



FEDERAL INSTITUTE OF SCIENCE AND TECHNOLOGY (FISAT)[®]
(AUTONOMOUS)

(An ISO 21001:2018 EOMS Certified, NAAC ('A+') Accredited Institution with NBA Accredited Programmes)

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

Owned and Managed by Federal Bank Officers' Association Educational Society

HORMIS NAGAR, MOOKKANNOOR P.O., ANGAMALY - 683 577, ERNAKULAM, KERALA, INDIA.

Tel : (0) 0484 - 2725272

E-Mail : mail@fisat.ac.in

Website : www.fisat.ac.in

04.05.2026

Internal Quality Assurance Cell (IQAC)
Notice

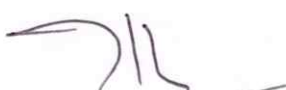
A meeting of the core committee members of the Internal Quality Assurance Cell (IQAC) will be held at 12:45 PM on 15 May 2026 in the Library Seminar Hall.
All members are requested to attend the same.

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
5. Quality Assurance & Accreditation
 - a. Preparation for NAAC/NBA/NIRF
6. Green Campus/Environment Sustainability Initiatives
7. Any Other Matter with the Permission of the Chair


Dr. Beena B R
IQAC Coordinator




Dr. Jacob Thomas V
Principal

Copy to:
All members
To be posted in official communication channels
File

ATTENDANCE SHEET

Name of the meeting:

Time: 12:45pm

Date: 15.05.2026

Venue: Library Seminar Hall

Agenda

[illegible]



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

Internal Quality Assurance Cell (IQAC)

Minutes of IQAC meeting held on 15.05.2026 at 12:45 pm

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
 5. Quality Assurance & Accreditation
 - a. Preparation for NAAC/NBA/NIRF
 6. Green Campus/Environment Sustainability Initiatives
 7. Continuous Improvement & Best Practices
 - a. Documentation of Best Practices
 - b. Any New Proposals for Quality Improvement
 8. Any Other Matter with the Permission of the Chair
-



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

Internal Quality Assurance Cell (IQAC)

Welcome & Opening Remarks: The Core Committee meeting commenced at **12:45 p.m.** in the Library Seminar Hall, with Dr. Jacob Thomas V, Principal, presiding over the session. He extended a warm welcome to all the participants and emphasized the importance of consistently upholding the institute's quality and academic standards as a foremost priority

1. Minutes and Action Taken Report: The IQAC coordinator presented the minutes and action taken report of the meeting held on 19.02.2026. The minutes and action taken report were discussed and approved.

Discussion based on Agenda:

4. Academic Quality & Enhancement: The progress of preparations for the implementation of academic autonomy from the Academic Year 2026–27 was reviewed. It was noted with satisfaction that the syllabus up to the fourth semester has been finalized and approved by the respective Boards of Studies (BoS). A familiarization session on the Academic Portal for first-year faculty members has been scheduled during the month of June to ensure effective implementation of academic processes under the autonomous framework.

Resolved [4 / CC-1 / 15.05.2026]: All Heads of Departments were instructed to prepare and finalize the academic activities for the upcoming semester. The planned activities should be aligned with the curriculum objectives and, wherever applicable, explicitly address the relevant Sustainable Development Goals (SDGs).

5. Quality Assurance & Accreditation: The SAR for NBA accreditation of the CS, EC, EEE, EIE, and ME programs was submitted on 20th December, preparations for the NBA Expert Team Visit are progressing as planned. To ensure readiness for the visit, internal audits of the SAR documents and Heads of Department (HoD) presentations have been scheduled during the first and second weeks of June. The MBA and MCA programmes are also expecting the NBA Peer Team Visit in the month of August, and the necessary preparations are underway. Document verification for these programmes has been scheduled for the third week of June, while the HoD presentations are planned for the last week of June.

Resolved [5 / CC-1 / 15.05.2026]: A comprehensive document verification of all departments by external experts is planned prior to the NBA Peer Team visit to ensure the readiness and quality of accreditation documents.

