



HIGHER AND TECHNICAL INSTITUTE, MIZORAM
EXAMINATION MODERATION BOARD
CHANMARI, LUNGLEI-796701, MIZORAM

Romans 11:36
Motto: Seek. Share. Serve

Phone: 0372-2323509
e-mail: hatimoffice@gmail.com

MEETING MINUTES

Date : 15th October, 2018 (Monday) @ 1:00-2:30 PM
Venue : Deans Room, HATIM
Member Present: 1. Mr. K.Lalmuanpuia, Convener
2. Ms. Vankhawpuimawii Pachuau, Dept. of Commerce
3. Mr. Benjamin Lalnunfima, Dept. of English
4. Mr. R.Vanlalawmpuia, Dept of Computer Sciences
5. Mr. Rosangliana Kiangte, Dept. of Social Work
6. Mr. C.Lalruatkima, Asst. Librarian
7. Mr. P.C Lalbiakdika, Administrative Staff

The Examination Moderation Board has made the following proposals and decisions:

1. **NEW PORTAL FOR UPLOADING PRACTICAL & INTERNAL MARKS TO MZU:** We had listened detail reports and demonstrations from PC Lalbiakdika (LDC) and C.Lalruatkima (Asst. Librarian), those who recently attended the "Workshop on Sensitization on entry of Practical and Internal Marks", organized by Mizoram University. Since it may be used new Portal to entry Practical Marks and Internal Marks from this coming University Examination, it was decided the following dates:
 - a) 29th October, 2018: To be put up on the Notice Board.
 - b) 29th Oct – 3rd Nov, 2018: Verification period for student.
 - c) 6th – 13th November, 2018: Entry into Portal by concern person.
2. **CONTINUOUS INTERNAL ASSESMENT SYSTEM:** After a long discussion on this issue and knowing that it can also affect our usual practice (like Internal Examination), the committee decided to take the opinion of other teachers from each department. And it was also suggested to study how other colleges implementing this system. After which, the committee will discuss again and make decision for the best possible outcome.
3. **RESULT DECLARATION OF 2nd INTERNAL EXAMINATION:** It was proposed to declare the Result of 2nd Internal Examination on 24th October, 2018 (Wednesday), last period. Since the College Annual Sports Week will start right after the exam is over, it may not be possible for the teacher to check answer paper properly. Therefore, the committee decided to postpone a bit for declaration of result.

EXAMINATION MODERATION BOARD, HATIM

4. **STUDY LEAVE FOR THIS COMING UNIVERSITY EXAMINATION:** After elaborating about the study leave, the committee decided to propose study leave to begin from 30th October, 2018 (Tuesday).
5. **EXAMINATION HALL:** The committee decided to use **AUDITORIUM** as an Examination Hall as the previous university exams. Therefore, Seat arrangement will be done on 29rd November, 2018 (Monday) Afternoon.
6. **INVIGILATION ROSTER:** The committee appointed **R.Vanlalawmpuia** (Sir Puitea) to work-out the Invigilation Roster in consultation with the department in-charge from each department as soon as possible.
7. **PROPOSAL OF OFFICIAL APPOINTMENT OF C.LALRUATKIMA:** Due to further studies, one of the committee members **C.LALROKHAWMA** (Librarian) was replaced by **C.LALRUATKIMA** (Asst. Librarian) for more than a year. The committee recommended giving official appointment of **C.LALRUATKIMA** as a member of Examination Moderation Board by the concern authority.
8. **STEEL ALMIRAH (SMALL SIZE):** The committee felt the needs of Almirah to keep safe all the examination materials (*like Mini Sewing Machine, Laminated Envelope, Glue, Thread, Cello tape, Cutter, Date Stamp, Staple machine, Tin bow, Sealing Lac, A4 Paper, Permanent Marker, etc.*), It was decided to ask the authority to buy a small Almirah for this purpose.
9. **ANNUAL COLLEGE SPORTS WEEK:** As a committee, we expressed our feelings and ideas about the dates of College Sports Week this year. We all agreed that it will be wise to have Sports Week when the University Exams is not so closed in the years to come, even if it is ODD Semester or EVEN Semester.

(K.LALMUANPUIA)

Convener

Examination Moderation Board, HATIM

Copy to:

- 1) The Principal, HATIM
- 2) Members, Examination Moderation Committee
- ✓ 3) Guard File

(K.LALMUANPUIA)

Convener

Examination Moderation Board, HATIM

EXAMINATION MODERATION BOARD, HATIM



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15th October, 2018

**DUTIES AND RESPONSIBILITIES OF INVIGILATORS:
(During University Examination)**

- 1) **Fifteen (15) minutes** before the commencement of the examination, student should enter the examination hall. Question paper will be distributed to the candidates **Five (5) minutes** prior to commencement of exam to give them time for reading the question papers.
- 2) If **Admit Card** is left at home/residence by the candidate, the candidate may be admitted provisionally and asked to produce the Card in the next exam without fail. If lost, fresh/duplicate Admit card may be issued.
- 3) It is the duty of an Invigilator to **check particulars written by candidates** on the answer books meticulously and make correction if necessary. **Only after such careful check, the invigilator should append his/her signature.**
- 4) Invigilators must not engage in **reading of books, newspaper, etc.**
- 5) **Mobile phone** should also be put in a **silent mode.**
- 6) Immediately after examination of any subject is over, **Answer script must be arranged according to Roll Numbers** of the candidates and submit to the examination in-charge. **All the Invigilators are requested to stay until checking and packing of answer script is done.**
- 7) It is the duty of Invigilator to take steps for **preventing and detection of unfair practices** by the candidates. If detected any such cases, It shall be their duty to report to the Centre Superintendent (i.e. Principal)
- 8) **Seat arrangement** will be made by invigilators each day because it will be varying each day.
- 9) **Morning devotion** will start from **8:30 am** and end by **8:40 am** (or 8:45 am at the most).

