



**INSTITUTE OF ADVANCED STUDIES IN EDUCATION
AIZAWL :: MIZORAM**

www.iasemz.net email: principal.iasemz@gmail.com Mb. No. 87940002542 Fax: 0389-2310565 PB.No.46

**MINUTE MEETING AND ACTION TAKEN REPORT OF THE INTERNAL QUALITY
ASSURANCE CELL AT THE PRINCIPAL CHAMBER, INSTITUTE OF ADVANCED
STUDIES IN EDUCATION**

Dated: 14/4/2017

Time: 9:30 A.M

MEMBER PRESENT:

1. Prof. Vanlalhruii, Principal.
2. Prof. Lallianzuali Fanai
3. Dr. Lalchawimawii Ngente
4. Ms. Lalrinfeli Kiangte
5. Ms. Lalmawipuii Chawngthu
6. Mr. Vanlalruatfela Hlondo
7. Mrs Biaksangi
8. Mr. P.C. Hmangaihzhuala
9. Mr. Lalmuanfela
10. Mr. P.C. Lallawmawma
11. Mr. H. Lalfakawma
12. Mr. Rammuanpuia Tohhawng
13. Mr. Lalhmingmawia Sailo
14. Mr. Lalnuntluanga kawlni
15. Ms. Hmingsailovi Sailo

A meeting of the Internal Quality Assurance Cell was convened on 14th April, 2017 at 9:30 A.M in the Principal's chamber. The meeting was chaired by the Chairman of IQAC Cell.

REVIEW AND ACTION TAKEN REPORT

1. The Coordinator gave a brief report of the activities taken up by IQAC. She highlighted the preparation of AQAR for the previous year.
2. Semester opening was successfully conducted on 21st February, 2017
3. The semester plan prepared by the teacher educators was reviewed. It was found that most of the teacher educators followed the plans that they submitted at the beginning of the session.

ACTION PLAN

1. It was felt that the teaching records maintained by the student-teachers representatives helped in improving the quality of education. It was, therefore, decided that Prof. Lallianzuali Fanai be in-charge of maintaining the teaching records of the teacher educators.

2. It was decided that Swachh Bharat team should be formed to monitor the cleanliness of the campus.

Recording Secretary



(Dr. LALCHAWIMAWII NGENTE)
Assistant Coordinator



(Prof. VANLALHRUAII)
Chairman



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MINUTE MEETING AND ACTION TAKEN REPORT OF THE INTERNAL QUALITY ASSURANCE CELL AT THE PRINCIPAL CHAMBER, INSTITUTE OF ADVANCED STUDIES IN EDUCATION

Dated: 15/5/2017

Time: 10:00 A.M

MEMBER PRESENT:

1. Prof. Vanlalhruii, Principal.
2. Prof. Lallianzuali Fanai
3. Dr. Lalchawimawii Ngente
4. Ms. Lalrinfeli Khiangte
5. Ms. Lalmawipuii Chawngthu
6. Mr. Vanlalruatfela Hlondo
7. Mrs Biaksangi
8. Mr. P.C. Hmangaihhzuala

A meeting of the internal quality assurance cell was held on 15th May, 2017 at 10:00 A.M in IASE Conference Hall. The meeting was chaired by the Chair man of IQAC.

ACTION TAKEN REPORT

Review on the inspection done by the Swachh Bharat team shows that cleanliness and hygienic condition of the campus has improved. Surprise inspection of the classroom was carried out once every week and none of the students were found to be loitering around.

ACTION PLAN

1. It was decided that the teacher-student evaluation and course evaluation be conducted on 17th May, 2017. Ms. Lalrinfeli Khiangte shall be the faculty in-charge in B.Ed and Dr. Lalchawimawii Ngente in M.Ed.
2. Mr. Vanlalruatfela Hlondo shall be in charge of analysing student- teacher evaluation and course evaluation.
3. The committee appointed Ms. Lalmawipuii Chawngthu and Ms. Esther Lalringheti to prepare B.Ed fixture for the next semester. Ms. Sian Lalchandami and Dr. Lalchawimawii Ngente were given the task of preparing M.Ed fixture.
4. One day Professional Development Workshop on Micro Teaching Practices shall be organised by the cell in collaboration with extension cell on 5th August, 2017. Prof. Vanlalhruii shall be the resource person. Detail of the workshop shall be worked out by extension cell.

