



25 April 2025

Internal Quality Assurance Cell (IQAC)


Notice

A meeting of the general committee members of the Internal Quality Assurance Cell (IQAC) will be held at 9:30 AM on 02 May 2025 in the Library Seminar Hall.

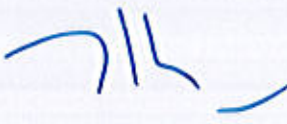
All members are requested to attend the same.

Agenda:

1. Welcome and Opening Remarks
2. Confirmation of Minutes of the Previous Meeting
3. Review of Action Taken Report (ATR)
4. Academic Quality & Enhancement
 - a. Curriculum Development and Academic Planning
 - b. Value-added/certificate programs
 - c. Industry-linked initiatives - AICTE Idea Lab, NSDC FISAT CFS
5. Teaching-Learning Process
 - a. Faculty feedback analysis
 - b. Innovative teaching practices
6. Faculty Development
 - a. FDPs/Workshops attended or organized
7. Student Support and Progression
 - a. Mentoring system review
 - b. Academic results analysis
 - c. Placement & Internship updates
8. Administrative & Institutional Matters
 - a. Infrastructure and Facilities
 - b. Lab/equipment upgrades
9. Research, Innovation & Consultancy
 - a. Projects, patents, publications
 - b. Funding proposals submitted or approved
 - c. Collaborations and MoUs
10. Quality Assurance & Accreditation
 - a. Preparation for NAAC/NBA/NIRF
11. Feedback Mechanisms
 - a. Stakeholder feedback (students, alumni, employers)
 - b. Analysis and action
12. Green Campus/Environment Sustainability Initiatives
13. Continuous Improvement & Best Practices
 - a. Documentation of Best Practices
 - b. Any New Proposals for Quality Improvement
14. Any Other Matter with the Permission of the Chair


Dr. Unni Kartha G
Dean (Academics)
IQAC Coordinator




Dr. Jacob Thomas V
Principal

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ATTENDANCE SHEET

Name of the meeting: IQAC GENERAL COMMITTEE MEETING Time: 9:30 AM

Date: 02.05.2025

Venue: LIBRARY SEMINAR HALL

Agenda

Agenda Attached.

No.	Name	Department	Designation	Signature
1	Mr. Shimith P.R		Chairman	
2	Dr. Jacob Thomas V		Principal	
3	Dr. Mini P.R		Vice Principal	
4	Dr. Unni Kartha G	Dean and IQAC Coordinator		
5	Dr. Archana R		Member Secretary	
6	Dr. Jyothish .K. John		CoE	
7	Grey Xavier		Industry Spcl	
8	J.R. Sreekumar		V.P. PIA	
9	Dr. Sunvulul AM	ME	HOD, ME	
10	Dr. Krishna Kumar S	EC	HOD, EC	
11	Dr. Paul P. Mathew	CSE	HOD CSE	
12	Sino Varghese	Library	Chief Librarian	
13	Dr. S. Sundararajan	EIE	AP	
14	BEJON VASANTH	PTC	AP	
15	Jiju P.P.	ME	AP	
16	Shinto Sebastian	Adminstrator	PRM	
17	Dr. Reshmi . R	CSE	Assoc. prof	
18	Amala Mary	MBA	Asst. Prof	
19	Aiswariya Raj	E.C.G	Asst. Prof	
20	Dr. Rose Mary Mathew	MCA	Asst. Prof	



Federal Institute of Science and Technology (FISAT)[®]

Internal Quality Assurance Cell (IQAC)

Minutes of IQAC meeting held on 02.05.2025 at 09:30 am

Venue : Library Seminar Hall

Agenda

1. Welcome and Opening Remarks
 2. Confirmation of Minutes of the Previous Meeting
 3. Review of Action Taken Report (ATR)
 4. Academic Quality & Enhancement
 - a. Curriculum Development and Academic Planning
 - b. Value-added/certificate programs
 - c. Industry-linked initiatives - AICTE Idea Lab, NSDC FISAT CFS
 5. Teaching-Learning Process
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 - c. Placement & Internship updates
 8. Administrative & Institutional Matters
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 9. Research, Innovation & Consultancy
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 - b. Analysis and action
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 13. Continuous Improvement & Best Practices
 - a. Documentation of Best Practices
 - b. Any New Proposals for Quality Improvement
 14. Any Other Matter with the Permission of the Chair
-

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Internal Quality Assurance Cell (IQAC)

1. **Welcome & Opening Remarks:** The meeting started at 09:30 am in the Library Seminar Hall with the Principal, Dr. Jacob Thomas V in the chair. Dr. Jacob Thomas V welcomed the members to the newly constituted IQAC for the year 2025-2027

2. **Minutes:** The IQAC coordinator presented the minutes of the meeting held on 13.11.2024.

