



FISAT®

FEDERAL INSTITUTE OF SCIENCE AND TECHNOLOGY

Policies for Governance



CONTENTS

Policies for Governance	1
Policy on E-Governance.....	2
Policy on Internal Communication among Staff and Students.....	3
Policy on Internal Governing Council (IGC).....	4
Policy on IQAC (Internal Quality Assurance Cell).....	6
Policy on Management Review Meetings.....	9
Policy on Office Procedures.....	10
Policy on Planning and Monitoring	11
Policy on Staff Meetings	12
Policy on Stakeholder Feedback.....	14
Quality Policy.....	17
Policies for Audits and Compliance	19
Policy on Internal Quality Audits.....	19
Policy on KTU Academic Audit	21
Code of Ethics.....	23
Policy on Human Values and Professional Ethics (Code of Ethics)	23
Policies for Financial Management.....	26
Policy on Budget.....	26
Policy on Financial Management and Resource Mobilization	27



Policy on E-Governance

All major activities of the Federal Institute of Science and Technology (FISAT) are fully automated by a Campus Automation System developed by Software Cell

The Software Cell receives software requirements from various departments and centers, meets periodically to discuss the software requirements and explore the development of the software required, design, implements, testing, and debugs software developed by the Cell, collaborate with other cells/centres in the institution/departments in the development and maintenance of software and to take care of any other software related matter entrusted by the institution.

- SCD hosts a supporting portal for receiving complaints connected with campus automation software.
- Requests for developing a new software module from different departments are submitted to the SCD through the support portal
- Work is prioritized based on its importance and urgency.
- The development of a new software module or maintenance of existing modules is allotted to a programme within a prescribed time.
- Software cell maintains a logbook for keeping daily activities of a programmer.
- System study for the new modules is done by a team of selected members from different departments.
- Completed modules are tested by a team of members from different departments.
- If the test phase is successful, developed software is released for its users.
- The technical team provides maximum security to all digital transactions on the website.

Policy on Internal Communication among Staff and Students

The Federal Institute of Science and Technology (FISAT) has developed an internal communication system for mailing all official internal communications.

- All staff members are allotted unique official mail IDs with the FISAT domain for easy and effective communication.
- All official communications are sent through this mail system
- Functional Heads, coordinators of various cells, clubs, associations etc. prepare official notices for all events and activities and circulate these well in advance through the Internal Communication system.
- The IT & Operation Cell in the institution is responsible for publishing the official documents.
- The institution office has an additional facility to circulate official notices in FISAT Campus Automation System
- Important news and announcements like upcoming conferences, workshops, Faculty Development Programmes, art fests, sports events etc. are uploaded on the institution's website by the webmaster.
- News items like admissions and achievements of students and staff are given higher priority in the communication system.
- SMS facility is made available by an external agency to pass urgent information to staff and students.
- Besides the standard mailing system, the institution uses various social media like *Telegram, Facebook, Whatsapp*, etc., for urgent communications.
- Relevant information related to students shall be published in the institution and department notice boards.

Policy on Internal Governing Council (IGC)

For the effective functioning of the Federal Institute of Science and Technology (FISAT), an Internal Governing Council is formed by the Governing Body.

The powers and functions of the Internal Governing Council are under the aegis of the Governing Body of the Institution. Accordingly, all decisions taken by the IGC are to be subjected to the Governing Body's approval.

The main functions of the Internal Governing Council are: -

- Plan annual SWOC analysis
- Preparation of the Annual Academic Plan in consultation with the Academic Council consists of HoDs of Departments.
- Monitor the Assessment and Accreditation activities
- Quality enhancement and sustenance in teaching, learning, and evaluation.
- Academic progress monitoring and other matters of academic interest.
- Department annual budgets
- Students' disciplinary actions.
- The general welfare of the students is both day- scholars and hostellers.
- To plan important events like Institution Day, Founder's Day, Bharatham, etc., celebrations, and other co-curricular activities.
- Creation and implementation of strategic plan (short term and long term) as per the direction from the Governing Body
- Plan suitable measures for the improvement and development of the institution, helping it realize the institution's vision subject to the approval of the Governing Body.
- Any other duties assigned by the Governing Body. A Secretary shall be nominated from among the members present at the meeting and shall record the meeting proceedings.

