

**FEDERAL INSTITUTE OF SCIENCE AND TECHNOLOGY(FISAT)^R**

Accredited by NAAC with 'A' Grade

(An ISO 9001:2015 Accredited Engineering College Managed by Federal Bank Officers' Association Educational Society)

HORMIS NAGAR, MOOKKANNUR P.O, ANGAMALY-683 577, ERNAKULAM DT., KERALA, S.INDIA.

(Approved by AICTE- Affiliated to Mahatma Gandhi University, Kottayam/Kerala Technological University)

Tel(O)0484-2725272 Fax 0484-2725250


E-mail: mail@fisat.ac.in Web site:www.fisat.ac.in

Hormis Nagar

22nd August 2022

NOTICE

The meeting of the IQAC General Committee is scheduled to be held on 25.8.2022 at 10 am. All Committee members are requested to attend.


PRINCIPAL**Copy To:**

Dr. C Sheela, Vice-Principal

P Vinod Nair, Administrative Officer

Manager (Finance)

All HODs

Library

File

Dr. P R Mini (Dean, Academics)

Jisha Jacob, Admin. Officer (Academics)

Dr. Joshua A J, Director MBA

PRO

Reception

5/1

IQAC General committee meeting 25/08/2022

Agenda:

1. Accreditations & Ranking

- NAAC reaccreditation
- NBA accreditation of CE, MCA, MBA
- NIRF
- ARIIA, 2f
- AQAR 2021 -2022 in the new format
- NBA compliance report of accredited departments - status

2. Planning for next semester

- College calendar /Handbook, Department Calendar
- Conduct of DAC, DQAC, PAC & CAC meetings
- Bridge Program - first year & higher semesters
- Identification of slow and advanced learners
- Preparation of Course diary before the commencement of the semester
- Add on Courses
- PO attainment calculation
- Student Projects- CERD / KCSTE
- FDP / Workshop / Conference
- Value Education Classes
- Industrial Visit
- Activities of Cells and Clubs

3. General Matters

- Feedback & feedback analysis of stakeholders
- Staff and student details modules of FISAT Campus Automation System to be updated
- Strategies to improve discipline
- Strategies to improve academic results.

4. Research Initiatives

- Research Fund /consultancy/grants - CRC
- Industry Collaboration

5. Any other matter permitted by the Chair





ATTENDANCE SHEET

Name of the meeting: IQAC General Committee

Time: 10 am.

Date: 25.8.2022.

Venue: Library Seminar Hall

Agenda

Agenda attached

No.	Name	Department	Designation	Signature
1.	Mr. Shimith P.R	Chairman, FISAT		
2.	Dr. Manoj George	Principal		
3.	Dr. C. Sheela	Vice principal		
4.	Dr. Mini P.R	Dean		
5.	Dr. Archana.R	EEE	HOD & Prof.	
6.	Sreeja GA	EEE	AP, EEE	
7.	Dr. Binamol Punnoose	S & H	HOD & Prof.	
8.	Dr. Jiji Antony	Civil	HOD & Prof.	
9.	Rinu. J Achison	CE	AP	
10.	Rose Mary Mathew	MCA	AP	
11.	Dr. Deepa Mary Mathews	MCA	HOD	
12.	Love Aji	MCA	AP.	
13.	Dr. Reshmi R	CSE	AP	
14.	Honeyamol P Chacko	S & H	AP	
15.	VINITHA.V	FCE	A-P	
16.	SREEVIDHYA.P	EIT	A-P	
17.	Sino Varghese	Library	Chief Librarian	
18.	Prashanth P John	MBA	A-P	

Minutes of IQAC meeting held on 25.08.2022 at 10.00 am

Venue : Library Seminar Hall

Agenda of the meeting

1. Accreditations & Ranking

- NAAC reaccreditation
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4. Research Initiatives

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- Industry Collaboration

5. Any other matter permitted by the Chair



The meeting began at 10am in the library hall

The Principal Dr. Manoj George presided over the meeting.