6. Green Campus / Environment Sustainability initiatives: The importance of the





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

Internal Quality Assurance Cell (IQAC)

Sustainable Development Goals (SDGs) was discussed during the meeting, and the significance accorded to SDG integration by the National Board of Accreditation (NBA) was emphasized. All Heads of Departments were instructed to ensure that academic, research, extension, and student activities are aligned with relevant SDGs and appropriately documented

Dr Beena BR, IQAC Coordinator proposed the vote of thanks. The meeting came to an end at 1:50PM.

Dr. Beena B R
IQAC Coordinator

Dr. Jacob Thomas V
Principal





FEDERAL INSTITUTE OF SCIENCE AND TECHNOLOGY (FISAT)[®]

(An ISO 9001:2015 Certified, NAAC ('A+') Accredited Institution with NBA Accredited Programmes)

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

Owned and Managed by Federal Bank Officers' Association Educational Society

HORMIS NAGAR, MOOKKANNOOR P.O., ANGAMALY - 683 577, ERNAKULAM, KERALA, INDIA.

Tel : (0) 0484 - 2725272

E-Mail : mail@fisat.ac.in

Website : www.fisat.ac.in

09 Feb 2026

Internal Quality Assurance Cell (IQAC) Notice

A meeting of the general committee members of the Internal Quality Assurance Cell (IQAC) will be held at 10:00 AM on 19 February 2026 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. 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. Beena B R
IQAC Coordinator




Dr. Jacob Thomas V
Principal

Copy to:

All members

To be posted in official communication channels

File



ATTENDANCE SHEET

Name of the meeting: IQAC

Time: 10.00 AM

Date: 19-02-2026

Venue: Library
Seminar Hall

Agenda

No.	Name	Department	Designation	Signature
1	Shimitha PR		Chairman	
2	Dr. Jacob Thomas		MD	
3	DR. Mini P.R.	EC	Vice Principal	P.R. Mini
4	Dr. Unni Kaethan	CE	Dean (Academics)	
5	Dr. Azhara R	EEE	Member Secretary Academic Council	
6	Dr. Ayswarya E.P	S&H	Asst. Prof	
7	Suma T.C	Library	Librarian Gr. III	
8	Rinu J. Achison	CE	AP	
9	Aiswarya Raj	E.C.E	Assistant Professor	
10	Dr. Rose Mary Mathew	MCA	Asst. Prof	
11	Dr. Shabana K.U	MCA	HOD	
12	Ms. Sreeja EA	EEE	AP	
13	Dr. Sreya Susan Alex	EEE	HOD	
14	Dr. Biji U Nani	MBA	Asst. Prof	
15	Amala Mary	MBA	Asst. Prof	
16	Dr. KRISHNA KUMAR S	ECE	RDC	
17	Dr. Anil Solanki	EIE	HOD, EIE	
18	Tiju PP	ME	AP	
19	Dr. Paul P Mathan	CSE	HOD	
20	Dr. Rejeesh CR	ME	Prof & HOD	



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

Minutes of IQAC meeting held on 19.02.2026 at 10:00 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- Autonomy
 - b. Industry-linked initiatives - AICTE Idea Lab, NSDC FISAT CFS
 5. Teaching-Learning Process
 - a. 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
-



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

Internal Quality Assurance Cell (IQAC)

Welcome & Opening Remarks: The meeting commenced at 10:00 a.m. in the Library Seminar Hall, with the Principal, Dr. Jacob Thomas V, presiding over the session. He warmly welcomed the gathering and emphasized the need to maintain the quality and standards of the institute as a top priority.

1. Minutes and Action Taken Report: The IQAC coordinator presented the minutes and action taken report of the meeting held on 14.10.2025. The minutes and action taken report were discussed and approved.

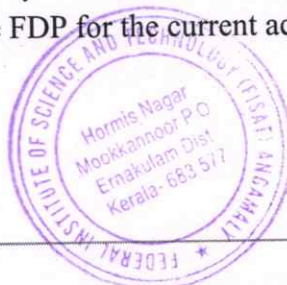
Discussion based on Agenda:

4. Academic Quality & Enhancement: The Member Secretary briefed the committee on the progress of preparations for implementing academic autonomy from the academic year 2026–27. Dr. Archana R. informed that the curriculum has been finalized and that the preparation of the syllabus is currently in progress. She further stated that the syllabus for all courses, including those for minor and honours programmes, is expected to be finalized by March 2026. The Member Secretary also highlighted the need to complete the Board of Studies (BoS) meetings, including the participation of university representatives. Dr. Jyothish K. John apprised the members that the development of the examination software has reached 70% completion.

