. | Vice President                | HATIM Student Council (Due to Semester Exams) |

\*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 present. He expresses



his heartfelt gratitude towards God for enabling and guidance throughout the year. The Chairman mentioned the importance of the meeting as it is the first time that the institution under the Education Department of the BCM has had the opportunity to talk to the Head of Office of the BCM Headquarters. He also mentioned that it would be imperative for our church leaders to have the essential information on the importance of NAAC Accreditation and also the role of IQAC in the process of NAAC - Accreditation.

## **Order of Business**

### **I. Principal's Introduction**

- a) The principal introduces the members present representing the institution to the Head of Offices and vice versa.
- b) He then introduces the concept and importance of IQAC and NAAC Accreditation
- c) Explained the Guidelines of both NAAC and University Grant Commission (UGC) and how important it is to follow these guidelines for recognition.

The main objective of the meeting, said the principal, is to understand the importance of NAAC – Accreditation and make the same known to the Head of Offices. The reason is that being under the Baptist Church of Mizoram, our Heads of Offices in the Headquarters need to understand the secular nature of the institution and how they can support us in the management process and help us administer the institution for growth and development.

He also introduces the Society Representative Member, Prof. Lalmangaihi (Retired) as an expert in the knowledge of NAAC - Accreditation and IQAC Functions.

### **II. AGENDAS/ SUGGESTIONS / TOPICS FOR DISCUSSION WITH THE BCM LEADERS**

#### **1. AGENDAS / SUGGESTIONS**

The following are the proposed SUGGESTION in the meeting:

- i) NAAC Accreditation and UGC Guidelines
- ii) To follow the latest UGC rules for Recruitment of Assistant Professor
- iii) To make a proper system for Career Advancement Scheme based on UGC Guidelines.

- iv) To include **Three Members** of the IQAC of the institute as co-opted members in the BCM – Education Committee (BCM Headquarters) whenever and wherever the agendas of the Education Committee are related to the institution – HATIM
- v) To upgrade the pay level of Assistant Professor from Level 9 to Level 10 for ENTRY LEVEL as per the UGC Guidelines.
- vi) To give Autonomy in certain areas to the HATIM Society as is registered under the name “Higher and Technical Education” under the aegis of BCM to look after the College Administration and Management as per the UGC Guidelines.

All the above agendas are made under the recommendation of the Council Body and IQAC based on meeting the Criteria for NAAC accreditation and UGC guidelines.

## 2. RESOLUTIONS

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

### *ij) NAAC Accreditation and UGC Guidelines*

The principal briefly explained the important information on NAAC and the requirements to get accredited. He also informed the meeting members, mostly directing towards the BCM Leaders about UGC and NAAC guidelines. From the discussion exchange that took place among the members, it was clear that the BCM Leaders were not aware of the same including the role of IQAC in an institution. Though, the BCM Leaders were not aware of the importance of accreditation, however, the discussions exchanged help them to understand and respond positively towards the inputs given to them in the meeting.

It was decided that the information received be put up to the education committee of the BCM and wait for the education committee to get back to the IQAC of HATIM.

### *ii) To follow the latest UGC rules for Recruitment of Assistant Professor*

The IQAC proposed that the present BCM rules for recruitment of Assistant Professor though minimally sufficient should be per the UGC rules for recruitment, which are

- a) A Master's degree with 55% marks from a reputed Indian college or university.
- b) OR PhD Degree in a concerned subject from an Indian university. (Desirable but not mandatory)
- c) A candidate must have cleared the NET qualification conducted by UGC or CSIR.
- d) Pay Level 10 as Entry Level for Direct Recruitment.
- e) A separate selection committee must be formed or either the BCM Selection Panel must contain atleast one subject expert and a nominee from the affiliated University as suggested by the UGC rules/regulations.
- f) No age bar or no upper age limit for applicants applying for the post of vacant Assistant professor post

The BCM leaders informed the committee that the first three points were already implemented while the other may be put to a higher committee for discussion.

The IQAC committee decided to wait for the BCM – Education Committee and Administrative Committee.

