



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

Romans 11:36  
Motto: Seek. Share. Serve

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

### MEETING MINUTES

**Date** : 16<sup>th</sup> October, 2019 (Wednesday) @ 2:00-3:00 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. R.Lallianzela, Dept. of Social Work  
6. Mr. C.Lalruatkima, Asst. Librarian  
7. Mr. PC Lalbiakdika, Administrative Staff

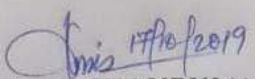
The Examination Moderation Board has made the following decisions:

#### WITH REGARD TO INTERNAL EXAMINATION:

1. **EXPECTATION MARKS:** It was decided that Student's Expectation Marks should no longer be submitted to the Administrative section. If any teacher wants to continue, they should conduct by themselves in their conveniences.
2. **SAME QUESTION FORMAT:** It was also resolved to implement having the same format for Internal Question paper from the next internal examination, i.e. ODD Semester, 2019. The committee also entrust **Mr. PC Lalbiakdika** to come up with the design for it.
3. **RESULT DECLARATION:** 2<sup>nd</sup> Internal Examination Result which was held on October 2019 will be declared on the **last period of Monday** (i.e. 18/Oct/2019). The committee also decided that in order to manage time well, giving comments from all Head of Department should not be make it compulsory because concern teacher already addressed in the classroom during distribution of answer papers.
4. **SUMMARY OF RESULT:** It was also resolved to implement Summary of Result from this Internal Result declaration (i.e. October, 2019), in which summary reports of each department such as No. of Students, No. of Passed/Failed, Passed/Failed Percentage, No. of absentees, Division, etc. can be seen easily.

WITH REGARD TO UNIVERSITY EXAMINATION:

1. **VERIFICATION OF UNIVERSITY INTERNAL MARKS:** Internal Marks for University Examination has to be verified by the students. Therefore, all the teacher/faculty are informed and requested to prepare and ready their Internal marks **within this month i.e., October 2019**. It will be put up on the notice board **on or before 1<sup>st</sup> November, 2019 (Friday)**. If there is any discrepancy from the students, it will be reported to the concern teacher and Head of Department within one week, (i.e., upto 8/November/2019).
2. **PACKING AND DISPATCH OF ANSWERS SCRIPT:** It has been observed that during every University examination, packing and Dispatch of Answerscript to the Mizoram University needs to be done in more secure and systematic way. Therefore, the committee proposed **Mr.C.Lalruatkima (Asst.Librarian)** and **C.Lalremtluangi (Office Staff)** to be responsible for taking care of the finished Answer script. The committee also recommended seeing the availability of funds it would be appreciated to make special remuneration for them as well.
3. **CHECK-LIST FOR UNIVERSITY QUESTIONS:** Examination in-charge from each department should prepare Check-list for their department in order to ensure that all the Question papers that come from MZU are delivered and received correctly. The check-list must clearly indicate which elective papers are opted for our department/college. They should submit to **Mr. PC Lalbiakdika (Admin. Staff)** as early as possible or within this month.
4. **REMUNERATION OF INVIGILATION DUTY:** In consultation with the authority, the committee decided to see the feasibility to increase the remuneration of invigilation duty. For this purpose, department representative would first calculate the amount of money they would spend in this coming University examination and then compare with the amount of contribution for the Centre fees.

  
(K.LALMUANPUIA)

Convener

Examination Moderation Board, HATIM

EXAMINATION MODERATION BOARD, HATIM

HIGHER AND TECHNICAL INSTITUTE, MIZORAM  
**EXAMINATION MODERATION COMMITTEE**  
 University Examination: ODD Semester BCA (Nov - Dec, 2019)  
**INVIGILATION ROSTER**

DATE		SEM	Subject Code	Subject Name	Invigilators	
11-Nov-19	Mon	I	BCA/1/CC/02 BCA102	Basic Mathematics/ Maths-I (Bridge)	Joseph Lalhunmawia	H.Lalrinawma
13-Nov-19	Wed	III	BCA304	C++ Programming	H.Lalruatkima	R.Lalruatfela
14-Nov-19	Thu	V	BCA503	Microprocessor	H.Lalrinawma	R.Vanlalawmpuia
15-Nov-19	Fri	I	BCA/1/CC/04	DCF	K.Lalmuanpuia	H.Lalruatkima
18-Nov-19	Mon	V	BCA5E1	e-Governance	R.Lalruatfela	R.Vanlalawmpuia
19-Nov-19	Tue	III	BCA305	COA	H.Lalrinawma	H.Lalruatkima
20-Nov-19	Wed	I	BCA/1/CC/03	IIT	Joseph Lalhunmawia	K.Lalmuanpuia
21-Nov-19	Thu	V	BCA501	Java Programming	K.Lalmuanpuia	R.Lalruatfela
22-Nov-19	Fri	III	BCA303	Operating Systems	R.Vanlalawmpuia	H.Lalruatkima
25-Nov-19	Mon	<i>only for REPEATER (C Programming)</i>			Joseph Lalhunmawia	R.Lalruatfela
26-Nov-19	Tue	III	BCA302	Mathematics-III	R.Lalruatfela	Joseph Lalhunmawia
27-Nov-19	Wed	V	BCA504	SPM	Joseph Lalhunmawia	K.Lalmuanpuia
28-Nov-19	Thu	I	BCA/1/CC/01	EL & CS	K.Lalmuanpuia	H.Lalrinawma
29-Nov-19	Fri	III	BCA301	MIS	H.Lalrinawma	R.Vanlalawmpuia
02-Dec-19	Mon	V	BCA502	Computer Graphics	H.Lalruatkima	H.Lalrinawma
<b>PRACTICAL EXAMINATION</b> (9:00 AM - 12:00 Noon)						
03-Dec-19	Tue	I	BCA/1/CC/05	PC & IT	K.Lalmuanpuia	
04-Dec-19	Wed	III	BCA304P	C++ Prog.	R.Lalruatfela	
05-Dec-19	Thu	V	BCA501P	Java Prog.	R.Vanlalawmpuia	
06-Dec-19	Fri	I	BCA/1/CC/06	Office Auto Lab.	R.Lalruatfela	
09-Dec-19	Mon	V	BCA503P	ALP	H.Lalruatkima	
10-Dec-19	Tue	III	BCA303P	UNIX	H.Lalrinawma	

*Ami 3/12/19*  
**CONVENER**

**EXAMINATION MODERATION COMMITTEE**

21/06/2024 17:38