The activities of the AICTE IDEA Lab and the CFS NSDC program were presented during the meeting. Detailed information on the 22 ongoing projects, along with 16 activities conducted under the IDEA Lab, was shared. The notable achievement of FISAT's ASME student team, FRC RAFALE, securing an Overall All India Rank (AIR) 3 in a national-level technical fest, was also highlighted. Additionally, the status of both odd and even semester courses under the NSDC program was reviewed and presented during the meeting.

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 80%.

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. All the department have organized at least one FDP for the current academic year





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

Internal Quality Assurance Cell (IQAC)

Resolved [6 / GC-3 /19.02.2026]: to instruct faculty members to undertake one faculty development programme outside the institute and one MOOC course per year. Heads of Departments are entrusted to monitor and ensure compliance with these directives.

7. Student Support and Progression : The academic result of all batches, placement statistics and internship details are presented in the meeting. The program pass of civil, mechanical, electrical and electronics, electronics and instrumentation branches are not satisfactory. The current placement statistics are less encouraging due to the ongoing global recession, and recruiting companies are more selective in their hiring processes this year.

Resolved [7 / GC-3 /19.02.2026]: The Heads of Departments were advised to develop strategies to improve academic results in the Civil, Mechanical, Electrical and Electronics, and Electronics and Instrumentation branches, along with ensuring 100% internship opportunities for students.

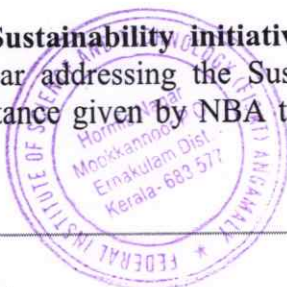
8. Administrative & Institutional Matters : The Librarian informed that access to the Turnitin software as well as, which is provided by the University, was not available now

9. Research, Innovation & Consultancy: The details of MoUs, publications, and funding proposals for the current academic year were presented during the meeting. The Heads of Departments also expressed concern over the prolonged time required for publication in Scopus-indexed journals and highlighted the issue of high publication charges.

Resolved [9 / GC-3 /19.02.2026]: It was proposed that departments take proactive initiatives to enhance publications, patents, and MoUs.

10. Quality Assurance & Accreditation: The AQAR submission process is on hold pending the release of the new format, while the The external audit for ISO 21001:2018 has been completed, and the institution is currently awaiting certification. The SAR for NBA accreditation of the CS, EC, EEE, EIE, and ME programs was submitted on 20th December, and preparations for the expert team visit are in progress. The MBA and MCA departments submitted the pre-qualifier on 31st December 2025 and are in the process of completing the SAR document this week, with submission planned for the following week. Additionally, the data for the KIRF ranking has been successfully submitted, while the data compilation for the NIRF ranking has been completed and the final submission is pending.

11. Green Campus / Environment Sustainability initiatives: The details of activities conducted in the current academic year addressing the Sustainable Development Goals (SDGs) were presented, and the importance given by NBA to SDGs was emphasized and reminded during the meeting.





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

Closing remarks by the Chairman:

The Chairman emphasized the importance of strengthening placement and research-related activities within the institute. He also informed that the Placement Cell will be renamed as the Entrepreneurship and Career Guidance Cell.

Dr Beena BR, IQAC Coordinator proposed the vote of thanks. The meeting came to an end at 11:50AM.

Dr. Beena B R
IQAC Coordinator

Dr. Jacob Thomas V
Principal





FEDERAL INSTITUTE OF SCIENCE AND TECHNOLOGY (FISAT)[®]

(An ISO 9001:2015 Certified, NAAC ('A+') Accredited Institution with NBA Accredited Programmes)

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

Owned and Managed by Federal Bank Officers' Association Educational Society

HORMIS NAGAR, MOOKKANNOOR P.O., ANGAMALY - 683 577, ERNAKULAM, KERALA, INDIA.

