



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

[www.iasemz.net](http://www.iasemz.net) email: [principal.iasemz@gmail.com](mailto:principal.iasemz@gmail.com) Mb. No. 8794002542 Fax: 0389-2310565 PB.No.46

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

**Time: 3<sup>rd</sup> April, 2018 @3:00 pm**  
**Place: IASE Conference Hall**

**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. Hmangaihzuala
9. Class representatives of B.Ed and M.Ed Programmes.

A meeting of the Internal Quality Assurance Cell was convened on **3<sup>rd</sup> April, 2018** at 3:00 P.M in IASE Conference Hall. The meeting was chaired by the Chairman of IQAC Cell. Review of the action taken for the previous meeting was taken up. Matters relating to the upcoming programme to be carried under the cell and AQAR were discussed.

**REVIEW AND ACTION TAKEN REPORT**

Prof. Lallianzuali Fanai, the Coordinator of IQAC gave a report of the action taken so far on initiatives of the IQAC:

1. Fixture was prepared by the concerned faculty member laying out the detailed activities that shall be taken up during the current session. It was distributed to all teacher educators and students on 18<sup>th</sup> February, 2018.
2. Sensitization of students for the up-coming Semester and Mentoring were conducted on 19<sup>th</sup> and 21<sup>st</sup> February, 2018.
3. The College Annual Sports was successfully held between 21<sup>st</sup> to 23<sup>rd</sup> March. Reservation of AR Ground for 21th March was done by CCA Cell. The CCA Cell was in charged with the College Annual Sports Programme.

**ACTION PLAN**

1. Necessary documents for filling up AQAR shall be collected and prepared by IQAC. The Co-ordinator and Assistant Coordinator shall work out the work distribution for collecting the required data for filling AQAR among the faculty members. Since the nodal agency is not performing its function yet, the documents are kept ready so that AQAR can be filed as soon as the nodal agency discharges their function.

2. It was decided that Short Course on Spoken English and Communication Development shall be introduced in the month of April. Date of introduction, admission of students into the course and details of the course shall be worked by the in-charge.

Recording Secretary



(Dr. LALCHAWIMAWII NGENTE)  
Assistant Coordinator



(Prof. VANLALHRUAI)  
Chairman



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

**Time: 24<sup>th</sup> April, 2018 @3:00 pm**

**Place: IASE Conference Hall**

**MEMBER PRESENT:**

1. Prof. Vanlalhruali, 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. Hmangaihzuala
9. Class representatives of B.Ed and M.Ed Programmes.

A meeting of the Internal Quality Assurance Cell was convened on **24<sup>th</sup> April, 2018** at 3:00 P.M in IASE Conference Hall. The meeting was chaired by the Chairman of IQAC Cell. Review of the action taken for the previous meeting was taken up. Matters relating to the upcoming programme to be carried under the cell and AQAR were discussed.

**REVIEW AND ACTION TAKEN REPORT**

Prof. Lallianzuali Fanai, the Coordinator of IQAC gave a report of the action taken so far on initiatives of the IQAC:

1. Necessary documents for filling up AQAR shall be collected and prepared by IQAC. The Co-ordinator and Assistant Coordinator shall work out the work distribution for collecting the required data for filling AQAR among the faculty members. Since the nodal agency is not performing its function yet, the documents are kept ready so that AQAR can be filed as soon as the nodal agency discharges their function.
2. Short Course on Spoken English and Communication Development was introduced on 9<sup>th</sup> April, 2018.

**ACTION PLAN**

1. Feedback from students on teaching-learning and evaluation shall be scheduled on 24<sup>th</sup> May, 2018. Ms.Lalrinfeli Khiangte and Ms. Sian Lalchhandami shall take charge of conducting the evaluation for B.Ed and M.Ed programmes respectively.

2. Mr.Zairemmawia and Mr.Vanlalruatfela Hlondo shall be tasked with analysis of student teacher evaluation and course evaluation for both the programmes.
3. It was decided that Short Course on Spoken Hindi shall be introduced in the month of May. Date of introduction, admission of students into the course and details of the course shall be worked by the in-charge.

Recording Secretary



(Dr. LALCHAWIMAWII NGENTE)  
Assistant Coordinator



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

**Time: 17<sup>th</sup> July, 2018 @3:00 pm**

**Place: IASE Conference Hall**

**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. Hmangaihzuala
9. Class representatives of B.Ed and M.Ed Programmes.

A meeting of the Internal Quality Assurance Cell was convened on **17<sup>th</sup> July, 2018** at 3:00 P.M in IASE Conference Hall. The meeting was chaired by the Chairman of IQAC Cell. Review of the action taken for the previous meeting was taken up. Matters related to the upcoming programme to be carried by the cell were discussed.

