

**HIGHER AND TECHNICAL INSTITUTE, MIZORAM**  
**3rd MEETING MINUTE OF BOARD OF EXAMINATIONS (BOE)**

<i>Date</i>	:	<i>22<sup>nd</sup> March 2023 (Wednesday)</i>
<i>Time</i>	:	<i>12:00 Noon</i>
<i>Place</i>	:	<i>Principal's office, HATIM.</i>
<i>Chairman</i>	:	<i>Samuel Malsawmkima</i>
<i>Minute Secretary</i>	:	<i>RTC.Lalremruata</i>
<i>Member Present</i>	:	<i>11 Members</i>

**Members Present:**

- |     |                            |                          |
|-----|----------------------------|--------------------------|
| 1.  | Samuel Malsawmkima         | Convener, BOE            |
| 2.  | RTC. Lalremruata           | Secretary, BOE           |
| 3.  | Hannah Lalnunpuii Khiangte | Member, BOE              |
| 4.  | Vanlalkimliani             | Financial Manager, BOE   |
| 5.  | Rinmuanawmi                | Member, BOE              |
| 6.  | Zosangzuali                | Member, BOE              |
| 7.  | C. Lalrinsangi             | Member, BOE              |
| 8.  | PC.Lalbiakdika             | Member, BOE              |
| 9.  | F.Lalnuntluangi            | Member, BOE              |
| 10. | B.Lallianngura             | Member, BOE              |
| 11. | VuansangaVanchhawng        | Principal and Ex-officio |

**Members Absent:**

- |    |                |                               |
|----|----------------|-------------------------------|
| 1. | R. Lalnunthara | Vice Principal and ex-officio |
| 2. | H.Lalrinawma   | Asst. Convener, BOE           |
| 3. | C.Lalruatkima  | Officer-in-charge             |

**COMMENCEMENT:** The Convener, Mr. Samuel Malsawmkima, committed the meeting to God in prayer, and the meeting commenced.

**AGENDAS AND RESOLUTIONS:**

**1. Rescheduling/postponement of the 2<sup>nd</sup> Continuous Assessment**

The committee decided that two papers will be written in one day (the morning and the afternoon) for the upcoming Second Continuous Assessment examination (even Semester, 2023) due to time constraints.

**2. Attendance Report and Consolidated internal mark submission**

The committee resolved that attendance report shall be submitted to Mr. Lalbiakdika (LDC) on or before Dt. 10<sup>th</sup> April 2023.

The Consolidated Internal Marks shall be submitted to Mr. Lalbiakdika (LDC) on or before Dt. 15<sup>th</sup> May 2023.

**3. Use of the same format for submission of internal marks.**

To compile the Consolidated Internal Mark, the committee decided to use a standard format. The format will be prepared and distributed by the Convener of BOE.

**4. Use of the same format for the compilation of Continuous Assessment Results**

The committee agreed to adopt a common format in the compilation of Continuous Assessment results. The BOE Convener will prepare and circulate the template.

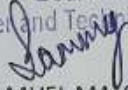
**5. Complimentary Gifts at the Continuous Assessment**

The committee reiterates its decision to give complimentary gifts to the top three rank holders from each academic department at the Continuous Assessment.

**AOB: 1) Submissions of Continuous Assessment questions to BOE.**

The committee approved following common format for submission of question papers for Continuous Assessment to the BOE Convener. The BOE will be responsible for creating the question format and printing the CA test questions. The invigilators will procure the questions from the BOE convener.

Upon the approval of the meeting minute, the meeting was adjourned with a word of prayer by F.Lalnuntluangi.

Convener  
Board of Examination  
Higher and Technical Institute, Mizoram  
  
(SAMUEL MALSAWMKIMA)  
CONVENER,  
BOARD OF EXAMINATION (BOE)  
HATIM

  
(RTC LALREMRUATA)  
SECRETARY  
Board of Examination  
Higher and Technical Institute, Mizoram  
BOARD OF EXAMINATION (BOE)  
HATIM

# BOARD OF EXAMINATIONS (BOE)

HIGHER AND TECHNICAL INSTITUTE, MIZORAM (HATIM)  
KAWMZAWL, LUNGLEI, MIZORAM – 796691



Date: 11<sup>th</sup> August 2023; Friday

Time: 11:00 A.M

Venue: Vice Principal's Office, HATIM.