3. **Action Taken Report:** The action taken report of the meeting held on 13.11.2024 was reviewed.

The minutes and action taken report were discussed and adopted.

The parent representative, Mr. Sreekanth J, Vice President of the PTA, addressed the meeting and congratulated the FISAT team for maintaining high quality standards on campus and requested that more awareness sessions on traffic violations and the dangers of narcotics use be conducted.

Resolved [1 / GC-1 / 02.05.2025] to direct the traffic club and anti narcotics club to strengthen their activities.

Mr. Greg Xavier, Industry Representative, updated the committee regarding the changes that are seen in the industry requirements. He emphasized the importance of improving the soft skills of the students. He suggested that a structured innovation approach may be adopted in the student projects done on campus and then convert them to IPR and patents. He recommended that a pool of such projects may be created and awards given to motivate the students to put forward their ideas. He also suggested collaborating with the Kerala Startup mission to conduct Ideathon.

Resolved [2 / GC-1 / 02.05.2025] to direct the placement cell to strengthen the communication development of students.

Resolved [3 / GC-1 / 02.05.2025] to direct the IIC and IPR cell to take more initiatives to improve their activities on campus.

Discussion based on Agenda:

4. **Academic Quality & Enhancement:**



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The Principal updated IQAC about the status of the preparations towards autonomy. The curriculum framework has been finalised. Academic Council, Curriculum development committee and Board of Students has been constituted. Skill development is given focus in the newly developed curriculum. The draft examination manual is also developed.

The Principal briefed the meeting about the MoU between NSDC, FISAT and Ethnotech for setting up Centre for Future Skills with Industry supported labs on campus. As per plan, Global Certification Courses will be offered through these labs from the next academic year onwards. Every student is expected to undergo one global certification in a semester through these labs. He also appraised the meeting about the sanctioning of AICTE IDEA lab. The IDEA Lab is expected to give a boost to innovation among students on campus.

The IQAC coordinator presented the details of value added courses conducted in various departments during the current academic year.

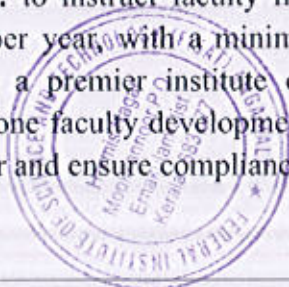
Resolved [4 / GC-1 / 02.05.2025] to encourage all students and faculty members to attend the certification courses offered by NSDC FISAT CFS and include it in the time table for easy implementation.

Resolved [5 / GC-1 / 02.05.2025] to incorporate the AICTE IDEA Lab into the curriculum of first-year students and ensure that every student is familiarized with the objectives of the IDEA Lab.

5. Teaching-Learning Process: The IQAC coordinator presented the faculty feedback analysis and the details of Faculty Development Programmes. It was found that more than 90% of the faculty obtained feedback scores greater than 70%. Heads of departments are requested to review the feedback of individual courses and give appropriate guidance wherever necessary. Faculty members shall be encouraged to undertake innovative teaching practices to enhance the learning experience.

6. Faculty development: The data pertaining to the number of FDPs conducted by the departments and the number of faculty members attending FDPs was reviewed. It was observed that improvement is necessary in both aspects.

Resolved [6 / GC-1 / 02.05.2025]: to instruct faculty members to undertake at least two faculty development programmes per year with a minimum of six days' duration, with at least one preferably organized by a premier institute or outside the state. Also, every department should conduct at least one faculty development programme each academic year. Heads of Departments are to monitor and ensure compliance with these directives.



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7. Student Support and Progression: The mentoring system was reviewed and measures to improve the students was discussed. The results of various semesters were presented and the methods of improvement were discussed. The placement statistics and internship was also discussed.

Resolved [7 / GC-1 / 02.05.2025]: To improve the mentoring system by

- Analysing the strength and weakness of students to help them identify their career path in the first year itself and supporting them throughout the course
- Providing mentors an overview of the current industry requirement so that students can be trained accordingly.
- Including alumni as mentors

Resolved [8 / GC-1 / 02.05.2025]: To achieve 100% internship by encouraging students to undergo internship irrespective of the semester.

8. Administrative & Institutional Matters: Various administrative and institutional matters were discussed. The existing maintenance process was reviewed, and it was observed that the response time for addressing certain maintenance issues requires improvement. The possibility of including functional heads into maintenance review was also discussed.

Resolved [9 / GC-1 / 02.05.2025]: To implement a ticketing system for addressing civil maintenance issues.

