

INSTITUTE OF ADVANCED STUDIES IN EDUCATION,
AIZAWL: MIZORAM



Compliance under section 4 (1) (b) of the Right
to Information Act, 2005

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1. The particulars of the Organization, Functions and Duties
2. The powers and Duties of its officers and employees
3. The procedure followed in the decision making process, including channels of supervision and accountability
4. The norms set by it for the discharge of its functions
5. The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions
6. A statement of the categories of documents that are held by it or under its control
7. The particulars of any arrangement that exists for consultation with, or representation by the Members of the public in relation to the formulation of its policy or implementation thereof
8. A statement of the boards, councils , committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public
9. A directory of its officers and employees
10. The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations
11. The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made
12. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes
13. Particulars of recipients of concessions, permits or authorizations granted by it
14. Details in respect of the information, available to or held by it, reduced in an electronic form
15. The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use
16. The names, designations and other particulars of the Public Information Officers
17. Such other information as may be prescribed

1. Particulars of the Organization, Function and Duties

Name of the Organization	Institute of Advanced Studies in Education (IASE)
Establishment	March, 1975
Address	Institute of Advanced Studies in Education, Republic Field Veng, Aizawl Pin: 796001
Contact	Mizoram, India Phone: (0389)2322211 Fax: (0389)2310565
Website	www.iasemz.edu.in

Functions:

IASE is committed to the cause of imparting quality teacher preparation for in-service and pre-service teachers and professionals for educational management and administration. The institution strives towards undertaking quality research and training to support the academic community. IASE functions to sustain quality in teacher education and to collaborate with agencies of education and maintain a strong linkage with other higher education institutions as well as the community. Following the recommendation of the Education Reforms Commission (ERC) of Mizoram (July 2010) for activating a B.Ed Multimode Programme to clear the backlog of untrained teachers in Secondary and Higher Secondary Schools, IASE had been assigned the key role in designing and formulating the special and Innovative Programme approved by NCTE and Mizoram University following the existing B.Ed. syllabus and scheme of examination. The institute added M.Phil. and Ph.D. courses from 2019 to become the first institution under the state government to offer such courses. Consultancy Services are provided on demand.

2. Powers and Duties of its officers and employees

Staff	Duties
Teaching Faculties	Teaching and learning duties, extension services, consultancy services, Assessment and Evaluation of Theoretical and Practical components, Research Guidance Mentoring etc.
Non Teaching (Library)	Overall in-house operations of the library. The librarian is also responsible for organization of orientation programmes for newly admitted students. All work related to efficient maintenance and management of a Library
Non-Teaching Staff (Establishment)	UDC and LDC are responsible for executing overall administrative work and correspondence. Cinema operator and Lab assistants are in-charge of issues relating to ICT technicality. IV Grade workers are allotted duties supportive of all other daily office duties on the line of their engagement.

3. The procedure followed in the decision making process, including channels of supervision and accountability.

All decision-making processes regarding the operations (academic and administrative) of the Institution are discussed in the meetings of the Faculty, Board of Governors Meetings, Programme Monitoring Unit, IQAC, Building Committee, Planning Board, Purchase Committee, , Examination and Screening Committee, and Meetings of the Cells and bodies, where the issues are deliberated and final decisions taken.

The Institute is accountable to the Directorate and Secretariat of Higher & Technical Education, Govt. of Mizoram to whom weekly, monthly and annual reports are submitted.

4. The norms set by it for the discharge of its functions.

The Institute functions strictly along the lines of Norms, Rules and Regulations set forth by National Council for Teacher Education (NCTE) and the University Grants Commission (UGC). It is also regulated by the norms set forth by Mizoram University and the Department of Higher & Technical Education, Govt. of Mizoram.

5. The rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its function.

The rules, regulations, instructions and 'Codes of Conduct' to be followed and strictly complied to are available at the institutions website <https://iasemz.edu.in/page/rules-and-regulations>. These are also available in printed book form distributed to all stakeholders.