Constitution of IGC

S. No	Designation
1	Chairman, Governing Body
2	Treasurer
3	Principal
4	Vice Principal
5	Director, FBS
6	Dean (Academics)

Policy on IQAC (Internal Quality Assurance Cell)

The Internal Quality Assurance Cell (IQAC) of the Federal Institute of Science and Technology (FISAT) is an integral part of the institution towards realizing its vision. Quality enhancement and quality sustenance are the significant domains of its activities. IQAC became more vibrant after the institution obtained its first NAAC accreditation in 2016 (with an A grade). True to the objectives envisaged by NAAC, the Cell has become instrumental in developing a system for conscious, consistent, and catalytic improvement in the institution's performance towards academic excellence. Internal Quality Assurance Cell is conceived as a mechanism to build and ensure a quality culture at the institutional level. FISAT has an internal quality assurance system with an appropriate structure and processes and enough flexibility to meet the diverse needs of the stakeholders. Therefore, the internal quality assurance mechanism of the institution may be called the "Internal Quality Assurance Cell (IQAC)." The IQAC is meant for planning, guiding, and monitoring the Quality Assurance (QA) and Quality Enhancement (QE) activities of the institution.

Objectives and Functions of IQAC

Objectives of IQAC

The IQAC in FISAT functions with the following objectives which comply with those envisaged by the National Assessment and Accreditation Council.

- To improve quality, accountability, and transparency by conducting departmental internal and external Academic Audits.
- Develop an organized communication and documentation mechanism to coordinate quality-related operations.
- Creating and maintaining a system for collecting and responding to stakeholder feedback on the Institute's processes and policies.
- Coordinating programs for enhancement of quality culture in the institution
- Integrating the Institute's efforts to ensure that best practices are adopted and disseminate,
- AQAR (Annual Quality Assurance Report) preparation and submission in accordance with NAAC criteria

Functions of IQAC

- Developing documentation and internal communication framework to coordinate quality-related operations.
- Integrating the Institute's operations to ensure the dissemination of best practices
- To promote quality, accountability, and openness by spearheading the conduct of internal and external Academic Audits of departments.
- Establishing and sustaining a system of stakeholder feedback on the Institute's processes and policies.
- Initiating and coordinating the Outcome-Based Education.
- Coordinating programmes designed to enhance faculty members' career prospects.
- Monitoring of all accreditation and assessment activities.
- Organizing workshops and seminars on quality-related issues and themes to foster a quality culture across the Institute's many departments and operations.
- Establishing and implementing quality benchmarks/parameters for the Institute's different academic and administrative operations
- Assisting in the construction of a learner-centered environment conducive to high-quality education and faculty development in terms of knowledge and technology adoption for participatory teaching and learning;
- Development of the Annual Quality Assurance Report (AQAR) of the Institute based on the quality parameters/assessment criteria
- Development and maintenance of institutional database through MIS for the purpose of maintaining/enhancing the institutional quality.
- Serving as the college's nodal agency for quality-related initiatives, such as the adoption and dissemination of best practices.
- Documentation of the Institute's numerous programs/activities, contributing to quality improvement.
- Sustaining the quality measures already in place.

The composition of the IQAC may be as follows:

- Chairperson: Head of the Institution
- Teachers to represent all levels (Three to eight)
- One member from the Management
- Senior administrative officers

- One nominee each from local society, Students and Alumni
- One nominee each from Employers /Industrialists/Stakeholders
- One of the senior teachers as the coordinator/Director of the IQAC
- Any other member appointed by the Principal

Policy on Management Review Meetings

FISAT conducts management review meetings at period intervals with an objective to ensure continuing suitability, adequacy and effectiveness of the Quality System.