9. Research, Innovation & Consultancy: The IQAC coordinator presented data pertaining to the number of publications, patents, the funding applied/received and the status of MoUs in all the departments. The details of conferences organised were also presented. It was suggested that efforts should be intensified to enhance the quantity and quality of outcomes in these areas..

Resolved [10 / GC-1 / 02.05.2025]: To improve research outcomes by ensuring the following:

- Publication of a minimum of four patents per year by every department. The support of the IIC member in each department shall be utilized to scrutinize the projects and ideas submitted by students for patenting.
- At least one publication per faculty member per year.
- Submission of at least four funding applications per year by each department.



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- Maintenance of a minimum of four active MoUs in every department at any point of time.
- Organization of one national conference annually and one international conference every two years.

10. **Quality Assurance & Accreditation:** The IQAC coordinator updated the committee that

- The NAAC AQAR of the academic year 2023-2024 has been uploaded and approved,
- The institution has been ranked eighth in the KIRF ranking but not ranked in NIRF.
- The transition to ISO 9001:2018 is underway and the institute is expected to be certified by June 2025
- The NBA accreditation preparations of MBA and MCA programs are underway and is being reviewed.

Discussion was carried out about the action plan for applying for accreditation of the five UG programs whose certification ends on 30.06. 2026. The suggestions given by the NBA expert team during the previous visit regarding CO and PO attainment calculation was reviewed. Based on the discussion, it was

Resolved [12 / GC-1 / 02.05.2025]:

- Submit the pre-qualifier in November 2025 and the SAR in December 2025 in the new application format of NBA.
- To create awareness among faculty members regarding the new NBA format.
- To adopt the proposed student centric method of calculation of CO, PO and PSO attainments
- To constitute department level criteria committees and initiate the preparation of SAR
- To update the software for incorporating the modifications in the attainment calculations.

11. **Feedback Mechanisms:** The status of taking feedback was reviewed. The facilities feedback from students as well as the employer and alumni feedback is ongoing. The feedback shall be reviewed at the departmental level and shared with the IQAC.

Resolved [13 / GC-1 / 02.05.2025]: To complete the feedback process from all stakeholders and its analysis by the end of the current academic year.



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12. Green Campus/Environment Sustainability Initiatives: The green, environment and sustainability initiatives taken during the current academic year was reviewed.

The campus has been Certified as a Green Institution with A+ grade by Mookkannoor Grama Panchyath as part of Haritha Kerala Mission. As a green campus initiative, the usage of flexes and paper cups have been discontinued on campus. Discussion on Additional Solar installation and BLDC fans is ongoing. 500 trees have been planted on campus as part of the green initiatives.

Resolved [14 / GC-1 / 02.05.2025]:

- To monitor the usage of water and electricity on campus.
- To conduct energy audit and green audit
- To strengthen the activities of SWAN – the nature club – by identifying areas for improvement and initiating new environmental initiatives.

13. Continuous Improvement & Best Practices: Discussion were carried out regarding opportunities of improvement in the system. The suggestions were:

- Developing a mobile app to streamline communication among stakeholders
- Incorporating industry aligned delivery of core courses
- Encouraging students to undertake as many mini or micro projects so as to improve their resume before attending placement in the final year
- Improving the utilization of e-journals and e-books subscribed in the library.
- Archiving all the notices through the intranet for easier accessibility.

Resolved [15 / GC-1 / 02.05.2025]: to explore the possibility of developing a mobile application for communicating with stakeholders.

Resolved [16 / GC-1 / 02.05.2025]: To encourage faculty members to incorporate industry-relevant content in their teaching and to motivate students to undertake more projects as part of their learning process.

Resolved [17 / GC-1 / 02.05.2025]: To encourage students and faculty members to make effective use of the e-content resources provided through the library, with a concerted effort to improve their utilization.

Resolved [18 / GC-1 / 02.05.2025]: to direct the office to archive all the notices in the intranet.





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Closing remarks by the Chairman:

In his closing remarks, the Chairman congratulated the FISAT team for maintaining the quality of education and other activities in the institution. He reiterated that faculty should be encouraged to attend external FDPs conducted by premier institutions and that financial support shall be extended in such cases. A proposal was made to develop an online system to raise tickets for maintenance requirements. The Chairman also noted that the usage of electricity on campus needs to be monitored and optimised. He reminded that all events must be planned well in advance and within the allocated budget, and emphasized that the settlement of bills for events funded by the management should be completed within 15 days of the programme.

Ms. Rinu J Achison, IQAC Joint coordinator proposed the vote of thanks. The meeting came to an end at 12:00PM.