Recording Secretary

(Dr. LALCHAWIMAWII NGENTE)
Assistant Coordinator

(Prof. VANLALHRUII)
Chairman



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**MINUTE MEETING AND ACTION TAKEN REPORT OF THE INTERNAL QUALITY
ASSURANCE CELL AT THE PRINCIPAL CHAMBER, INSTITUTE OF ADVANCED
STUDIES IN EDUCATION**

Dated: 13/11/2017

Time: 1:00 P.M

MEMBER PRESENT:

1. Prof. Vanlalhruaii, Principal.
2. Prof. Lallianzuali Fanai
3. Dr. Lalchawimawii Ngente
4. Ms. Lalrinfeli Khiangte
5. Ms. Lalmawipuii Chawngthu
6. Mr. Vanlalruatfela Hlondo
7. Mrs Biaksangi
8. Mr. P.C. Hmangaihhzuala

A meeting of the internal quality assurance cell was held on 13th November, 2017 at 01:00 P.M in IASE Conference Hall. The meeting was chaired by the Chairman of IQAC Cell, Review of the activities taken up the cell was done.

ACTION TAKEN REPORT

1. The coordinator gave a brief report on all the programmes and activities taken up by the cell for qualitative improvement of the education offered in the institution between August and November of the 2017. Teaching Records were properly maintained and analysed, Swachh Bharat team carried out proper inspection of the institution's cleanliness, the Mentoring System instituted in the institution is functioning as planned, and fixtures which serves as academic calendar were prepared and distributed to all the students at the beginning of the semester.
2. teacher-student evaluation and course evaluation were conducted on 17th May, 2017. Ms. Lalrinfeli Khiangte was the faculty in-charge in B.Ed and Dr. Lalchawimawii Ngente in M.Ed. Analysis was carried out by Mr. Vanlalruatfela Hlawndo.
3. Fixture were prepared by the in charge and distributed to all the students.
4. One day Professional Development Workshop on Micro Teaching Practices was successfully organised on 5th August, 2017 with Prof. Vanlalhruaii as the resource person.

ACTION PLAN

1. It was decided that student teacher evaluation, course evaluation and student satisfaction survey be carried out on 15th November, 20118. Ms. Lalrinfeli Kiangte shall be in-charge of B.Ed Section and Dr. Vanlalrruatfela Hlawndo shall be in-charge of M.Ed Section.
2. Mr. Vanlalruatfela H londo shall be in-charge of analysing thee survey and valuation mentioneed above for M.Ed section and Ms. Lalrinfeli Kiangte for B.Ed Section.

Recording Secretary



(Dr. LALCHAWIMAWII NGENTE)
Assistant Coordinator



(Prof. VANLALHRUAI)
Chairman



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**MINUTE MEETING AND ACTION TAKEN REPORT OF THE INTERNAL QUALITY
ASSURANCE CELL AT THE PRINCIPAL CHAMBER, INSTITUTE OF ADVANCED
STUDIES IN EDUCATION**

Dated: 18/01/2018

Time: 1:00 P.M

MEMBER PRESENT:

1. Prof. Vanlalhruii, Principal.
2. Prof. Lallianzuali Fanai
3. Dr. Lalchawimawii Ngente
4. Ms. Lalrinfeli Khiangte
5. Ms. Lalmawipuii Chawngthu
6. Mr. Vanlalruatfela Hlondo
7. Mrs Biaksangi

A meeting of the Internal Quality Assurance Cell was convened on 18th January, 2018 at 1:00 P.M in Conference Hall. The meeting was chaired by the Chairman of IQAC.

ACTION TAKEN REPORT

Student teacher evaluation, course evaluation and student satisfaction survey was carried out on 15th November, 2018. Ms. Lalrinfeli Khiangte shall be in-charge of B.Ed Section and Dr. Vanlalruatfela Hlondo was in-charge of M.Ed Section and analysis was carried out by Mr. Vanlalruatfela Hlondo.