The HODs of all the departments are the members of the management review committee along with the Management representative, ISO Coordinator, Principal and is chaired by the Chairman of the college.

The Management review meeting shall be conducted twice in every year in addition to special meetings whenever requirements of system modifications build up. The Management representative in consultation with the Secretary / Chairman sends a circular to all the members, informing them about the date, time and venue of the meeting along with an agenda, at least one week in advance. The Principal / Management representative decides the agenda for the meeting. The respective HODs shall conduct meetings and discuss the agenda and collect required materials for attending the meeting.

Some of the points discussed at the management review meetings include:

1. The status of action from previous review
2. Changes in external and internal issues that are relevant to QMS
3. Information on the performance effectiveness of QMS
 - Customer satisfaction and feedback from relevant interested parties
 - The extent to which quality objectives have been met
 - Process performance and conformity of products and services
 - Nonconformities and corrective actions
 - Monitoring and measurement results
 - Audit reports
 - The performance of external providers
4. The adequacy of resources
5. Effectiveness of actions to address risks and opportunities
6. Opportunities for improvement.

The respective HODs convey whatever is decided in the MRC meeting to the department staff in department staff meeting

Policy on Office Procedures

To define the functions performed by the college office to carry out the administrative work in FISAT and to assist the principal in the day-to-day administration of the college, the following guidelines are given.

Admission: The admission is conducted as per the admission policy. Admitted students' certificates are verified and those certificates as required are sent to the university for eligibility, recognition, matriculation and so on. The custody of the said documents are with the office till the tenure of the students' program is over.

Conduct of University exam conduction: The office has an active role in processing the examination application forms, collection of exam fees, interacting with the university, providing hall tickets and compiling exam answer booklets along with attendance details that have to be sent to the university.

Collection of fees: College office is responsible for the collection of all types of fees such as tuition fees, hostel fees, bus fees, library and examination fees.

Catering to student needs: As per their request and requirements the office provides various certificates to students for various purposes including applying for loan and tax purposes. Processing scholarships on behalf of students including scholarships for SC/ST and OEC scholarships.

Taking care of staff issues: The office shall also take care of the needs of appointed staff members like issue of ID cards, keeping staff certificates in custody, maintaining the staff details, preparing the staff salary details, intimating confirmations and annual increments and by issuing certificates to staff members as per their requirements.

Policy on Planning and Monitoring

The planning and overall monitoring of the Federal Institute of Science and Technology (FISAT) are carried out by the Planning and Monitoring Committee.

The Planning and monitoring committee shall:

- Develop a strategic plan to set big picture goals that align with the Institution's vision and mission and values
- Translate the strategic plan into tactical plans by setting measurable time-sensitive goals for each component
- Create operational plans by establishing processes for all areas of the Institution's activity
- Execute plans by putting operational plans into actions that incorporate strategic and tactical plans
- Monitor progress and adjust by evaluations to determine the work's impact, quality, and effectiveness.

The planning and monitoring committee shall evaluate if the Institution is:

- achieving its aims and objectives;
- showing progress towards its mission/purpose;
- meeting the needs of its beneficiaries;
- able to demonstrate the impact it is having;
- using its resources efficiently and to the most significant effect;
- working within its policy framework.
- The committee shall make the planning of academic/co-curricular/extra-curricular activities for the forthcoming semester/academic year. Additionally, it will review the activities of the previous semester/year and make recommendations to the Principal/Management for further improvement.
- This committee shall make suggestions /recommendations to the Principal/Management about additional facilities/amenities/laboratories to be included in the forthcoming semester/year after evaluating the financial viability of the same.