Dr. Unni Kartha G
Dean (Academics)
IQAC Coordinator

Dr. Jacob Thomas V
Principal





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Approved by AICTE - Affiliated to APJ Abdul Kalam Technological University, Kerala)

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Website : www.fisat.ac.in

07 November 2024

Internal Quality Assurance Cell (IQAC)

Notice

A meeting of the core committee members of the Internal Quality Assurance Cell (IQAC) will be held at 11:00 AM on 13 November 2024 in the Library Seminar Hall.

All members are requested to attend the same.

Agenda:

1. Minutes and action taken report of the previous meeting
2. Road map for Autonomy
3. Status of NBA preparations of MCA and MBA Departments
4. AQAR for the year 23-24
5. Review of Institution Vision and Mission Statements
6. Progress of OBE review process
7. Status of Internal Audit
8. Any other matter pertaining to the quality initiatives

Dr. Unni Kartha G
Dean (Academics)
IQAC Coordinator



Dr. Jacob Thomas V
Principal

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All IQAC core committee members
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ATTENDANCE SHEET

Name of the meeting: IQAC MEETING

Time: 13.11.2024, 11:00am

Date: 13.11.2024

Venue: LIBRARY SEMINAR HALL

Agenda

1. Minutes and Action Taken Report of previous meeting
2. Road map for Autonomy
3. Status of NBA preparations of MCA and MBA Departments
4. AQAR for the year 23-24
5. Review of institution vision and Mission Statements
6. Progress of OBE review process
7. Status of internal Audit
8. Any other matter pertaining to the quality initiatives

No.	Name	Department	Designation	Signature
1.	MR. SHIMITH P.R.		CHAIRMAN	
2.	DR. JACOB THOMAS V		Pr	
3.	DR. MINI P.R.	KCE	VP	P.R. Mini
4.	DR. ELIZABETH GEORGE	MBA	Director	
5.	DR. UNNI KARTHA G	CE	Dean	
6.	Dr. Jiji Antony	CE	HOD	
7.	MS. Honeyamol P. Chacko	S & H	HOD	
8.	Ms. Deepa Mary Mathew	MCA	HOD	
9.	Dr. Jyothsna K John	CSE	HOD	
10.	Dr. Jose Cherman	ME	Prof	
11.	Dr. Sumanlal M	ME	HOD	
12.	Dr. Krishna Kumar S.	ECE	HOD	
13.	Arun J. Kulanja	ME	Asst. Professor	
14.	Benny VARMAZ	PTC	Asst. Prof	
15.	Dr. ASHA JOSEPH	CE	Assoc. Prof	
16.	Sneha P	EIE	AP	
17.	Shruti Sebastian	PRO	PRO	
18.	Surya Natarajan	EEE	Asst Professor	



Federal Institute of Science and Technology (FISAT)[®]
Internal Quality Assurance Cell (IQAC)

Minutes of IQAC meeting held on 13.11.2024 at 11.00 am
Venue : Library Seminar Hall

Agenda

1. Minutes and action taken report of the previous meeting
 2. Road map for Autonomy
 3. Status of NBA preparations of MCA and MBA Departments
 4. AQAR for the year 23-24
 5. Review of Institution Vision and Mission Statements
 6. Progress of OBE review process
 7. Status of Internal Audit
 8. Any other matter pertaining to the quality initiatives
-

The meeting started at 11:00 am in the Library Seminar Hall with the Principal, Dr. Jacob Thomas V in the chair. Dr. Jacob Thomas welcomed the members to the second IQAC meeting (core committee) of the academic year 2024-25.

In the welcome address, the Principal mentioned the significance of the role of IQAC in the context of Autonomy. He pointed out the need to review the policies of the campus.

The IQAC coordinator presented the minutes and the action taken report of the general committee meeting held on 24.07.2024. The minutes and action taken report were adopted.

Discussion based on Agenda:

1. Road map for Autonomy: The IQAC coordinator presented a brief about the road map and the timeline for Autonomy. Detailed presentations are scheduled at department levels for the dissemination of the details of the transition to autonomy and the timeline.

Resolved [1 / CC-1 / 13.11.2024]: to hold the sessions at department levels by the Principal, Vice Principal and Dean to disseminate the details of autonomy and the timeline.

2. Status of NBA preparations of MCA and MBA Departments:

The heads of departments of MBA and MCA presented the status of preparations. The preparations of the MCA department is on track and it is proposed to submit the pre qualifier December 2024 and eSAR in January 2025.



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The preparations of the MBA department are going on and it is proposed to submit the pre-qualifier in March 2025.

The Chairman suggested planning in a way that ensures obtaining accreditation status for both the MBA and MCA programs by April 2025.

Resolved [2 / CC-1 / 13.11.2024]: to speed up the preparations and plan the application process and accreditation of MBA and MCA departments by April 2025.