**REVIEW AND ACTION TAKEN REPORT**

Prof. Lallianzuali Fanai, the coordinator of IQAC gave the report of the action taken so far by IQAC:

1. Short Course on Spoken Hindi on 3<sup>rd</sup> May, 2018. Both the Short Course had been successfully completed.
2. Student Satisfaction Survey was successfully carried out on 24<sup>th</sup> May, 2018 and the data thus collected had been analysed.

**ACTION PLAN**

1. Fixture for the up-coming odd Semester shall be prepared by Ms. Esther Lalrinngheti and Ms. Lalmawipuii Chawngthu for the B.Ed Section. The fixture for M.Ed Section shall be prepared by Ms. Sian Lalchhandami and Dr. Lalchawimawii Ngente.
2. The Swachh Bharat Team shall be reconstituted. It was decided that Dr. Lalhmingliana shall be the team leader who will be assisted by Mr. H.T Malsawmtluanga and Ms. Lahlimpuii Ralte. They shall be charged with the duty of carrying out cleanliness drive within the campus.

3. It was decided that financial support shall be extended to faculty attending conferences and workshops within and outside the State for the College Fund.
4. The following programme shall be taken up –
  - (a) Micro Teaching Workshop for B.Ed 3<sup>rd</sup> Semester on 3<sup>rd</sup> August
  - (b) Sensitization for up-coming 1<sup>st</sup> semester on 2<sup>nd</sup> and 3<sup>rd</sup> August
  - (c) Mentoring on 4<sup>th</sup> August.

Recording Secretary



(Dr. LALCHAWIMAWII NGENTE)  
Assistant Coordinator



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

**Time: 21<sup>th</sup> August, 2018 @3:00 pm**

**Place: IASE Conference Hall**

**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. P.C. Hmangaihzuala
9. Class representatives of B.Ed and M.Ed Programmes.

A meeting of the Internal Quality Assurance Cell was convened on **21<sup>st</sup> August, 2018** at 3:00 P.M in IASE Conference Hall. The meeting was chaired by the Chairman of IQAC Cell. Review of the action taken for the previous meeting was taken up. Matters relating to the upcoming programme to be carried by the cell were discussed.

**REVIEW AND ACTION TAKEN REPORT**

Prof. Lallianzuali Fanai, the coordinator of IQAC gave the report of the action taken so far on initiatives of the IQAC:

1. The worked out fixtures for both B.Ed and M.Ed section were prepared and distributed to all the teacher-educators and students on 1<sup>st</sup> August, 2020.
2. The Swachh Bharat Team had worked out the details of the cleanliness drive programme for the institution. Routine inspections of the campus were carried out and appropriate fine had been set for those loiter within the institution campus.
3. Financial assistance of Rs. 1000/- had been rendered to Ms. Lalrinfeli Kiangte, Mr. Vanlalruatfela Hlondo, Prof. Lallianzuali Fanai for attending workshops organised by SCERT and RUSA.
4. Micro Teaching Workshop for B.Ed 3<sup>rd</sup> Semester, Sensitization for up-coming 1<sup>st</sup> semester and Mentoring were successfully carried out.

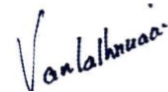
## **ACTION PLAN**

1. Two Short Courses – namely, Short Course on Personality Development and Courses on Environmental Awareness shall be introduced during the month of September for the current semester.
2. As per the request letter received from the Principal of Mizoram Institute of Comprehensive Education, it was decided that the Institution shall render consultancy services for ‘Capacity Building for teachers of Mizoram Institute of Comprehensive Education. The details of the programme shall be worked out by Prof. Lallianzuali Fanai and Ms. Esther Lalrinngheti. It shall be conducted in 2 batches between 22<sup>th</sup> August to 31<sup>st</sup> August, 2018.

Recording Secretary



(Dr. LALCHAWIMAWII NGENTE)  
Assistant Coordinator



(Prof. VANLALHRUAII)  
Chairman





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

**Time: 15<sup>th</sup> September, 2018 @3:00 pm**

**Place: IASE Conference Hall**

**MEMBER PRESENT:**

1. Prof. Vanlalhraai, 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. Hmangaihzuala
9. Class representatives of B.Ed and M.Ed Programmes.

A meeting of the Internal Quality Assurance Cell was convened on **15<sup>th</sup> September, 2018** at 3:00 P.M in IASE Conference Hall. The meeting was chaired by the Chairman of IQAC Cell. Review of the action taken for the previous meeting was taken up. Matters relating to the upcoming programme to be carried by the cell were discussed.

**REVIEW AND ACTION TAKEN REPORT**

Prof. Lallianzuali Fanai, the coordinator of IQAC gave the report of the action taken on initiative of the IQAC:

1. Short Course on Personality Development was introduced on 3<sup>rd</sup> September 2018 and Courses on Environmental Awareness on 10<sup>th</sup> September, 2018.
2. 'Capacity Building Programme for teachers of Mizoram Institute of Comprehensive Education' was successfully conducted between 22<sup>th</sup> August to 31<sup>st</sup> August, 2018 in two batches. A total of 37 teachers from both the Higher Secondary and Secondary participated in the programme.