Tel : (0) 0484 - 2725272

E-Mail : mail@fisat.ac.in

Website : www.fisat.ac.in

06 Oct 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 10:30 AM on 14 October 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- Autonomy
 - b. Industry-linked initiatives - AICTE Idea Lab, NSDC FISAT CFS
5. Teaching-Learning Process
 - a. 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





FEDERAL INSTITUTE OF SCIENCE AND TECHNOLOGY (FISAT)[®]

(An ISO 9001:2015 Certified, NAAC ('A+') Accredited Institution with NBA Accredited Programmes)

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

Owned and Managed by Federal Bank Officers' Association Educational Society

HORMIS NAGAR, MOOKKANNOOR P.O., ANGAMALY - 683 577, ERNAKULAM, KERALA, INDIA.

Tel : (0) 0484 - 2725272

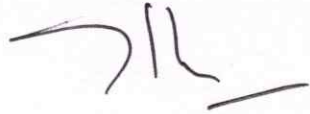
E-Mail : mail@fisat.ac.in

Website : www.fisat.ac.in

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. Beena B R
IQAC Coordinator




Dr. Jacob Thomas V
Principal

Copy to:

All members
To be posted in official communication channels
File



ATTENDANCE SHEET

Name of the meeting: *IQAC general committee*

Time: *10.30 am*

Date: *14/10/2025*

Venue: *Library Seminar Hall*

Agenda

No.	Name	Department	Designation	Signature
1.	<i>Shamika R</i>		<i>Chairman</i>	<i>[Signature]</i>
2.	<i>BIBISH KV</i>		<i>Responsible Chap</i>	<i>[Signature]</i>
3.	<i>Dr. Jacob Thomas</i>			<i>[Signature]</i>
4.	<i>DR MINI-P.R.</i>	<i>KCE</i>	<i>VP</i>	<i>P.R. Mini</i>
5.	<i>Dr Unnikantha G</i>	<i>CE</i>	<i>Dean Academic</i>	
6.	<i>Dr. Beena. B.R</i>	<i>CE</i>	<i>IQAC Coordinator</i>	<i>[Signature]</i>
7.	<i>Dr. Archana R</i>	<i>EEE</i>	<i>Member Secretary Academic Council</i>	<i>[Signature]</i>
8.	<i>Dr Elizabeth George</i>	<i>MBA</i>	<i>Director</i>	<i>[Signature]</i>
9.	<i>Dr. Jyothesh. K. John</i>	<i>CSE</i>	<i>COE</i>	<i>[Signature]</i>
10.	<i>Dr. Surya Susan Alex</i>	<i>EEE</i>	<i>HOD</i>	<i>[Signature]</i>
11.	<i>Dr. Surya Natarajan</i>	<i>Dept of EEE</i>	<i>Asst. Professor</i>	<i>[Signature]</i>
12.	<i>Ms Sreeja GA</i>	<i>EE</i>	<i>A-P</i>	<i>[Signature]</i>
13.	<i>Dr. Kanitha P. E.</i>	<i>CE</i>	<i>HOD</i>	<i>Kanitha</i>
14.	<i>Renu. J. Achison</i>	<i>EE</i>	<i>AP</i>	<i>[Signature]</i>
15.	<i>Aiswariya Raj</i>	<i>E.C.E</i>	<i>A.P</i>	<i>[Signature]</i>
16.	<i>GISHA. P. S.</i>	<i>S & H</i>	<i>HOD</i>	<i>Gisha</i>
17.	<i>Dr. Ayswarya E.P</i>	<i>S & H</i>	<i>A.P</i>	<i>[Signature]</i>
18.	<i>Amala Mary</i>	<i>MBA</i>	<i>A.P</i>	<i>[Signature]</i>
19.	<i>Dr. Shabana K D</i>	<i>MCA</i>	<i>HOD</i>	<i>[Signature]</i>
20.	<i>Dr. Rose Mary Mathew</i>	<i>MCA</i>	<i>AP</i>	<i>[Signature]</i>



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

Internal Quality Assurance Cell (IQAC)