## Members Present:-

1.	VuansangaVanchhawng	Principal, Ex-officio
2.	Samuel Malsawmkima	Convener, Representative - Dept of English
3.	RTC. Lalremruata	Secretary, Representative - Dept of Social Work
4.	Hannah LalnunpuiiKhangte	Vice Principal (interim), Ex-officio
5.	Vanlalkimliani	Financial Manager, Representative - Dept of Commerce
6.	Rinmuanawmi	Representative - Dept of Psychology
7.	Zosangzuali	Representative - Dept of History
8.	PC.Lalbiakdika	LDC
9.	F.Lalnuntluangi	Representative - Dept of Education
10.	H.Lalrinawma	Asst. Convener, Representative - Dept of Computer Sciences
11.	C.Lalruatkima	Officer-in-charge

The Board of Examination Meeting started with the welcome note from the Chair. Mr. Samuel Malsawmkima read the Bible verse, , and committed the meeting to God with a prayer. The meeting commenced.

## AGENDA:-

1. Appointment of Secretary.
2. Approval of the representative of the Department of Philosophy.
3. Continuous Assessment
4. University Examination Invigilation and remuneration.
5. Attendance report and eligibility.

## RESOLUTIONS: -

### 1. Appointment of Secretary:-

The Committee agreed that Mr. RTC. Lalremruata shall continue to be the Secretary, as appointed by the Academic Council. The same agreement applied for Mr. H. Lalrinawma and Miss Vanlalkimliani as the Assistant Convener and Financial Manager respectively, who had been appointed by the Academic Council as well.

### 2. Approval of the representative of the Department of Philosophy:-

The Committed agreed to the proposal from the Department of Philosophy that Miss Erika Zorinpuii shall be their department representative. However, the request for approval shall be forwarded to the Academic Council.

### 3. Venue of Continuous Assessments and University Examinations:-

The venue for both the Continuous Internal Assessments and the University End-Semester examinations shall be the classrooms in the new academic block.

#### 4. University Examination Invigilation and Remuneration.

- Invigilation roster will be prepared in accordance with Mizoram University Examination Guidelines.
- The invigilation remuneration for a theory paper is fixed at Rs. 300 and lunch worth Rs. 50 for each invigilator per paper. Lunch shall be procured by self from the cafeteria.
- The invigilation remuneration for a practical paper is fixed at Rs.500 only if the duration extends into the afternoon. However, it is to remain at Rs. 300 and lunch worth Rs. 50 if the duration does not extend beyond the usual exam duration (3 hours).
- The support staff will be provided with lunch worth Rs.50/-. Remuneration shall be given and the amount will be determined and fixed in consultation with the Financial Manager.

#### 5. Attendance report and eligibility:-

- Each academic department will prepare attendance report and submit to the concerned person.
- Eligibility criteria for appearing at the university examination shall be calculated per paper.
- The minimum eligibility criterion for appearing at the university examination is 75% attendance in each paper.
- Special consideration (grace) may be granted only to those students with valid document proofs/medical certificates and granted leave application letter, provided that they have minimum of 60% attendance. This consideration shall be done by each department.

AOB


#### 1. Complimentary Gifts

- The committee resolved to discontinue the practice of giving complimentary gifts to the top three rank holders in the Continuous Assessments.
- The 1st rank holders and students with SGPA of 8.5 and above in the university end-semester examination will be awarded with cash incentives. The amount shall be determined in the upcoming meeting of the BOE.

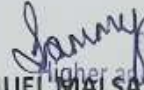
#### 2. Continuous Assessment Result Announcement

- Results of the Continuous Assessments will continue to be announced in which only the top three rank holders from each class will be announced.

As requested by the chairman, Miss. Zosangzuali Hrahsel offered a prayer, and the meeting adjourned at 3:00 PM.