**ACTION PLAN**

1. National Level Workshop on 'Capacity Building Programme for Teacher Educators in Constructivist Pedagogy' shall be organized in Collaboration with NCERT between 8<sup>th</sup> and 12<sup>th</sup> October, 2018. The detailed schedule shall be worked out by the teacher education and extension cell. The Canteen Committee shall be charges with refreshment.

2. Workshop on office procedure for non-teaching staffs shall be conducted between 27<sup>th</sup> and 28<sup>th</sup> September, 2018.

Recording Secretary



(Dr. LALCHAWIMAWII NGENTE)  
Assistant Coordinator



(Prof. VANLALHRUAI)  
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**MINUTE OF THE INTERNAL QUALITY ASSURANCE CELL MEETING AND  
ACTION TAKEN REPORT, INSTITUTE OF ADVANCED STUDIES IN EDUCATION**

**Time: 19<sup>th</sup> October, 2018 @3:00 pm**

**Place: IASE Conference Hall**

**MEMBER PRESENT:**

10. Prof. Vanlalhraai, Principal.
11. Prof. Lallianzuali Fanai
12. Dr. Lalchawimawii Ngente
13. Ms. Lalrinfeli Kiangte
14. Ms. Lalmawipuii Chawngthu
15. Mr. Vanlalruatfela Hlondo
16. Mrs Biaksangi
17. Mr. P.C. Hmangaihzuala
18. Class representatives of B.Ed and M.Ed Programmes.

A meeting of the Internal Quality Assurance Cell was convened on **19<sup>th</sup> October, 2018** at 3:00 P.M in IASE Conference Hall. The meeting was chaired by the Chairman of IQAC Cell. Review of the action taken for the previous meeting was taken up. Matters relating to the upcoming programme to be carried by the cell were discussed.

**REVIEW AND ACTION TAKEN REPORT**

Prof. Lallianzuali Fanai, the coordinator of IQAC gave the report of the action taken on initiatives of the IQAC:

1. National Level Workshop on ‘Capacity Building Programme for Teacher Educators in Constructivist Pedagogy’ was successfully carried out. Feedback received from the participants was very positive.
2. Workshop on office procedure for non-teaching staffs was conducted on 27<sup>th</sup> and 28<sup>th</sup> September, 2018. A total of 14 participants from the institution participated in the workshop.

**ACTION PLAN**

As per the request from the Principals of Aizawl Theological College, Durtlang and Academy of Integrated Christian Studies, Tanhril and in pursuance of the memorandum of understanding signed by IASE with these Institutions, it was decided that Special Pedagogy Classes for Master of Theology (M.Th) students Classes shall be organised in the month of November. IASE has proposed to organise the Special pedagogy Classes between 8<sup>th</sup> to 21<sup>st</sup>

November, 2018. The detailed programme shall be worked out by Dr. Donna Lalnunfeli and Prof. Lallianzuali Fanai once the date have been finalised in consultation with the concerned institution.

Recording Secretary



(Dr. LALCHAWIMAWII NGENTE)  
Assistant Coordinator



(Prof. VANLALHRUAI)  
Chairman



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

**Time: 15<sup>th</sup> January, 2019 @3:00 pm**  
**Place: IASE Conference Hall**

**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. Hmangaihzuala
9. Class representatives of B.Ed and M.Ed Programmes.

A meeting of the Internal Quality Assurance Cell was convened on 15<sup>th</sup> January, 2019 at 3:00 P.M in IASE Conference Hall. The meeting was chaired by the Chairman of IQAC Cell. Review of the action taken for the previous meeting was taken up.

**REVIEW AND ACTION TAKEN REPORT**

Prof. Lallianzuali Fanai, the coordinator of IQAC gave the report on the Special Pedagogy Classes conducted for M.Th Students of Aizawl Theological College, Durtlang and Academy of Integrated Christian Studies, Tanhril. The Programme was successfully carried out between 8<sup>th</sup> to 21<sup>st</sup> November, 2018 with 35 participants.

**ACTION PLAN**

Programme for the up-coming semesters were discussed and worked out in the meeting. The followings were the discussions taken up-

Detailed worked out programme shall be reflected in Fixtures. Fixture for B.Ed and M.Ed Programmes shall be prepared by Ms. Esther Lalrinngheti and Ms. Lalmawipuii Chawngthu for the B.Ed Programme and Dr. Lalchawimawii Ngente for M.Ed Programme.

Courses on Computer Concept shall be introduced from the month February. The course had been introduced in collaboration with NIELIT.

Recording Secretary

(Dr. LALCHAWIMAWII NGENTE)  
Assistant Coordinator

(Prof. VANLALHRUAII)  
Chairman