The IQAC coordinator Dr Mini PR welcomed the members

Principal in his presidential address remained the importance of Alumni networking for improving the placement opportunities. He also reminded faculty with PhD to register for guideship and guide research scholars. Principal presented the status of placement of various departments during the year 2022 passout batch. Principal briefed the major deficiencies pointed out in the NIRF report and suggested recommendations for improvement

Chairman Mr Shimith P R discussed the current position of our college among the KTU affiliated colleges based on the result of the 2022 passout batch. Chairman directed to achieve 80% pass percentage for the next batch

IQAC coordinator Dr Mini P R led the discussion on various topics mentioned in agenda

Resolved to conduct mock presentations of all departments and complete the documentation process of each criteria well before the NAAC peer team visit

Resolved to speed up the process of NBA re accreditation of 5 accredited departments and SAR submission Civil Engineering and MCA departments. Authorize the NBA coordinator to convene criteria wise meetings for the submission of compliance report of accredited departments

Resolved to improve first pass percentage of students by reducing the number students with one/two subject failure

Resolved to take all possible steps to increase the consultancy works of all departments



Resolved to improve the Alumni network for improvement placement opportunities

Resolved to authorize the college research cell (CRC) to initiate the activities for applying sponsored projects/ funding from various central agencies. Instructed CRC to organize sessions on how to apply for the funded projects

Resolved to encourage students to participate in conferences/ project expo at national level

Resolved to take necessary actions by all the engineering departments to improve the first time pass percentage of the final year students

Resolved to follow up on the activities for obtaining 2f certificate

Resolved to entrust Dr Surya Susan and Dr Asha Joseph for the necessary documentation of AQAR from the Academic year 2021 -2022 in new format. The data should be submitted before 31 December 2022

Resolved to entrust Dr Santhosh Kottam to include the staff and student detail module in the campus portal and update the changes periodically

Resolved that all HoDs shall submit the calendar plan of activities of their respective departments so as to include in college handbook and calendar

Resolved to authorize Dr Prasad J C to prepare the hand book and college calendar in line with university calendar for the academic year 2022 -2023 as early as possible

Resolved that all departments shall conduct DAC, DQAC, PAC and CAC before the commencement of next semester and hand over the minutes of meeting to IQAC

Resolved to conduct the first year bridge program along with the induction and Dr Jose Cherian is entrusted for the same. For the higher semesters, Bridge



Resolved to conduct the first year bridge program along with the induction and Dr Jose Cherian is entrusted for the same. For the higher semesters, Bridge programs for the necessary courses are to be conducted at the beginning of the semester .

Resolved to submit the course diaries by the faculty before the commencement of next semester

Resolved to entrust all departments to conduct more add on courses so that all students are getting benefitted

Resolved to complete the PO attainment computation of 2022 batch at the earliest. The request from the department of CE to calculate the PO attainment with 80% weightage for direct and 20% for indirect methods is approved. This can be considered for other departments if required.

Resolved to organize one day industrial /site visit in all semesters.

Resolved to submit the activity plan of all cells and clubs for the AY 2022-2023 to IQAC

Resolved to continue the late coming monitoring system in the next academic year to improve the discipline in the campus

Resolved to conduct remedial for weak students during honours/minor/remedial hour of regular time and faculty should be assigned for the same

Resolved to explore the possibilities to improve the student and faculty interaction with industry



P.R. Alwis
DR M...P.R

Federal Institute of Science and Technology (FISAT)

Internal Quality Assessment Cell (IQAC)

Notice

A meeting of the core committee members of the Internal Quality Assurance Cell will be held at 10.00 am on 18.11.2022 at Library Seminar Hall

Agenda:

1. NBA accreditation for CE, MCA and MBA programs
2. NBA compliance status of five accredited departments
3. NAAC accreditation second cycle
4. Submission of AQAR
5. NIRF submission
6. Academic Progress Index (API)
7. Any other matter