3. AQAR for the year 23-24: The AQAR for the year 23-24 must be submitted by December 2024. The IQAC coordinator sought the support of all stakeholders for the preparation and submission of AQAR on time. The departments are requested to prepare and submit the activity reports to IQAC.

Resolved [3 / CC-1 / 13.11.2024]: to provide all necessary support to the IQAC for the preparation and submission of AQAR 23-24.

4. Review of Institution Vision and Mission Statements: The Internal Governing Council and Governing body has approved to initiate the process of review of Institute vision and mission statements. It was suggested to collect the feedback from the stakeholders through the departments. The same may be discussed in the departmental meetings.

Resolved [4 / CC-1 / 13.11.2024]: to consolidate the feedback about institute vision and mission statements from all stakeholders including faculty members, students, parents, industry through the department heads and share with the IQAC by 15 January 2025.

5. Progress of OBE review process: The IQAC coordinator updated that the discussions about OBE have been completed. The draft OBE handbook will be shared with the departments for feedback. Some of the changes suggested include standardisation of PAC and CAC functions and Attainment calculations. The handbook shall be presented and approved in the next IQAC meeting.

Resolved [5 / CC-1 / 13.11.2024]: to share the OBE handbook with the departments for final review.

6. Status of Internal Audit: The findings of the internal audit were discussed, and one of the observations highlighted that not all course files were fully updated. The discussion emphasised the need for thorough checks of all course files at the department level and for randomising the sampling process during inter-departmental audits

Resolved [6 / CC-1 / 13.11.2024]: to strengthen the audit process by

- Randomising the sampling of course files during the audits





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- Rotating the auditors
- Devising a mechanism to audit all the course files in the department internally

Any other Matter:

7. Budget: The Principal informed the committee that the budgeting process has been initiated and all departments and functional heads are requested to submit the budget on or before 25 Nov 2024, so that the entire process can be completed by 18 Dec 2024.

8. Add on courses: The Principal informed the committee about the need for reviewing the add on courses that are currently offered by the departments. The add on courses for the next academic year may be planned and finalised well before the commencement of the academic year. The existing guideline for identifying the add on courses may be reviewed. The financial requirements shall be included in the budget of the departments.

Resolved [7 / CC-1 / 13.11.2024]: to review and circulate guidelines for deciding the add on courses to the departments.

9. Placement and Training: The placement officer informed the committee that the campus placements for the students graduating in 2025 has commenced on a good note. He briefed the committee about the feedback from the recruiters about their expectations. Companies which offer high packages are looking for skilled and readily deployable candidates. He also pointed out the need for undertaking industry relevant academic projects, add on courses and certifications. The importance of communication skills was also discussed. The placement officer suggested conducting awareness sessions for faculty members about industry expectations to empower them.

Resolved [8 / CC-1 / 13.11.2024]: to conduct awareness sessions for faculty members about industry expectations

10. Admissions: The admission coordinator informed the meeting about the status of admissions this year. Steps are being taken to improve the intake quality of students.

Closing remarks by the Chairman:

In his closing remarks, the Chairman expressed confidence that FISAT has been on a steady path of growth over the last three years in the areas of placement, admissions, activities, and sports. He proposed initiating activities to enhance students' leadership qualities and programs to boost their confidence by conducting mock interviews starting from their first



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year. He emphasised the importance of faculty members attending quality FDPs at IITs. He recommended thoroughly reviewing the effectiveness of add-on courses before deciding to continue them. He also underscored the need to complete NBA accreditation for the MBA and MCA programs before the next admissions cycle. The chairman also suggested strengthening the audit mechanism.

The IQAC coordinator proposed the vote of thanks. The meeting came to an end at 12:30PM.

Dr. Unni Kartha G
Dean (Academics)
IQAC Coordinator

Dr. Jacob Thomas V
Principal



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Website : www.fisat.ac.in

18 July 2024

Internal Quality Assurance Cell (IQAC)

Notice

A meeting of the general committee members of the Internal Quality Assurance Cell (IQAC) will be held at 09:30 AM on 24 July 2024 in the Library Seminar Hall.

All members are requested to attend the same.