Minutes of IQAC meeting held on 14.10.2025 at 10:30 am

Venue : Library Seminar Hall

Agenda

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- Autonomy
 - b. Industry-linked initiatives - AICTE Idea Lab, NSDC FISAT CFS
5. Teaching-Learning Process
 - a. 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





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

Internal Quality Assurance Cell (IQAC)

Welcome & Opening Remarks: The meeting started at 10:30 am in the Library Seminar Hall with the Principal, Dr. Jacob Thomas V in the chair. Dr. Jacob Thomas V welcomed the gathering and informed that even though the institution is conferred with Autonomous Status from academic year 2025-26, it will be introduced from the academic year 2026-27 and emphasized the role of IQAC in maintaining the quality of our institute even after the autonomy

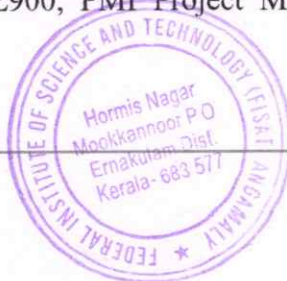
1. Minutes and Action Taken Report: The IQAC coordinator presented the minutes and action taken report of the meeting held on 14.10.2025. The minutes and action taken report were discussed and approved.

Mr. Bibish K.V. formally committed the Panchayat's full support to the institution, ensuring the continued wellness and future prosperity of the entire FISAT family. Furthermore, Panchayat member Mr. Bibish K.V. congratulated the institution on its successful achievement of autonomy. He shared the collective joy, emphasizing that FISAT's growing prominence has amplified the glory of the Mookannoor Panchayat.

Discussion based on Agenda:

4. Academic Quality & Enhancement: The Member Secretary briefed the committee on the progress of preparations for implementing academic autonomy from the academic year 2026–27. Dr. Archana R. highlighted that the curriculum has been finalized and the syllabus preparation is currently in progress. She further informed that the syllabus for all courses will be finalized by **December 15, 2025**. Dr. Jyothish K. John apprised the members that the development of the examination software has been initiated

The activities of the AICTE IDEA Lab and CFS NSDC program were presented during the meeting. Selected students were provided with hands-on familiarization sessions on various equipment in the IDEA Lab, while all first-year students received an introductory orientation to the Lab on a weekly basis. A total of 25 activities have been scheduled for the current academic year as prescribed by AICTE. Under the NSDC program, courses were implemented for 12 batches. Although there was a delay in setting up the lab, which affected the timely conduct of some scheduled courses, students achieved commendable results, securing over 80% pass percentage in various certification courses such as AWS Academy Cloud Foundations, Microsoft Azure AZ900, PMI Project Management Ready, Machine Learning, and Fundamentals of IoT.





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 80%.

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.

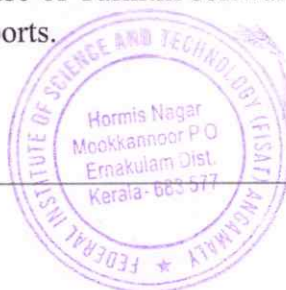
Resolved [6 / GC-2 /14.10.2025]: to instruct faculty members to undertake one faculty development programme outside the institute and one MOOC course per year. Also, every department should conduct at least one faculty development programme each academic year. Heads of Departments are entrusted to monitor and ensure compliance with these directives.

7. Student Support and Progression : The academic result of all batches, placement statistics and internship details are presented in the meeting. The program pass of civil, mechanical, electrical and electronics, electronics and instrumentation branches are not satisfactory. The current placement statistics are less encouraging due to the ongoing global recession, and recruiting companies are more selective in their hiring processes this year.

Resolved [7 / GC-2 /14.10.2025]: The Heads of Departments were advised to develop strategies to improve academic results in the Civil, Mechanical, Electrical and Electronics, and Electronics and Instrumentation branches, along with ensuring 100% internship opportunities for students. The Placement Officer recommended enhancing industry engagement by increasing the number of MoUs with companies and introducing industry-oriented electives to strengthen recruitment pathways. The HoD of EEE highlighted the need to focus on improving the quality of student intake in preparation for the upcoming Autonomy batch, and the HoD of Mechanical Engineering supported this view, emphasizing the importance of providing greater academic support to students during the transition to autonomy.