Vine 15/10/18.
(K.LALMUANPUIA)

Convener, Examination Moderation
Committee: HATIM

EXAMINATION MODERATION COMMITTEE, HATIM

21/06/2024 17:36

HIGHER AND TECHNICAL INSTITUTE, MIZORAM
EXAMINATION MODERATION BOARD
 INVIGILATION ROSTER during University Examination: NOVEMBER, 2018

DATE	COURSE	SEM	PRACTICAL Subject/Paper	No. of Std	INVIGILATORS
31/10/2018 (Wednesday)	BSW	I	Viva Voce	23	1. Rosangliana Khiangte 2. RTC Lalremruata
		III	Viva Voce	23	
01/11/2018 (Thursday)	BSW	V	Viva Voce	22	1. Rosangliana Khiangte 2. RTC Lalremruata 3. Dr.C Lalenzama
02/11/2018 (Friday)	BSW	I	Field Practicum Presentation	23	ALL FACULTY from Social Work Department
	B.Com	I	CAB (Forenoon)	26	1. Vuansanga Vanchhawng 2. Vanlalnghaka Hnamte
		V	Internet & www (Afternoon)	29	1. Laldinkimi Khiangte 2. Vanlalnghaka Hnamte

DATE	COURSE	SEM	SUBJECT/PAPER			
			FORENOON (09:00 AM – 12:00 PM)	No. of Std	AFTERNOON (01:00 PM – 04:00 PM)	No. of Std
05/11/2018 (Monday)	BA	I	English-I	23	FIELD PRACTICUM PRESENTATION of III-Semester, BSW may still continue in the afternoon	
	B.Com	I	General English	26		
	BCA	V	SPM	14		
	BSW	III	Field Practicum Presentation	23		
				TOTAL		
			INVIGILATORS: 1. Samuel Malsawmkima 2. Janet Lawmsangzuali 3. H.Lalrinawma 4. K.Lalmuanpuia 5. R.Lalnunthara 6. Vuansanga Vanchhawng * All Faculty from Social Work Dept			
06/11/2018 (Tuesday)	BA	V	English-V (Drama-I)	20	MIL-III (Mizo)	25
	B.Com	V	Business Economics	29	MIL-III (Mizo)	22
	BCA	I	Mathematics-I	21		
	BSW	V	Field Practicum Presentation	22		
				TOTAL	92	TOTAL
			INVIGILATORS: 1. H.T Zuali 2. Janet Lawmsangzuali 3. Joseph Lalhunmawia 4. H.Lalruatkima 5. Laldinkimi Khiangte 6. Vankhawpuimawii Pachuau * All faculty from Social Work Dept.		INVIGILATORS: 1. Remruatpuii 2. Janet Lawmsangzuali 3. R.Lalnunthara 4. Ramnundanga	

23/11/2018 (Friday)	BA	I	History-I	23	NO EXAM in the AFTERNOON	
	B.Com	III	Business Regulatory Frameworks	22		
	BCA	V	E-Governance	14		
				TOTAL		59
	INVIGILATORS: 1. Samuel Malsawmkima 2. H.T Zuali 3. R.Lalruatfela 4. K.Lalmuanpuia 5. Ramnundanga 6. Laldinkimi Kiangte					

BACHELOR OF COMPUTER APPLICATIONS (BCA)
Revised ROUTINE of PRACTICAL EXAMINATION - DEC, 2018

Time: (09:00 AM - 12:00 Noon)					
DATE	COURSE	SEM	PRACTICAL Subject/Paper	No.of Std	Invigilators
03/12/2018 (Monday)	BCA	I	PC Applications & Internet Technology	13	K.Lalmuanpuia
04/12/2018 (Tuesday)	BCA	V	Assembly Language Programming	14	Joseph Lalhunmawia
05/12/2018 (Wednesday)	BCA	III	Unix and Shell Programming	11	R.Lalruatfela
06/12/2018 (Thursday)	BCA	I	C-Programming	13	R.Lalruatfela
07/12/2018 (Friday)	BCA	V	Java Programming	14	Joseph L Pachauu
SATURDAY & SUNDAY					
10/12/2018 (Monday)	BCA	III	C++ Programming	11	H.Lalruatkima

Copy to:

1. Principal
2. All HOD's
3. C.Lalruatkima, Examination in-charge
4. Transport Committee, HATIM
5. Administrative Staff/Office


 EXAMINATION MODERATION BOARD
 HATIM, LUNGLEI