ACTION PLAN

1. It was decided that the teaching records maintained by Prof. Lallianzuali Fanai for all the courses shall be maintained by Ms. Lalrinfeli Khiangte for B.Ed Section and Prof. Lallianzuali Fanai shall continue to maintain the teaching record of M .Ed section.
2. Reorganization of different cells and committees in the Institution was done and the details shall be worked out by the over-all in-charge of the course for B.Ed and M.Ed programme.
3. Preparation of fixture shall be in the hands of Ms. Esther Lalrinngheti and Ms. Lalmawipuii Chawngthu for B.Ed and Ms. Sian Lalchhandami and Dr. Lalchawimawii Ngente for M.Ed Section. The same should be ready by 19th February for which the 2nd and 4th Semester for B.Ed and M.Ed programme shall commence.
4. It was decided that the cell in collaboration with extension cell shall organise a workshop on sensitization of teacher educators on project work and micro teaching skills successfully on 12th & 13th February.

5. Swachh Bharat team shall continue to monitor the cleanliness of the campus. A fine of Rs.200 shall be imposed on any students who are found to be littering around.
6. Formulation of IQAC as per the latest NAAC was discussed. And it was decided that the cell shall constitute the following members-

Chairman Prof. Vanlalhruaii, Principal
Coordinator Prof. Lallianzuali Fanai
Asst. Co-ordinator Dr. Lalchawimawii Ngente

Faculty

1. Ms. Lalrinfeli Khiangte
2. Ms. Lalmawipuii Chawngthu
3. Mr. Vanlalruatfela Hlondo

Local Society

1. Local Council Chairman, Republic Veng
2. YMA President, Republic Veng

Department of Higher and Technical Education

1. Dr. C. Zarzoliana, Jt. Director, RUSA
2. Mr. R. Lallianzuala, Jt. Director, IQAC

Students and Alumni

1. Elizabeth Roddingliani (Alumni President)
2. Class representatives of each Class.

From Administration

1. Mrs Biaksangi
2. Mr. P.C. Hmaangaihzuala

Recording Secretary



(Dr. LALCHAWIMAWII NGENTE)
Assistant Coordinator



(Prof. VANLALHRUAII)
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MINUTE MEETING AND ACTION TAKEN REPORT OF THE INTERNAL QUALITY ASSURANCE CELL AT THE PRINCIPAL CHAMBER, INSTITUTE OF ADVANCED STUDIES IN EDUCATION

Dated: 28/3/2018

Time: 9:30 A.M

MEMBER PRESENT:

1. Prof. Vanlalhruaii, Principal.
2. Prof. Lallianzuali Fanai
3. Dr. Lalchawimawii Ngente
4. Ms. Lalrinfeli Kiangte
5. Ms. Lalmawipuii Chawngthu
6. Mr. Vanlalruatfela Hlondo
7. Mrs Biaksangi
8. Mr. Lalrinsanga

A meeting of the Internal Quality Assurance Cell was convened on 28th March, 2018 at 9:30 A.M in the Principal's chamber. The meeting was chaired by the Chairman of IQAC.

ACTION TAKEN REPORT:

1. Teaching records was maintained by Ms. Lalrinnfeli Kiangte for B.Ed Section and Prof. Lallianzuali Fanai for M .Ed section.
2. Reorganization of different cells and committees in the Institution was done.
3. Fixture were prepared by the in-charge and disseminated to all the students.
4. Workshop on sensitization of teacher educators on project work and micro teaching skills was successfully organised on 12th &13th February.
5. Swachh Bharat continue to monitor the cleanliness of the campus. A fine of Rs.200 were be imposed on any students who are found to be littering around.
6. The IQAC for IASE was formulated as per the latest NAAC on 19th January, 2018.

ACTION PLAN

- 1) It was decided that Prof. Lallianzuali Fanai shall have the responsibility of preparing AQAR for 2017-18.
- 2) The semester plan prepared by the teacher educators was reviewed. It was found that most of the teacher educators followed the plans which they had submitted at the beginning of the session.

Recording Secretary


(Dr. LALCHAWIMAWII NGENTE)
Assistant Coordinator


(Prof. VANLALHRUAII)
Chairman