Policy on Staff Meetings

The institution follows a practice of conducting staff meetings at regular intervals for implementing the Management Review meeting decisions and to review and conduct department activities and covers the entire department staff. The primary responsibility of holding staff meetings is with the Principal and secondary responsibility is with the Heads of the Departments.

The department Staff meetings will be conducted once in a month during the working months, additionally special meetings with technicians as and when required. The HOD informs the staff about the date, time and venue of the meeting along with the likely topics to be discussed. The topics to be discussed in the meeting are decided by the HOD in consultation with the senior staff of the department and staff in charge of labs.

The agenda for discussion in the meeting, shall cover one or more of the following topics:

- Planning for teaching – Theory & Practical
- Progress of syllabus and conduct of Unit tests / Model exams
- Correction of Unit tests/ Model exam papers and their analysis
- Student's and Parent's feedback
- Faculty feedback about students
- Parents feedback
- Feedback from Industries
- Guest lecturers required
- Industrial visits, In-plant trainings
- Project works for the final year students
- Consumable required by the laboratory and its purchase
- Budget for the Department
- Equipment for the laboratories
- Maintenance of the Equipment
- Department Library
- Overall performance of students in the lab/class

- Career development of Faculties
- Choice of Subjects and Allotment
- General discipline of the students of the Department

Allocation of Staff for various Department Activities

The first Department Staff meeting for the semester shall be held about one week before the academic session starts. The major topics for discussion will be

- Activities planning for the semester and Department time tables
- Improvements Required.
- Welcoming the new staff members and appraising the expectation from them

The staff meeting is also held at the end of the academic Year. The following topics are discussed.

- Budget provision for the next academic year
- Performance of staff and students in the completed academic year
- Requirement of staff- Teaching and Non-teaching for the next year.
- Any other suggestions from staff

Principal also arranges HODs meetings whenever necessary and minutes of such meetings are maintained. The staff assigned the task, prepares minutes of the meeting.

Policy on Stakeholder Feedback

The IQAC of Federal Institute of Science and Technology (FISAT) is committed to establishing and maintaining effective feedback systems for open and honest communication with all students and stakeholder groups. This feedback ensures that FISAT offers increasingly high-quality learning and teaching. In addition, FISAT ensures clear pathways are available to students, staff, parents, alumni, employers, and other stakeholders for providing feedback about the institution and all aspects of its functioning. Also, to facilitate the continuous improvement of FISAT through an effective and consistent process.

- All stakeholders have the opportunity to provide feedback, including students, staff, alumni, industry partners, parents, and other interest groups;
- Individuals provide feedback on their initiative or in response to requests by the institution
- Feedback processes are systematic, rigorous, and respectful of the rights of students, staff, and other stakeholders;
- Feedback responses are considered and, where appropriate, enacted promptly;
- Protection of privacy and reputation of all parties involved is ensured
- Mechanisms for providing feedback vary according to the needs of the Institution and stakeholder groups.

FISAT recognises the validity of all feedback mechanisms, including email, telephone, surveys, in-class feedback, forums, and formal and informal mechanisms, including student and staff feedback. In general, this is received through stakeholder-initiated feedback and Institution initiated feedback.

Stakeholder Initiated Feedback

Feedback initiated by the stakeholder may be received in the following ways:

- email, phone or written correspondence, facilitated by the publication of relevant contact details on the institution's website
- representation on appropriate governing Boards and Committees;
- periodic audits and reports initiated by governing, regulating, accrediting or professional bodies;
- informal discussion with an Institution staff member.

The IQAC may initiate stakeholder feedback in the following ways:

1. Student Feedback

- All students are invited to complete the feedback on teaching-learning twice in a semester – before the first series test and at the end of the semester.
- At the end of each semester, all faculty members ensure that their students have been invited to complete the Course Outcome Feedback Form. This should be completed no later than one week after the end of semester
- A core set of questions form the basis of the Student Feedback Form to systematically evaluate learning and teaching across all the courses of study.
- Program Exit feedback is taken in the last month of the last semester of the programme. This will include feedback on Programme Outcomes, Programme Specific Outcomes, and curriculum. This includes questions regarding students' experience, resources available, curriculum material, assessment and other broader study experiences.
- General feedback on the amenities provided to the students is taken once a year.