8. Administrative & Institutional Matters : The Librarian informed that Turnitin software access has been enabled for all staff and students, highlighted the need for providing separate study spaces for individual students, and expressed willingness to extend the library operating hours up to 7 PM.

Resolved [8 / GC-2 /14.10.2025]: The use of Turnitin software is encouraged by extending plagiarism checking to B.Tech project reports.





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

Internal Quality Assurance Cell (IQAC)

9. Research, Innovation & Consultancy: The details of MoUs, publications and funding proposals of the current academic year are presented in the meeting.

Resolved [9 / GC-2 /14.10.2025]: It is decided to propose an action plan to enhance research activities in the institute.

10. Quality Assurance & Accreditation: The AQAR submission process is on hold pending the release of the new format, while the NBA SAR submission process for B.Tech programs is in progress. All departments revised and presented their vision and mission statements in alignment with the revised institute vision and mission, and the finalized Vision, Mission, PSO and PEO statements were approved and communicated to stakeholders. It was informed to adopt the revised institute and departmental vision and mission statements with effect from academic year 2025–26. Activities related to the transition to ISO 21001:2018 are in progress, with final stage consolidation underway, and the Stage 1 certification audit by Bureau Veritas is expected on October 27 and 28.

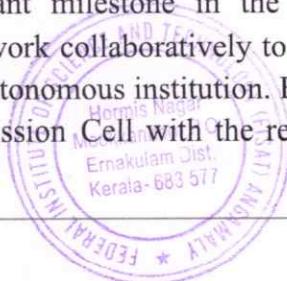
11. Green Campus / Environment Sustainability initiatives: The details of activities conducted in the current academic year addressing the Sustainable Development Goals (SDGs) were presented, and the importance given by NBA to SDGs was emphasized and reminded during the meeting.

12. Continuous Improvement & Best Practices: The format of data required by various accreditation agencies and ranking bodies varies, and to streamline reporting, the national-level implementation of ONOD is in progress. A centralized software platform is planned for data collection, enabling uniform, accurate, and timely submissions, reducing redundancy, and supporting better analysis of institutional performance in line with national quality assurance standards

Resolved [12 / GC-2 /14.10.2025]: The Software Cell has been instructed to initiate the development of a data collection software tailored to meet the requirements of accreditation agencies and ranking bodies.

Closing remarks by the Chairman:

The Chairman congratulated the entire FISAT fraternity for successfully achieving Academic Autonomy, recognizing it as a significant milestone in the institute's journey toward excellence. He encouraged the faculty to work collaboratively to further enhance the quality and reputation of FISAT as a prestigious autonomous institution. Emphasizing the importance of student quality, he entrusted the Admission Cell with the responsibility of setting high





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

Internal Quality Assurance Cell (IQAC)

benchmarks for admissions to attract and retain talented students. Additionally, he motivated the faculty to actively engage in initiatives and activities aimed at improving the institute's standing in the NIRF rankings, thereby strengthening FISAT's national and academic visibility.

Dr Beena BR, IQAC Coordinator proposed the vote of thanks. The meeting came to an end at 12:00PM.

Dr. Beena B R
IQAC Coordinator

Dr. Jacob Thomas V
Principal



24 June 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 10:30 AM on 04 July 2025 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. Finalized institute vision and mission statement
3. Review of Vision mission statements of the departments.
4. College calendar and department calendars
5. Activities of departments and cells and clubs for the academic year 2025-26
6. Status of application for academic autonomy
7. Status of development of curriculum and syllabus.
8. Progress of NBA accreditation process of MCA and MBA as well as progress of NBA accreditation process of 2nd cycle of CSE, ECE, EEE, EIE & ME
9. Strategies and suggestions from members on improving academic performance
10. Feedback from stakeholders
11. Any other matter pertaining to the quality initiatives



Dr. Beena B R
IQAC Coordinator



Dr. Jacob Thomas V
Principal

Copy to:

All members

To be posted in official communication channels

File

**ATTENDANCE SHEET**Name of the meeting: IQAC meetingTime: 11:00 amDate: 04.07.2025Venue: Library Seminar Hall**Agenda**Attached

