

HIGHER AND TECHNICAL INSTITUTE, MIZORAM  
KAWMZAWL, LUNGLEI, MIZORAM – 796691



MINUTE OF 1st MEETING BOE 2022 - 2023

**Place:** Principal's room, HATIM.

**Time:** Aug 3, 2022, Wednesday, 11:00 AM

**Members Present:-**

1. Vuansanga Vanchhawng
2. Samuel Malsawmkima
3. R. Lalnunthara
4. H. Lalruatkima
5. Hannah Lalnunpuii Khiangte
6. RTC. Lalremruata
7. R. Lalruatfela
8. PC. Lalbiakdika

**Members Absent:-**

1. H. Lalrinawma
2. C. Lalrinsangi

**COMMENCEMENT:** Mr. Samuel Malsawmkima read the Bible verse, James 1:5, and committed the meeting to God with a prayer. The meeting commenced.

**AGENDA :**

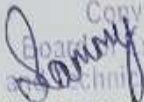
1. Appointment of Secretary.
2. Appointment of Assistant Convener.
3. Appointment of representatives from each academic department.
4. Approval of tentative dates for CAs.
5. Appointment of Officer-In-Charge of examination.
6. Maintenance of Exam finance account.
7. End-Semester University Exam Invigilation.
8. Announcement of CA results.


**RESOLUTIONS:-** After extensive discussion, the following resolutions were made by the committee.

1. Appointment of Secretary: The committee agreed to propose Mr. RTC. Lalremruata as the secretary of BOE. The proposal will be made to the Council Body for approval.
2. Appointment of Assistant Convener: The committee agreed to propose the appointment of Assistant Convener to the Council Body.
3. The committee agreed to propose the appointment of one (1) representative from each academic department. The proposal will be made to the Council Body for approval.
4. The tentative dates for 1st CA i.e. 22<sup>nd</sup> – 26<sup>th</sup> August, 2022 and 2nd CA i.e. 3<sup>rd</sup> – 7<sup>th</sup> October, 2022 are approved.
5. The committee agree to propose Mr. C. Lalruatkima (Assistant Librarian) as the Officer In-charge of examination. It is further agreed that the Officer In-charge will be included as member in BOE.
6. The Committee agreed to propose the appointment of financial manager to maintain finance account. The proposal will be made to Council body for approval and the appointment of the manager.
7. The committee agreed that the End-Semester University Exam Invigilation duty will be prepared by the convener of BOE in consultation with University rules and regulations.
8. The committee agreed to the declaration of CA results which will be held at HATIM Auditorium. The convener of BOE will declare the result. The result declaration will include the first to third rank holders from

each academic department. The top three rank holders from each academic department will be given complimentary gifts. The person(s) in-charge will be appointed by the committee.

**CONCLUSION:** The meeting was concluded with a prayer by Mrs. Hannah Lalnunpuii Kiangte.

Sd/   
Convener,  
Board of Examination  
Higher and Technical Institute, Mizoram  
**(SAMUEL MALSAWMKIMA)**  
Convener,  
Board of Examination (BOE)

Sd/   
**(RTC.LALREMRUATA)**  
Secretary,  
Board of Examination  
Higher and Technical Institute, Mizoram  
Board of Examination (BOE)

HIGHER AND TECHNICAL INSTITUTE, MIZORAM  
KAWMZAWL, LUNGLEI, MIZORAM – 796691



MINUTE OF 2<sup>nd</sup> MEETING BOE 2022 - 2023

Place: Principal's room, HATIM.

Time: Aug 17, 2022, Wednesday, 11:00 AM

**Members Present:-**

1. Vuansanga Vanchhawng
2. Samuel Malsawmkima
3. R. Lalnunthara
4. Hannah Lalnunpuii Kiangte
5. RTC. Lalremruata
6. H.Lalrinawma
7. Vanlalkimliani
8. Rinmuanawmi
9. T.Lalsiamkimi
10. Zosangzuali Hrahse

**Members Absent:-**

1. C. Lalrinsang
2. PC. Lalbiakdika
3. C. Lalruatkima

**COMMENCEMENT:** Mr. Samuel Malsawmkima read the Bible verse, Galatians 6:9, and committed the meeting to God with a prayer. The meeting commenced.


**AGENDA :**

1. Hand-over/confirmation of charges to the new posts recently approved by the Council Body (Asst. Convener, Officer-in-charge, Financial Manager, Secretary).
2. Conduct of 1st Continuous Assessment.
3. Appointment of in-charges for procuring complimentary gifts for top 3 position holders at the 1st CA.
4. Compilation of 1st CA results.

**RESOLUTIONS:-** After extensive discussion, the following resolutions were made through consensus.

1. The committee confirm the position of the newly appointed members. The following in-charge will start to function on the day of confirmation.
  - Asst. Convener: H.Lalrinawma
  - Officer-in-charge: C.Lalruatkima
  - Financial Manager: Vanlalkimliani
  - Secretary: RTC.Lalremruata
2. The Photocopying of question papers shall be done in the library. The expense will be borne by the BOE. Seat arrangement shall be done by grouping students from separate semesters in each classroom. The final instructions will be prepared by the convener in consultation with the members of BOE.
3. The Committee appointed the in-charges of procuring Complimentary gift for top 3 position holders in CA. The fund allocated for procurement will be decided by the following in-charges.
  - Ms.Vanlalkimliani
  - Ms. Rinmuanawmi.
4. The compilation of the results will be done by the examination in-charge from each department.

**CONCLUSION:** The meeting was concluded with a prayer by Mr. H. Lalrinawma.

Sd/-   
Convener,  
Board of Examination (BOE)  
Higher and Technical Institute, Mizoram

Sd/-   
Secretary  
Board of Examination (BOE)  
Higher and Technical Institute, Mizoram