6. A statement of the categories of documents that are held by it or under control

The following documents and files are held and maintain by the Institution:

I. National Level Correspondence

Sl. No.	Name of File/Documents	File No.
1.	NCTE	A.23025/1/2015-EDC (IASE)
2.	NCERT	A.23025/2/2013 – EDC (CTE)
3.	NUEPA	A.23025/4/2013 – EDC (CTE)
4.	ICSSR	R.12011/3/2017 – EDC (IASE)
5.	UGC Main	I.16016/1/2013 – EDC (CTE)
6.	UGC Sports	I. 16016/3/2011 – EDC(CTE)
7.	ERCM	I.16016/2/2009 – EDC (CTE)
8.	UGC Grant-in-Aid and Women's Hostel	I.16016/2/2010 – EDC (CTE)
9.	UGC Sport Infrastructure	I. 16016/10/2017 – EDC (IASE)
10.	IGNOU	J. 11017/3/2001 – EDC (CTE)
11.	NAAC	I. 11015/4/2009 – EDC (IASE)
12.	RUSA	B. 13013/1/2013 – EDC (IASE)

II. State Level Correspondence

Sl. No.	Name of File/Documents	File No.
1.	Appointment of Officers	A.12015/5/2015 – EDC (IASE)/Pt
2.	University (MZU)	A. 12011/2/2017 – EDC (IASE)
3.	SCERT	A.23025/3/2013 – EDC (CTE)
4.	Contract Employees (Non-teaching Staff)	A. 12011/4/2018 – EDC (IASE)
5.	API	A. 12015/1/2016 – EDC (IASE)
6.	PBAS	A. 28011/1/2013 – EDC (CTE)
7.	Refresher Course/Workshop	A. 28012/5/2017 – EDC (IASE)
8.	Sugamya Bharat Abhiyan	B. 13013/2/2017 – EDC (IASE)
9.	Property Return	C. 16011/1/2010 – EDC (CTE)
10.	Govt. Buildings/Quarter	D. 11011/5/19 –EDC (IASE)
11.	Medical Re-imbursement	G.16016/1/2011 – EDC (CTE)
12.	Inter-departmental sports	E. 16016/1/2011 – EDC (CTE)
13.	Creation of Post	A.1103/1/09 –EDC (IASE)
14.	Creation of Post (RUSA)	A.1103/2/18 –EDC (IASE)
15.	Appointment of Employee	A. 12012/1/09 – EDC (IASE)
16.	LOC	G.11013/1/09-EDC (IASE)
17.	Pay Fixation	G.11013/2/09-EDC (IASE)
18.	Professional Tax	T.12011/1/09-EDC (CTE)
19.	Departmental Exam	A.34015/1/2020-EDC (IASE)
20.	Recognition	I.11013/2/09-EDC (CTE)

III. Institutional Files and Documents

Sl. No.	Name of File/Documents	File No.
1.	Seniority of Employees of IASE	A.12011/3/2018/-EDC (IASE)
2.	Leave	A.20011/1/2015/- EDC (IASE)
3.	Collection of Fees	A.28012/4/2010- EDC (CTE)
4.	Circular/Notice	A.28016/1/2012 – EDC (CTE)
5.	Programme Advisory Committee	A.33011/1/2011- EDC (CTE)
6.	IASE Renovation	D.11014/4/2017-EDC (IASE)
7.	College Bus	D.26020/1/2011- EDC (CTE)
8.	Security	D.28016/2/2015- EDC (IASE)
9.	Hostel	I.11015/1/94-EDC (CTE)
10.	Enrolment	A.60015/1/10-EDC (CTE)
11.	Study Tour	D.21013/2/09 – EDC (IASE)
12.	RTI	H.12011/2/06- EDC (IASE)
13.	Monthly Expenditure	C.17011/1/2011- EDC (IASE)
14.	Teaching Staff Meeting	C.19031/6/2009 – EDC (CTE)
15.	Stationery	D.13013/1/2009 – EDC (CTE)

7. The particulars of any arrangement that exists for consultation with, or representation by, the Members of the public in relation to the formulation of its policy or implementation thereof.

The Institute of Advanced Studies in Education, Aizawl, Mizoram has a number of committees wherein members of the public are incorporated as integral constituents and through which invaluable suggestions, advice and counsel are received.

1. Programme Advisory Committee: The Programme Advisory Committee includes members from Mizoram University, SCERT, MBSE, Directorate of H&TE, Directorate of School Education, I&PR, prominent educationists, as well as other prominent citizens.
2. Building Committee: The Building Committee comprise members from the Education Department, State PWD as well as Government approved qualified Structural Engineers and Architects.
3. Internal Quality Assurance Cell: The IQAC of IASE has two external members from Mizoram University and from NGOs.
4. Library Committee: The Library Committee has representation from the Directorate of Higher & Technical Education
5. Alumni Association: The Alumni association is spearheaded by members from outside the Institution with the faculty playing a supporting role.
6. Board of Governors under RUSA is chaired by the District Magistrate with State NGOs as members.