No.	Name	Department	Designation	Signature
1.	Mr. Shimith P. R		Chairman	
2.	Dr. Jacob Thomas V		Principal	<u>[Signature]</u>
3.	Dr. Mini P. R	<u>ECR</u>	Vice Principal	<u>P. R. Mini</u>
4.	Dr. Unni Kartha G		Dean - Academics	<u>[Signature]</u>
5.	Dr. Archana R		Member Secretary	<u>[Signature]</u>
6.	Dr. Elizabeth George		Director - FBS	<u>[Signature]</u>
7.	Dr. Paul P. Mathan	<u>CSE</u>	HOD	<u>[Signature]</u>
8.	Tiju P P	<u>ME</u>	AP	<u>[Signature]</u>
9.	Dr. S. Sundararajan	<u>EIE</u>	A.P	<u>[Signature]</u>
10.	Dr. Surya Suresh Alm	<u>EEE</u>	HOD	<u>[Signature]</u>
11.	Dr. Agswanya E P	<u>SSH</u>	Asst. Prof	<u>[Signature]</u>
12.	Anila Mathew	<u>EIE</u>	AP	<u>[Signature]</u>
13.	Dr. Riji C Nair	<u>MBA</u>	AP	<u>[Signature]</u>
11.	Anala Mary	<u>MBA</u>	AP	<u>[Signature]</u>
12.	Dr. Rose Mary Mathew	<u>MCA</u>	AP	<u>[Signature]</u>
13.	Dr. Shalini K C	<u>MCA</u>	HOD	<u>[Signature]</u>
14.	Dr. Peshani R	<u>CSE</u>	Assoc. Prof	<u>[Signature]</u>
15.	Aiswarya Raj	<u>E.C.E</u>	Asst. Professor	<u>[Signature]</u>
16.	Geeta Jacob	<u>Admin</u>	Head CAdmin & HR	<u>[Signature]</u>
17.	Denil K. Thomas	<u>C.E</u>	Student	<u>[Signature]</u>



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

Minutes of IQAC meeting held on 04.07.2025 at 11:00 am
Venue : Library Seminar Hall

Agenda

1. Minutes and action taken report of the previous meeting
2. Finalized institute vision and mission statement
3. Review of Vision mission statements of the departments.
4. College calendar and department calendars
5. Activities of departments and cells and clubs for the academic year 2025-26
6. Status of application for academic autonomy
7. Status of development of curriculum and syllabus.
8. Progress of NBA accreditation process of MCA and MBA as well as progress of NBA accreditation process of 2nd cycle of CSE, ECE, EEE, EIE & ME
9. Strategies and suggestions from members on improving academic performance
10. Feedback from stakeholders
11. Any other matter pertaining to the quality initiatives





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

Internal Quality Assurance Cell (IQAC)

Welcome & Opening Remarks: 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 V welcomed the gathering and emphasized the importance of autonomy and the need to ensure all club activities are inclusive and aligned with UGC norms.

1. Minutes and Action Taken Report: The IQAC coordinator presented the minutes and action taken report of the meeting held on 02.05.2025. The minutes and action taken report were discussed and approved.

Discussion based on Agenda:

2. Finalized institute vision and mission statement: The finalized vision and mission statement of the institute is presented in the meeting. The updated Vision and Mission statements have been published on the college website.

Resolved [1 / GC-1 / 04.07.2025] to adopt the new statements effective from the academic year 2025-26. The statements may be disseminated to all stakeholders. All existing display boards, course diaries, program brochures, and other relevant platforms must be updated to reflect the new Vision and Mission statements. Necessary corrections should be carried out at the earliest to ensure uniformity and effective dissemination.

3. Review of Vision mission statements of the departments: All Heads of Departments presented the draft version of Vision, Mission, PSO and PEO statement in alignment with institute vision and mission.

Resolved [2 / GC-1 / 04.07.2025] to complete the revision of departmental vision and mission PEO and PSO statements by the end of July 2025.