Agenda:

1. Minutes and action taken report of the previous meeting
2. College calendar and department calendars
3. Activities of departments and cells and clubs for the academic year 2024-25
4. Progress of OBE review process
5. Strategies and suggestions from members on improving academic performance
6. Road map for 2nd cycle of NBA accreditation of CSE, ECE, EEE, EIE & ME
7. Feedback from stakeholders
8. Any other matter pertaining to the quality initiatives

Dr. Unni Kartha G
Dean (Academics)
IQAC Coordinator



Dr. Jacob Thomas V
Principal

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All members
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ATTENDANCE SHEET

Name of the meeting: *IQAC General Committee*

Time: *9.30 am*

Date: *24/07/2024*

Venue: *Library Seminar Hall*

Agenda:

1. Minutes and ATR of previous meeting.
2. College calendar + department calendar.
3. Activities of departments, cells + clubs for AY 2024-25.
4. Progress of OBE review process.
5. Suggestions on improving academic performance.
6. 2nd cycle of NBA accreditation of CS, EC, EE, EI + ME.
7. Feed back from Stake holders.
8. Any other matters.

No.	Name	Department	Designation	Signature
1.	Mr. Shimith P.R.		Chairman	<i>[Signature]</i>
2.	Dr. Jacob Thomas V		Principal	<i>[Signature]</i>
3.	Dr. Mini P.R.		Vice Principal	<i>P.R. Mini</i>
4.	Dr. Unnikantha G		Dean (Academics)	<i>[Signature]</i>
5.	Mr. Biju Palatty	President, Mookkannur Panchayat		<i>[Signature]</i>
6.	Mr. Sreekanth J.		PTA	<i>[Signature]</i>
7.	Mr. Greg Xavier	Consultant, TCS	Industry Rep.	<i>[Signature]</i>
8.	Sankaradas J.R.	V/P-PTA		<i>[Signature]</i>
9.	Dr. A.J. Joshua	FBS	Director	<i>[Signature]</i>
10.	P Vinod Nair	Administration	AO.	<i>[Signature]</i>
11.	Dr. Sumanth MR	ME	HOD	<i>[Signature]</i>
12.	Dr. Ahi Mathew	EIE	HOD	<i>[Signature]</i>
13.	Dr. Krishna Kumar S	EEG	HOD	<i>[Signature]</i>
14.	Shruti Sebastian	PIPO	PIPO	<i>[Signature]</i>
15.	Amaldev T.P	Asst. Prof S&IT	Asst. Prof	<i>[Signature]</i>
16.	George Joseph	Account	Mr A/c	<i>[Signature]</i>
17.	Dr. Paul P. Mathai	CSE	Assoc. Prof	<i>[Signature]</i>
18.	Dr. Ann Kumaran	CSE	Professor	<i>[Signature]</i>
19.	Sino Varghese	Library	Chief Librarian	<i>[Signature]</i>
20.	Dr. Satheshkottam	MCA	professor	<i>[Signature]</i>

21.	Arum J. Kulangasa	ME (Alumni)	Asst. Professor	
22.	Dr. S. Suresh Kumar	EIE	"	
23.	Seenu Ar	MCA	Asst. Prof	
24.	Amala Mary	MBA	Asst. Prof	
25.	Dr. Rose Mary Mathew	MCA	Asst. Prof	
26.	Irina Jacob	Admin/stralen	Admin officer Coloalensis	
27.	Sreelja GA	EE	AP	
28.	Dr. Ajaywanji K.P	S&H	Asst. prof	
29.	Rinu. J. Achison	CE	AP	
30.	Dr. ASHA JOSEPH	CE	IQAC joint coordi	
31.	Dr. Sunya Susan Alon	EE	IQAC J-C	
32.	Dr. Anuband R	EEK	HOD	
33.	Dr. Jay Antony	CE	HOD	
34.	Honeyamol P. Chacko	S&H	HOD	
35.	Mohammed Riawan.P	CE	Student Rep	
36.	Dr. Deepa May Mathew	MCA	HOD	
37.	Dr. Jose Chennan	ME	professor	
38.	Dr. Reeshmi R	CSE	Assoc. Prof	





Federal Institute of Science and Technology (FISAT)[®]
Internal Quality Assurance Cell (IQAC)

Minutes of IQAC meeting held on 24.07.2024 at 09.30 am
Venue : Library Seminar Hall

Agenda

1. Minutes and action taken report of the previous meeting
 2. College calendar and department calendars
 3. Activities of departments and cells and clubs for 2024-25
 4. Progress of OBE review process
 5. Strategies and suggestions from members on improving academic performance
 6. Road map for 2nd cycle of NBA accreditation of CSE, ECE, EEE, EIE & ME
 7. Feedback from stakeholders
 8. Any other matter pertaining to the quality initiatives
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The meeting started at 09:30 am in the Library Seminar Hall with the Principal, Dr. Jacob Thomas V in the chair. Dr. Jacob Thomas welcomed the members to the first IQAC meeting of the academic year 2024-25.

The IQAC coordinator presented the minutes and the action taken report of the general committee meeting held on 15.03.2024.