2. Staff Feedback

FISAT empowers staff members to provide feedback on all aspects of Institution life through:

- Staff meetings (formal and informal);
- Annual Performance Appraisals;
- Representation on appropriate governing boards and committees.

3. Alumni Feedback

Alumni feedback on curriculum to be taken every year from the batch which has completed one or two years after passing the course.

PEO feedback shall be taken from Alumni 3 years after passing out of the institution

4. Employer feedback

Feedback on the programme outcomes shall be collected from Employers

5. Parents' feedback

Parents' feedback shall be taken once a year, in the general PTA meeting or through the circulation of forms offline or online

6. Advisory Group

The task of the Advisory Group is to provide industry feedback on the institution's operations and training, and educational products and services. Members include external representatives.

- The feedback obtained shall be analysed department-wise or institution-wise as per the requirement and type of feedback.

IQAC does a thorough analysis of feedbacks taken from different stakeholders and submit the report to management, Principal and Academic Council. Follow – up actions are taken based on the feedback analysis.

Quality Policy

The Quality Policy of the Federal Institute of Science and Technology (FISAT) is explained below.

FISAT shall strive continually for evolving into an advanced centre of learning and research in the technical and management domains through focus on excellence in all its endeavours, adhering to applicable requirements, embedded in its quality assurance system. The institute is committed to transforming its students into globally competent, socially committed and ethically driven professionals capable of excelling in industry, entrepreneurship and society.

The Quality Policy of FISAT intends :

- To facilitate, promote, and maintain an institutional culture aligned with the institution's mission and vision.
- To implement and sustain a Quality Management System (QMS), ensuring compliance with relevant regulations and standards.
- To create the motivating and facilitating conditions for improving the quality of teaching with the help of human resource management initiatives and professional development opportunities and programmes
- To empower the faculty and staff to update their knowledge from time to time to align teaching-learning with real-world requirements.
- To create the conditions for improving the quality of the learning experience by ensuring the optimal availability and utilisation of learning resources and by continuously monitoring and evaluating the quality of teaching-learning, co-curricular and extra-curricular activities;
- To provide supportive services and a stimulating teaching-learning environment that encourages students to achieve their full potential
- To provide mechanisms for feedback from students and other stakeholders to improve its services;
- To develop, implement, monitor benchmarks/standards and targets for all areas of activity as found appropriate;
- To establish an integrated planning and quality assurance cycle that is effectively communicated throughout the organisation and which guides all the institutional operations;
- To ensure responsibility and accountability in all relationships with its stakeholders, including: students, faculty, staff, industry partners, university, the government, and local communities.

Quality Policy Implementation

FISAT has established an Internal Quality Assurance Cell (IQAC) to be the driving force for achieving excellence through continuous improvement in quality in accordance with UGC guidelines to help achieve the commitments made in the quality assurance policy statement.

IQAC has been set up with the following composition

- Chairperson: Head of the Institution
- Teachers to represent all levels (Three to eight)
- One member from the Management
- Senior administrative officers
- One nominee each from local society, Students and Alumni
- One nominee each from Employers /Industrialists/Stakeholders
- One of the senior teachers as the coordinator/Director of the IQAC
- Any other member appointed by the Principal

Policy on Internal Quality Audits

To implement planned and documented internal quality audits, to ensure and assess the compliance and effectiveness of the quality system and to initiate corrective and preventive action wherever necessary, FISAT has a Policy on Internal Quality Audits.