4. College calendar and department calendars and activities of departments and cells and clubs for the academic year 2025-26: All the departments have shared the department calendar and activities planned for 2025-26 along with the calendar. The consolidated list of activities proposed by departments and cells/ clubs was presented. Discussions were carried out about the status of the activities proposed during the previous academic year (2024-25). The department and cell in-charges were informed to submit reports of all activities done in the academic year 2024-25 by July 30 2025.





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

Internal Quality Assurance Cell (IQAC)

Resolved [3 / GC-1 / 04.07.2025] to strictly comply with the academic calendars and ensure that all proposed activities are conducted as per the schedule. Departments and cell in-charges were instructed to finalise planned activities to incorporate diverse activities for the current academic year, if required, and resubmit the new list by **Jul 15, 2025**.

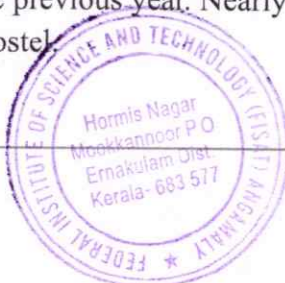
5. Autonomy and development of curriculum and syllabus: Dr Archana updated the status of autonomy. The application for autonomy was submitted on 14th June 2025 and she requested the cooperation from all departments to complete the formalities. She mentioned that all departments have prepared the first draft of their curriculum and syllabus. Dr. Archana also highlighted the need to address queries related to the Institutional Development Plan (IDP) and the establishment of cells and clubs in accordance with UGC guidelines at the earliest. She also mentioned that Dr. Jyothish, Controller of Examinations, has completed the preparation of a detailed examination manual.

Resolved [4 / GC-1 / 04.07.2025] the IDP is being prepared under the leadership of Dr Sindhu George, of the MBA Department.

6. NBA and NAAC Accreditation process: The status of the NBA accreditation process for the B.Tech program was presented by the IQAC Coordinator. It was informed that the submission of the pre-qualifier is planned for September, followed by the submission of the NBA SAR in the second week of December. Dr. Shahna, HoD MCA, provided an update on the NBA accreditation process for the MCA program. She also raised a concern regarding the distribution of faculty between the MCA and Integrated MCA courses. The MCA department is prepared to submit the pre-qualifier by October 2025. Subsequently, Dr. Elizabeth, Director, MBA, explained the status of the NBA accreditation process for the MBA department and mentioned that they are ready to submit the pre-qualifier soon.

Resolved [5 / GC-1 / 04.07.2025] to submit the pre qualifiers of MBA and B Tech during the month of September and that of MCA during the month of October

7. 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 regarding the quality of drinking water in hostel.





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

Resolved [6 / GC-1 / 04.07.2025]: to instruct all the stakeholders of infrastructure to ensure that the quality of services provided are maintained.

Other General matters:

- Ms Rinu gave an update on the ISO certification process. She mentioned that the final audit and certification are scheduled for the end of July 2025.
- Dr. Rajeesh raised a query regarding the formulation of departmental objectives. It was clarified that setting departmental objectives is a requirement for ISO compliance.
- Dr Mini reminded us to take geotagged photos for all the activities in the colleges as it is required from NAAC documentation.
- Dr. Bejoy Varghese stressed the need to train students for GATE examinations to enhance placement opportunities. He suggested to collaborate with PALS for giving training to students

Resolved [7 / GC-1 / 04.07.2025]

To instruct all departments to ensure that geotagged photos are taken and submitted along with the activity reports.

Resolved [8 / GC-1 / 04.07.2025]

To instruct all departments to explore the possibility of training students for GATE Examinations

Closing remarks by the Chairman:

The Chairman conveyed his best wishes to the new IQAC team for a successful tenure. He emphasized the importance of effectively utilizing the maintenance portal, *Upkeep*, by all staff members for reporting maintenance-related issues. He appreciated Ms. Rinu J Achison for coordinating the ISO EOMS processes. He also informed about the implementation of a punching system in college buses and the allocation of a separate space for MBA courses. Furthermore, he encouraged the faculty to actively support the autonomy process and contribute towards the preparation of the Institutional Development Plan (IDP).





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

Dr Biji U Nair, IQAC Co coordinator proposed the vote of thanks. The meeting came to an end at 12:00PM.

Dr. Beena B R
IQAC Coordinator

Dr. Jacob Thomas V
Principal