Matters arising out of the ATR:

Resolution [2 / GC-2 / 15.03.2024] The timeline proposed for NBA accreditation of MCA and MBA departments were February 2025 and June 2025 respectively. Chairman directed to accelerate the accreditation related work to submit the eSAR in the month of December 2024.

Resolved [1 / GC-1 / 24.07.2024] to prepare and submit the SAR of MBA and MCA departments by the month of December 2024.

Discussion based on Agenda:

College calendar and Department calendars: IQAC has prepared the College calendar inline with the university calendar and shared it to all staff members. All departments have prepared the department calendars in line with the college calendar and shared with IQAC.

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Resolved [2 / GC-1 / 24.07.2024] to strictly comply with the academic calendars and ensure that all proposed activities are conducted as per the schedule

Activities of departments and cells and clubs for 2024-25: The consolidated list of activities, proposed by departments and cells/ clubs was presented. Departments were instructed to rework on the planned activities to incorporate diverse activities for the current academic year, if required, and resubmit the new list. Some clubs and cells have not submitted the final activity list.

Discussions were carried out about the status of the activities proposed during the previous academic year (2023-24) and its status. The feasibility of preparing a monthly activity planner was discussed.

Resolved [3 / GC-1 / 24.07.2024] to collect the status report of the activities proposed during the academic year 2023-24.

Resolved [4 / GC-1 / 24.07.2024] to collect and consolidate the final list of activities from departments and all cells and clubs.

Resolved [5 / GC-1 / 24.07.2024] to prepare a monthly activity planner for the academic year 2024-25.

Progress of OBE review process: OBE review process and handbook preparation is in progress. Expected to complete the process in September 2024

Resolved [6 / GC-1 / 24.07.2024] to complete the OBE review process by September 2024

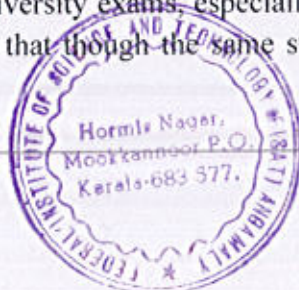
Strategies and suggestions from members on improving academic performance: The IQAC coordinator presented the academic results of B.Tech. Discussions were carried out about the performance of students in each department.

The Principal briefed about the new measures taken in the APMC - meeting students individually rather than in groups. He suggested a target of at least a 5% overall increase in the academic performance for the current academic year.

Suggestions were invited from all members to improve the results.

Dr. Archana R, HoD EEE highlighted the role of group advisors that helped immensely for improvement of results in university exams, especially in the final year. Dr. Abi P Mathew, HoD EIE raised the concern that though the same strategy is adopted for different batches,

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the output obtained is different due to the difference in the input quality of students. He emphasised the role of individual attention to students. Dr. Sumanlal, HoD ME and Dr. Jiji Antony, HoD CE also raised the concern about the results of 2021 Admission batch students since their performance in previous year exams and in the qualifying exams are poor. Dr. Jyothish K John, HoD CSE mentioned about the role of group advisors and the necessity to follow up the students from from third semester onwards Mr. Sreekanth, Vice President, PTA suggested to prepare an action plan for the improvement in pass percentage. Dr. Mini P.R. also emphasised the significance of the role of group advisor with her experience in the APMC meeting conducted in July 2024.

Chairman suggested to set targets for each department with a minimum of 5% and to prepare an action plan for the same.

Resolved [7 / GC-1 / 24.07.2024] to strengthen the APMC activities and instruct the group advisors to follow up the academic performance of the students and give individual counselling to the students.

Resolved [8 / GC-1 / 24.07.2024] to discuss and set targets for the academic performance of the 2021 admission year for each department and prepare an action plan for the same.

Road map for 2nd cycle of NBA accreditation of CSE, ECE, EEE, EIE & ME: Discussions were carried out regarding the timeline for the next cycle of NBA accreditation. The validity of the existing NBA accreditation of B.Tech CSE, ECE, EEE, EIE and & ME is up to 30.06.2026. The next expert team visit can be anticipated by January 2026 and prequalifier and eSAR must be ready by September 2025. The CAY for the accreditation shall be 2025-26. The departments were requested to focus on weak areas noted in the first cycle of accreditation.

Resolved [9 / GC-1 / 24.07.2024] to initiate the preparations for the accreditation process at department levels. Hods to monitor the progress.

Feedback from stakeholders: The IQAC Coordinator shared analysis of the feedback obtained from students pertaining to infrastructure and support. No significant changes were observed in the feedback obtained from the previous year. Nearly 4% variation was observed in the availability of fans in classrooms. This may be due to the heat wave experienced during last summer.

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Resolved [10 / GC-1 / 24.07.2024] to review the availability, adequacy and functioning of fans classrooms. The electrical maintenance in charge shall review and report the status of the administrative officer.