Internal quality audits shall be conducted regularly. Scheduled audits are to be conducted on the basis of importance of activity covering different departments. A yearly audit plan shall be prepared by the staff in charge during the first week of the academic year. The staff in charge shall organize internal quality audits through trained internal quality auditors. They shall be independent of the function being audited. The Principal shall ensure that auditors are not auditing their own work and shall also ensure the objectivity and compliance of the audit process to be effective to meet the requirements. The Internal Auditors shall study the Quality System documents before going for the audits. Clarification, if any, shall be provided by the Management Representative. The Principal shall intimate the Internal Quality Audit plan/schedule to the HOD's and the internal Auditors at least one week before the audit. HOD's shall inform faculty/staff about the objectives and scope of the audit. He shall also appoint a responsible member of staff to accompany/assist the Audit team if necessary. The Audit team shall be given access to the facilities and documents.

The Internal Audit team shall have an opening meeting with H.O.D. or his representative to establish official communication between the internal Audit team and the department and review the scope and objectives of the Internal Quality Audit. The Audit Team shall conduct audit to get objective evidences through interview's, examination of documents, observation of activities, facilities and conditions in the relevant area to ensure / verify that the quality system is effectively implemented and maintained. Deviations/Non conformities deficiencies if any shall be identified and recorded in Non-conformance Report with respect to the specific requirements state in ISO 9001:2015 standard Documented Information. The HOD or his representative shall write down the proposed corrective action/corrections and the proposed date of closing of the N.C.Rs found on the non-conformity report and return it to the Internal Auditor. On completion of the audit, Management and the Audit team shall have a closing meeting with the HOD's or his representative of the audited area to review findings and obtain clarifications if required. Appropriate corrective/Preventive measures shall be discussed. They shall be incorporated in the N.C.R. which is signed by the Audit team as well as the audited department. The audit team leader shall collect all the Nonconformity Reports raised during the Internal quality Audit and submit to the management. The Principal shall arrange to give a copy of the N.C.R. raised during the audit to the concerned HOD for his records. The HODs shall initiate necessary action for the corrective actions/corrections agreed in the N.C.R. and implement with suggestion for improvement.

The Principal shall intimate Top management regarding the deviation / non-conformities recorded during the internal Quality Audit for effective Corrective actions/corrections. The Management Representative shall arrange to conduct a follow up audit to verify the effective implementation of the corrective actions/corrections promised during the previous internal quality audit by the HODs. The result shall be recorded and the NCRs are treated as closed. Internal quality Audit Reports/Results and their corrective action/corrections taken, review of these in the subsequent Management Review meeting shall be presented by the Management Representative.

Policy on KTU Academic Audit

To monitor the functioning of academics and enhance the quality of technical education, the Federal Institute of Science and Technology (FISAT) conducts regular academic audits adhering to the university's guidelines.

- The academic auditing system comprises two bodies; the Internal Quality Assurance Cell (IQAC) at the institution level and the external auditor at the university level. The IQAC will function as a body assisting the external auditor. The audit process is jointly carried out by the Internal Quality Assurance Cell of the institution and an external academic auditor appointed by the university.
- The IQAC of the institution shall oversee and monitor all academic activities.

Key assessment components identified for the process:

- Course delivery and adherence to the course plan, syllabus coverage, question papers used for internal examinations, internal evaluation, mini/main projects, and conduct of practical classes and their evaluation.
- Co-curricular and Extracurricular activities are available for students, and the monitoring mechanism of activity points to be earned by the students.
- Academic functioning of the institution encompassing students, faculty, and institution administration covering punctuality, attendance, discipline, educational environment, learning ecosystem, academic achievements, and benchmarking.
- The quality criteria prescribed by NBA/NAAC.
- The head of the institution ensures that the records/documents are maintained and accessible for both IQAC and external auditors. The IQAC coordinator confirms that data are uploaded/mailed, as the case may be, within the stipulated time to the external auditor/university.
- A team from IQAC carries out an internal audit (inter-departmental) of the institution twice a semester. As decided by the coordinator, a group of two members of IQAC verifies the details of a department. It prepares academic audit reports/statements in formats prescribed by the university for each semester. Audit reports based on the internal audit are presented to the external academic auditor, who uses them as an independent auditing reference.