- iii) ***To make a proper system for Career Advancement Scheme (CAS) based on UGC Guidelines.*** The committee decided to, under the advisement of the Church Leaders, translate the UGC existing CAS in local language (MIZO) so that the leaders may put up the proposed CAS in the higher Assembly Meeting and incorporate it into the existing BCM Rules for HATIM specifically if passed or accepted.
- iv) ***To include Three Members of the IQAC of the institute as co-opted members in the BCM – Education Committee (BCM Headquarters) whenever and wherever the agendas of the Education Committee are related to the institution – HATIM.*** After much discussion with the church leaders, it was agreed upon to allow one or two only as per need of the agenda related to the institution – HATIM.
- v) ***To upgrade the pay level of Assistant Professor from Level 9 to Level 10 for ENTRY LEVEL as per the UGC Guidelines.*** It was decided after much deliberation for the need to upgrade, that the IQAC Cell will wait for the Next BCM – Assembly for discussion and deliberation. This is because any change in the existing rules of the BCM needs to be passed by the highest assembly meeting.

- vi) **To give Autonomy in certain areas to the HATIM Society as is registered under the name "Higher and Technical Education" under the aegis of BCM to look after the College Administration and Management as per the UGC Guidelines.** The Committee realized after the discussion that this is not possible as per the existing BCM Rules draft. As the Baptist Church of Mizoram has a centralized form of government for management under its Education Department, it is not feasible to change the operation process of a single unit as it will affect all the other numerous educational institutions established under the same department.

However, the internal management in academics development shall remain with the college.

- vii) **Observation of 68th National Wild Life Week.** As per a call received from the Lunglei Forest Division with a request to organise an interactive session with the students of the college students, the committee decided that the IQAC will respond with a positive answer and see to the fruition of organizing the event as per requirement. The event is to be held to aware the students of HATIM on *Climate change and Wild Life Conservation* specifically.
- viii) **Workshop on Vigilance Awareness:** As per the information received from the principal over the phone from the Mizoram Rural Bank, Regional Office , **Lunglei** regarding their interest to organise a workshop on Vigilance Awareness for the student of HATIM, the committee decided that the IQAC will contact, arrange and do the needful for the same.

### 3. NOTES:

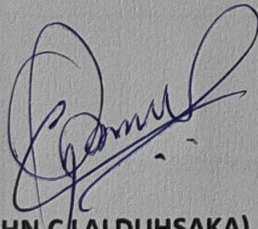
- i) In all the discussion with the BCM leaders our society representative informed them that the BCM Rules need not change much as it already has a sound rules and regulations for the management of the institution. However, she mentions that it is imperative for our church leaders to realise that like any government or state college there are two governing bodies: - the affiliated University which is manage under the UGC rules and regulations and the state government. In the case of HATIM, it is the Mizoram University and the Baptist Church of Mizoram.

Therefore, the BCM must act as a state would have for its institution while promoting the following:

- a) Through quality recruitment process teachers must be recruited.
- b) Through CAS quality must be maintained
- c) Allowances for teachers ( conditional )

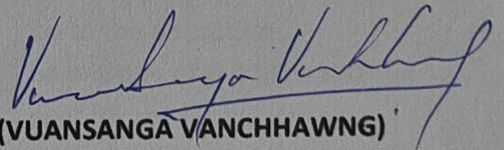
She also mentions the need on the part of the church leaders that HATIM is a college, unlike all other schools that the BCM under its wing. There are many factors that the BCM Leaders need to consider if quality is to be maintained in the institution, which may be worked upon with the help of the IQAC of HATIM together.

- ii) As requested by the Church Leaders, the IQAC was advised to make all that is required of the BCM to consider and highlight them in points, and make a proposal document in the local language (MIZO) so that the IQAC Suggestions be put up and submitted to the BCM Education Committee for perusal.
- iii) The IQAC was also requested to make a draft proposal of, in local language, the CAS system so that it would be easier for the BCM – Education committee to forward it to the higher committee of the BCM- as it involves changes in the core structure of BCM Pay Rules.
- iv) The meeting adjourned at 2:00 PM in the afternoon



**(DR. JOHN C LALDUHSAKA)**

Coordinator  
IQAC, HATIM  
Lunglei



**(VUANSANGA VANCHHAWNG)**

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