- 8. A statement of the boards, councils , committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.**

Various Boards, Committees and cells have been set up by the Institute. Details of members of different Boards, Committees and cells are highlighted on the Website viz iasemz.edu.in. The meeting minute of the boards and other bodies is available and accessible to the public on demand.

9. A directory of its officers and employees

No	Name	Designation	Address	Contact No.
1	Prof Vanlalhruii	Principal	Model Veng	9436155021
2	Dr Laldinliani Hrahse	Associate Professor	Khatla	9862343966
3	Dr Lalhmingliana	Associate Professor	Dawrpui Jail Veng	9436144381
4	Dr Zothanzuali	Associate Professor	Electric Veng	8794849069
5	Prof. Lallianzualifanai	Professor	Bethlehem	9436141866
6	Dr Hmingthansiami	Associate Professor	Electric Veng	9436197461
7	Ms Vanlaltanpuii	Associate Professor	Chaltlang	8974450152
8	Dr Lalchawimawii Ngente	Assistant Professor	Chanmari	9774403122
9	Dr Donna Lalnunfeli	Assistant Professor	Dinthar	9862306910
10	Ms Lahlimpuii Ralte	Assistant Professor	Zonuum	9774406251
11	Ms Lalrinfeli Khiangte	Assistant Professor	Upper Republic	9862138943
12	Ms Sian Lalchhandami	Assistant Professor	Chaltlang	7005121007
13	Mr Vanlalfana	Assistant Professor	Mission Vengthlang	9612229773
14	Mr Zairemmawia Renthlei	Assistant Professor	Republic	9774089972
15	Mr Benjamin Lalmuanawma Fanai	Assistant Professor	Falkland	9612358924
16	Ms Esther Lalrinngheti	Assistant Professor	Mission Veng	9862374525
17	Mr VanlalruatfelaHlondo	Assistant Professor	Ramhlun South	9862726091
18	Ms LalmawipuiiChawngthu	Assistant Professor	Mission Vengthlang	9862376849
19	Mr H.T Malsawmtluanga	Assistant Professor	College Veng	9862528211
20	Dr. F Lalrinzuali	Assistant Professor	Ramhlun South	9862275347
21	Ms Eva Lalrampari	Assistant Professor	Tuikual	9612467203
22	Mr.Biju Nath Singh	Assistant Professor	New Capital Complex	8787416594
23	Ms K Sangkhumi	Assistant Professor	Bethlehem Vengthlang	8974615094
24	Mr Lalhunkima	Assistant Professor	Seling	8116526186
25	Ms. B.Lalremliani	Assistant Professor	Armed Veng North	8794877582
26	Mr. Dickson Vanlalruata Chinzah	Casual Teaching Faculty	Dinthar	8413950429
27	Ms. Lalremsangi	Casual Teaching Faculty	Kulikawn	9612849113
28	Oliver Lalthlengliana	Librarian	Bethlehem Vengthlang	9774638908
29	Lalnuntluanga Sailo	UDC	Republic Vengthlang	9862648986
30	Zorinmawii Ralte	UDC	Republic Veng	8794281346
31	C. Lalremruata	Driver	Saikhamakawn	9612460967
32	Lalremruata	Lib. Asst.	Tuikual	9436151598
33	K. Lalrunmawii	LDC	Ramhlun Vengthar	9862324145
34	Malsawmkima	Cin. Operator	Hunthar	9862505951
35	Vansangzuala	LDC	Khatla	9612588184
36	Lalthlamuana	Sweeper	Dam Veng	9862430660
37	H. Lalngaizuala	Peon	Chaltlang	9862311935
38	Lianhmingthanga	Peon	Thingdawl	8794399496
39	C. Vanlalngaia	Peon	Chhinga Veng	9862005340
40	F. Lalrinzuali	Peon	ITI Veng	9863336007
41	Zonunmawia	Peon	Tuikual North	9856676350
42	R. Lalremruata	Lab. Asst.	Chawnpui	9863532524
43	PC. Hmangaihzuala	Lab. Asst.	Zuangtui	9862375179
44	Lalthansanga	Chowkidar	Republic Veng	8258982242
45	Sangthantluangi	Sweeper	Salem Veng	8974421037
46	B. Lalramnghaka	Peon	Republic Vengthlang	9089523837