- The external auditor visits the institution as specified by the university, verifies the documents, and interacts with the faculty, staff, and students. The external auditor submits reports to the university after the audit.
- The head of the institution remarks on the observations made by the auditor and shares the response received from the university to the respective stakeholders for necessary actions if required.

Policy on Human Values and Professional Ethics (Code of Ethics)

Human values and professional ethics enable individuals to have an improved sense of purpose in life, achieve higher performance, and maintain quality relationships. The Federal Institute of Science and Technology (FISAT) attempts to inculcate human values and professional ethics amongst all its staff and students. The values adopted include integrity, accountability, transparency, honesty, discipline, empathy, teamwork, competency, perseverance, confidentiality etc. In addition, broad guidelines of ethical behavior bind every institution member to guide them in discharging their obligations towards students, parents, colleagues and the community.

The Code of Ethics for staff members of the Federal Institute of Science and Technology is:

- Observe a responsible pattern of conduct and character as the community expects them.
- Seek to make professional growth continuous through study and research, maintaining professional membership wherever applicable and actively participating in professional meetings, seminars, conferences, etc.
- Perform the duties assigned to them diligently and with commitment
- Cooperate and assist in carrying out functions related to the educational and administrative responsibilities of the institution
- Actively participate in extension, co-curricular and extra-curricular activities
- Respect the right and dignity of the student in expressing their opinion,
- Provide quality education to all students and treat them with love, care, affection, concern, and commitment.
- Be just and impartial to all students and inculcate good values among the students without favoritism and discrimination.
- Facilitate students' physical, social, intellectual, emotional, and moral development.
- Identify students' differences in aptitude and capabilities and strive to meet their individual needs.
- Encourage students to actualize their potential and talent.

- Inculcate among students scientific temper, the spirit of inquiry and ideals of democracy, patriotism, respect for physical labour, social justice, environmental protection, and peace
- Develop values of generosity and sacrifice through Blood Donor's Forum and voluntary services.
- Maintain the confidentiality of the information concerning students and colleagues and dispense such information only to those legitimately entitled to it and only when authorized.

Establish a relationship of trust and respect with parents/guardians and coordinate with them for the all-round development of students.

- Encourage purposeful collaboration and open dialogue among colleagues and stakeholders and treat other professional members with respect and dignity.
- Refrain from making unsubstantiated allegations against colleagues or higher authorities and avoid making derogatory statements about them
- Respect the professional standing and opinions of their colleagues.
- Be punctual in attending to duties continuously strive to enhance the quality of work/performance
- Engage classes, both theory and practical, punctually and effectively
- Promote and practice all good and healthy practices for the well-being of the Institute
- Impart Outcome Based Education to the fullest possible extent
- Correct the assignments and laboratory records of students systematically and on time,
- Be meticulous in submitting the question papers and marks of the internal tests
- Organize guest/expert lectures with academic/industry professionals
- Carry out continuous assessments and evaluation of students' performance.
- Attend internal and external invigilation, observer's duty meticulously, as and when directed.
- Attend Faculty Development Programmes, guest lectures, workshops, seminars, industrial visits etc.
- Monitor students' academic performance and do mentoring through the mentoring system
- Encourage and develop interpersonal relationship competency.
- Strive to enhance teamwork and team efficiency skills.
- Author/co-author academic books with other professionals.
- Involve in Research, Consultancy, and Extension activities.

- Publish papers in seminars / conferences /conventions/journals /magazines.
- Maintain absolute integrity and devotion to duty.