Sd/-   
(RTC.LALREMRUATA)  
Secretary,  
Board of Examination (BOE)

Secretary  
Board of Examination  
Higher and Technical Institute, Mizoram

Sd/-   
(SAMUEL MALSAWMKIMA)  
Convener,  
Board of Examination (BOE)

Convener  
Board of Examination  
Higher and Technical Institute, Mizoram

# BOARD OF EXAMINATIONS (BOE)

HIGHER AND TECHNICAL INSTITUTE, MIZORAM (HATIM)

KAWMZAWL, LUNGLEI, MIZORAM – 796691



**Date:** 25<sup>th</sup> October 2023; Wednesday

**Time:** 12:00 Noon onwards

**Venue:** Vice Principal's Office, HATIM.

## **Members Present:**

1. Mr. Vuansanga Vanchhawng, Principal
2. Mr. R. Lalnunthara, Vice Principal
3. Mr. Samuel Malsawmkima, Assistant Professor, Department of English
4. Mr. H. Lalrinawma, Assistant Professor, Department of Computer Sciences
5. Mr. RTC. Lalremruata, Assistant Professor, Department of Social Work
6. Mrs. Hannah Lalnunpuii Khiangte, Assistant Professor, Department of English
7. Ms. Vanlalkimliani, Assistant Professor, Department of Commerce
8. Ms. Zosangzuali, Assistant Professor, Department of History
9. Ms. F. Lalnunluangi, Assistant Professor, Department of Education
10. Mr. C. Lalruatkima, Officer-in-charge

## **Members Absent:**

1. Ms. Rinmuanawmi, Assistant Professor, Department of Psychology
2. Mr. PC. Lalbiakdika, LDC

The Board of Examination Meeting started with a welcome note from the Chair. Mr. Samuel Malsawmkima read the Bible verse, Galatians 5:13-15, and committed the meeting to God with a prayer. The meeting commenced.

## **Order of Business**

### **Reports:**

1. Mr. RTC. Lalremruata (Secretary, BOE) reported on the accomplishments of the resolutions made in the previous meeting held on the 11<sup>th</sup> of August 2023.
2. Ms. Vanlalkimliani (Financial Manager, BOE) gave a detailed report on the BOE's financial transactions. It was further stated that the current balance was Rs.341890 at the time of the report.

### **AGENDAS:**

1. Instructions and guidelines for the conduct of the Semester Examination.
2. Instructions and guidelines for the Candidates of Semester examination.
3. Remuneration amount of support staff.
4. Value Added Course (VAC) Examination.
5. Consolidated Internal Marks Submission.
6. Venue of MZU Semester Examination.
7. Invigilation roster of Semester Examination.

## RESOLUTIONS:

### 1. Instructions and guidelines for the conduct of the Semester Examination:

It was decided that the Centre Superintendent will conduct an orientation on the examination instructions and guidelines for the invigilators on Dt. 3<sup>rd</sup> November, 2023 from 12:00 noon onwards.

### 2. Instructions and guidelines for the Candidates of Semester Examination:

An orientation program was resolved to be organized for all the candidates about the instructions and guidelines of the examination. It was decided that the orientation would be taken up by the respective departments at their convenience. The common instructions/guidelines would be prepared by the Secretary and Convener of BOE.

### 3. Remuneration amount of support staff.

It was decided that the amount of remuneration for the support staff in the semester examination is Rs.2000/- each. The amount is applicable only for the odd semester examination (November-December) 2023.

### 4. Value Added Course (VAC) Examination.

It was decided that the date of the VAC examination, as per the proposal of the course In-charges, is scheduled to be held on Dt. 30<sup>th</sup> October, 2023 in the Academic block 'C' (C-I, C-II & C-III). The paper checking fee is Rs.20/- per paper. The amount of invigilation remuneration would be the same as the external examination.

### 5. Consolidated Internal Marks Submission.

It was decided that the 10<sup>th</sup> of November 2023 would be the last date of submission of the consolidated internal mark. The Consolidated Internal Marks will be submitted to be Mr. PC. Lalbiakdika, LDC, HATIM.

### 6. Venue of MZU Semester Examination.

It was decided that the Semester Examination (November-December) 2023 will be held in the Auditorium and the Academic block 'C' (C-I, C-II & C-III). The seat allotment will be prepared by the Secretary and Convener of BOE.

### 7. Invigilation roster of Semester Examination.

It was decided that the invigilation roster for the Semester Examination (November-December) 2023 will be prepared by the Secretary in consultation with the Convener, BOE HATIM.

## Notes:

1. As requested by the chairman, Miss. Ludi Lalneihpuii offered a prayer and the meeting adjourned at 2:15 PM.
2. The date and time of the next Board of Examination meeting remain undecided.

Prepared by

Sd/-

(RTC.LALREMBUATA)

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

Approved by

Convener

Sd/-

(SAMUEL MALSAWMKIMA)

Convener,

Board of Examination (BOE)