Any other Matter:

Status of 2f and Autonomy: The IQAC Coordinator informed the committee that all the documents pertaining to 2f including indemnity bond have been sent to UGC. We are awaiting confirmation from UGC.

Purchase: The Administrative officer informed the committee that some of the purchases during the last financial year were initiated towards the end of February and March. This can create difficulties for managing the payment of taxes as well as the accounts. Hence it is recommended to complete all purchase related activities before 15th February 2025 so that the bills can be settled during the same financial year.

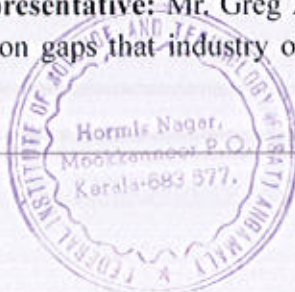
Resolved [11 / GC-1 / 24.07.2024] to instruct all stakeholders to complete all purchases of a year before 15th February of the year.

Remarks by the local body representative: Mr. Biju Palatty, President , Mookkannoor grama panchayat appreciated the efforts by staff and students of FISAT for participating in all the initiatives of the panchayat. He acknowledged all their contributions and invited more initiatives from college that can benefit the society.

In the discussions that followed, a few suggestions were put forth. Dr. Jiji Antony, Hod CE, proposed a project for water quality testing for the panchayath, Dr. Archana R, HoD EEE, suggested conducting an energy audit and Dr. Sumanlal, HoD ME, offered support for agricultural mechanisation for farmers of the panchayath. The possibility of incorporating such initiatives as student projects were also discussed. Mr. Biju Palatty welcomed the suggestions and invited the members to visit the panchayat and take these discussions forward.

Resolved [12 / GC-1 / 24.07.2024] to explore the possibility of associating with the Mookkannoor Grama panchayath in socially relevant student projects. Hods to discuss the matter with project coordinators and initiate such activities.

Remarks by the industry representative: Mr. Greg Xavier, TCS, in his remarks mentioned about skill gaps and expectation gaps that industry observes when they hire students from





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campuses. Though the skill gaps are not of big concern for students from FISAT, the expectation gap exists. He suggested incorporating sessions from industry for the students, and also to include such content along with placement training to address it.

Resolved [13 / GC-1 / 24.07.2024] to explore the possibility of including programs to create awareness in students about industry expectations along with placement training. Placement officer to take initiatives in this direction.

Remarks by the alumni representative: Mr. Arun J Kulangara, Alumni representative suggested that decentralisation of Alumni activities may help to improve the alumni activities. Alumni meets might be more effective at department level. He also suggested including one alumni industry representative in the placement cell and use their support to improve placements.

Resolved [14 / GC-1 / 24.07.2024] to conduct alumni meets at department level in addition to college level alumni meet.

Resolved [15 / GC-1 / 24.07.2024] to explore the possibility of including alumni in the placement advisory board and take their suggestions for improving placement.

Remarks by the student representative: The student representative expressed satisfaction of the overall support provided by the college for curricular, co curricular and extra curricular activities. The quality of food in the hostels were satisfactory, but the quality is not very consistent. Also, there is some rush observed during the lunch break in the canteen.

Resolved [16 / GC-1 / 24.07.2024] to instruct the hostel committee to monitor the quality of food served in the hostel mess. The functioning of the committee formed to monitor food and hygiene may be strengthened.

Resolved [17 / GC-1 / 24.07.2024] to monitor the rush during lunch break in the canteen and take measures to alleviate the same. The canteen contractor shall be instructed to look into the same.

Closing remarks by the Chairman:

Chairman in his concluding remarks reiterated the importance of working towards Autonomy. He appreciated all the efforts put in by the staff members, especially the admission committee for achieving the best outcomes in admissions. This year, the number of applicants has crossed 5000 which is a good indication of the reputation of FISAT. He also appreciated the

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efforts of the staff for achieving a good pass percentage in university examinations. He emphasised that the academic results and placements are the most important measurable indicators for an educational institution.

He also urged all the stakeholders to conduct the activities planned and ensure that it is beneficial to the students. All activities add to the value of the students in moulding him to a better citizen. He also urged to conduct more opportunities for students to attend mock interviews to prepare them for campus placements.

Resolved [18 / GC-1 / 24.07.2024] to conduct more mock interviews for students to help them in campus placements. The faculty in charge of the placement in departments to plan and ensure that the students get sufficient opportunities to attend mock interviews.

The IQAC coordinator proposed the vote of thanks. The meeting came to an end at 10:45AM.

Dr. Unni Kartha G
Dean (Academics)
IQAC Coordinator



Dr. Jacob Thomas V
Principal