Make use of the resources from e-materials from digital library, authorized online journals, and legitimate sites to improve the quality of teaching

- Prepare soft/hard copies of course files, delivery sheets, and web materials,
- Abide by the rules and regulations of the Institute and be a role model to others,
- Promote decency, decorum, dignity, and discipline among other Staff and students
- Cooperate and participate in all the activities of the Institute.
- Develop a sense of ownership and belongingness with the Institute.

The following are some of the activities in which the Members of Staff /Faculty shall **not** participate/indulge.

- Adopt/show any form of negligence while on duty
- Engage in Share Trading or any other such activities on the campus of the Institute.
- Use the Computer Systems, Internet facilities, etc., of the Institute for purposes and activities which are not permissible on the campus of the Institute.
- Propagation of political-religious, communal, anti-social, terrorist activities,
- Discrimination of any type,
- Involve/encourage any form of malpractice during the course of discharging the duties and responsibilities
- Agree to, promote, or encourage any wrong practices during examinations
- Leaving the campus without the permission of the authorities before the stipulated day end time
- Undertake private assignments, whether remunerative or not
- Enter into any financial transactions with any stakeholder of the Institute
- Cause damage to the Institute or stakeholders' property in any form
- Involving in immoral practices or encouraging or cooperating in such practices in any manner
- Passing comments that invoke religious, regional, personal, racial, and cultural sentiments
- Any act which is detrimental to the interest of the Institution.

Policy on Budget

The Federal Institute of Science and Technology (FISAT) 's operating budget summarizes the financial plans of the institution. The budget is based upon projected revenues from various sources and serves as a mechanism to match anticipated and actual revenues and expenditures. Through the budgeting process, FISAT ensures optimum utilization of its financial resources through proper allocation to meet all its requirements.

- The process of budgeting is initiated before the beginning of a financial year.
- A format for submitting the budget is circulated to the different departments/sections of the institution.
- The individual departments/sections identify and plan their financial requirements for the next financial year and submit them in the format prescribed to the Principal/Finance Manager.
- The budget received from different departments/sections is consolidated and presented to the management for approval.
- Management analyses the financial requirements of each department/section and approves/makes changes in the requested amount depending on the total resources available.
- The sanctioned budget is then intimated to the respective departments/sections.
- Each department/section ensures that the expenses are within the sanctioned budget

Policy on Financial Management and Resource Mobilization

The purpose of the FISAT's Financial Management and Resource Mobilisation Policy is to establish guidelines for control of the administration and implementation of the funds of the institution in accordance with the vision, mission, goals, and objectives; to adequately safeguard the assets of the FISAT to make sound financial decisions, and can provide accurate financial reports. The managing committee of FISAT shall be responsible for ensuring that all the transactions and activities of the institution are carried out within the framework of its aims and objectives and based on the decisions and policies taken/adopted by the Executive or General body.

The Financial Management and Resource Mobilisation Policy of FISAT has identified six principles of Financial Management as goals to work forward.

1. Custodianship: FBOAES, the registered society, holds the assets and funds in trust and must make sure that they are used in accordance with the constitution and any contractual agreements entered into.
2. Accountability: The FBOAES society ensures that the organization's resources are used effectively and for the purpose for which they were intended.
3. Transparency: The accounting and financial systems and practices are well-established. All financial information is recorded accurately and presented clearly, and can be easily disclosed to those who have a right to request it.
4. Consistency: The accounting and financial systems of FISAT shall be consistent over the years so that comparisons can be made, trends analysed and transparency facilitated. This does not mean that the systems may not be refined.
5. Integrity - The financial records shall reflect reality, and proper procedures are set up and followed by all staff of FISAT.
6. Standard Documentation and Auditing - The maintaining financial records and documentation shall observe internationally accepted accounting standards and principles. The same shall be subjected to external and internal audits, and the statements shall be published on the institution's website.

Being a self-financing institution, the institution shall describe the plan to raise and use funds through clear plans and budgets. The institution shall also demonstrate proper controls in place, including good management.