10. The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.

MONTHLY REMUNERATION

Designation	Pay Level	Basic Pay
Principal	14	2,05,600
Professor	14	1,72,200
Associate Professor	13(A)	1,98,700
Associate Professor	13(A)	1,92,900
Associate Professor	13(A)	1,66,400
Assistant Professor (NPS)	11	79,900
Assistant Professor (NPS)	11	79,900
Assistant Professor (Samagra)	10	64,900
Assistant Professor (Samagra)	10	61,200
Assistant Professor (RUSA)	10	57700
Librarian (Contract)	10	57700
UDC	6	44,900
LDC	5	52,000
LDC	6	40,400
Cinema Operator	8	64,100
Driver	8	57,400
Library Assistant	5	44,100
Sweeper	4	39,800
Peon	3	38,600
Peon	3	37,200
Peon (NPS)	3	23,400
Peon (NPS)	3	22,100

11. The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made

Year	Budget Estimates (Rs. In Lakhs)	Revised Estimates (Rs. In Lakhs)	Actual Expenditure (Rs. In Lakhs)
2015-2016	253.53	248.51	242.11
2016-2017	261.33	233.95	232.92
2017-2018	330.33	453.11	348.09
2018-2019	356.77	391.46	382.18
2019-2020	382.18	449.12	431.65

12. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes

N/A

13. Particulars of recipients of concessions, permits or authorizations granted by it

N/A

14. Details in respect of the information, available to or held by it, reduced in an electronic form

Certain relevant documents and correspondences to and from Directorate as well as Secretariat made available online at the institutions website www.iasemz.edu.in and offline at the office computers. Principal's Notifications for both students and staff, meeting minutes, etc. are circulated in electronic form.

15. The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use

IASE maintain well-equipped library open for all faculty members, students and scholars. The library is not opened for general public but it also serves as knowledge sharing centre for students and research scholars of other teacher education agencies. To obtain information under the Right to Information Act, 2005, a person may make a request in writing or through electronic mails along with the prescribed application fee in favour of Public Information Officer, IASE.

16. The names, designations and other particulars of the Public Information Officers

1. Prof. Vanlalhruii (Principal): State Assistant Public Information Officer
(SAPIO)

17. Sanctioned posts of Professional and Support Staff and Officers in position in the Office of the Principal, Institute of Advanced Studies in Education 2019-2020.

INSTITUTE OF ADVANCED STUDIES IN EDUCATION STAFF POSITION

PROFESSIONAL STAFF

Sl. No.	Name of the Post and Strength	Pay Level	Sanctioned Strength	Working Strength	Vacancy position
1	Principal	Level 14 Basic - 2,05,600	1	1	--
2	Professor	Level 14 Basic - 1,72,200	2	2	--
3	Associate Professor	Level 13A Basic - 1,92,900	--	3	--
4	Assistant Professor (Regular- NPS)	Level 11 Basic - 79,900	12	2	10
5	Assistant Professor (CSS/ Samagra Shiksha)	Level 10 Basic - 64,900	11	9	2
6	Assistant Professor (RUSA)	Level 10 Basic -57700	3	2	1
		Total :	25	18	10

SUPPORT STAFF

Sl. No.	Name of the Post and Strength	Pay Scale	Sanctioned Strength	Working Strength	Vacancy position
1	UDC	Level 6 Basic : 44,900	2	2	--
2	LDC	Level 5 Basic : 52,000	2	2	-
3	Librarian (Contract)	Level 10 Basic -57700	1	1	-
4	Library Assistant	Level 5 Basic : 52,000	1	1	-

5	Cinema Operator	Level 8 Basic : 64,100	1	1	-
6	Lab Asst. (CSS)	Level 5 Basic : 30,100	2	2	-
7	IV Grade (CSS)	Level 3 Basic : 17,900	2	2	
8	Driver	Level 8 Basic : 57,400	1	1	
9	IV Grade	Level 3 Basic : 38,600	7	6	1
		Total	19	17	2
Grand Total : (Prof. + Supporting Staff)			44	35	12