P. R. Alvas

Dr Mini P R
IQAC Coordinator

Hormis Nagar

16.11.2022



ATTENDANCE SHEET

Name of the meeting: **IQAC CORE COMMITTEE MEETING**

Time: **10:00 am**

Date: **18.11.2022**

Venue: **Library Seminar Hall**

Agenda

1. NBA Accreditation for CE, MCA and MBA
2. NBA Compliance status of 5 Accredited Departments
3. NAAC Accreditation - Second cycle
4. Submission of AQAR.
5. NIRF Submission
6. Academic Progress Index
7. Any other Matter

No.	Name	Department	Designation	Signature
1.	Mr. Shimith P.R.		CHAIRMAN	
2.	Dr. Manoj George		PRINCIPAL	
3.	Dr. C. Sheda		VICE PRINCIPAL	
4.	Dr. Mini P.R.		DEAN	
5.	Dr. Surya Susan Alex	EEE	ASST. Prof	
6.	Dr. Reshmi R	CSE	Assst. Prof	
7.	Irma Jacob	office		
8.	Dr. Jyothsna K John	CSE	HOD	
9.	Mr. Praveen V	ISO coordinator	Asst. prof	
10.	Dr. A. J. Joshua.	FBS	Director - FBS	
11.	Dr. Deepa Mary Mathew	MCA	HOD	
12.	Dr. Abi Mathew	EIE	HOD	
13.	Dr. Archana R	EEE	HOD	
14.	Dr. SUMAN LAL MA	ME	HOD	
15.	Dr. ASHA JOSEPH	CE	Asso. Prof	
16.	Dr. Karitha P E	CE	ASSOC. Prof	

Minutes of IQAC meeting held on 18.11.2022 at 10.00 am

Venue : library Seminar Hall

Minutes:

1. Discussed about the status of SAR preparations of CE, MCA and MBA departments. Periodical update of progress of preparation has to be done with the management representative.
2. Reviewed the actions taken by the accredited departments on the observations made during the peer team visit. Instructed the departments to submit the compliance report as per the format to IQAC.
3. Briefed the preparations for the second cycle of NAAC accreditation and AQAR submission
4. Dr. Paul P Mathai was instructed to collect and consolidate the data for NIRF submission.
5. Discussion on the revised format for faculty performance appraisal was done and the format was approved for circulation.



P.R. Mini

Dr Mini P R

IQAC Coordinator

Federal Institute of Science and Technology (FISAT)

Internal Quality Assessment Cell (IQAC)

Notice

A meeting of the General committee members of the Internal Quality Assurance Cell will be held at 10.30 am on 04.03.2023 at Conference room

Agenda:

1. Review of preparation for NAAC Peer team Visit and NBA compliance visit
2. Submission of SAR for BTech Civil, MBA and MCA programs
3. Focus on Remedial measures
4. Sports Day
5. Arts fest - Arangu
6. College level Project Exhibition
7. New modules in FISAT campus Automation Software
8. Placement training for S6
9. Research Grants
10. Review meetings (Class committee, CAC, PAC, DQAC)
11. New PTA committee formed



P. R. Mini

Dr Mini P R
IQAC Coordinator

Hormis Nagar

01.03.2023



ATTENDANCE SHEET

Name of the meeting: **IQAC GENERAL COMMITTEE MEETING** Time: **10.30 am**
 Date: **04-03-2023** Venue: **CONFERENCE HALL**

Agenda

1. Review of preparation for NAAC Peer Team Visit & NBA Compliance visit
2. Submission of SAR for B.Tech CE, MBA, MCA programs.
3. Focus on Remedial Measures.
4. Sports Day.
5. Aranga - Arts Fest
6. Project Exhibition
7. New modules in FISAT Campus Automation Software
8. Placement Training
9. Review meetings (Class Committee, CAC, PAC, IQAC)
10. New PTA Committee formed

No.	Name	Department	Designation	Signature
1.	Shimithy. P.J		Chairman.	
2.	Dr. Manoj George		Principal	
3.	MR RAJAVARMA . E . K		Managing Committee member.	
4.	Dr. C. Sheela		VP	
5.	Dr. Parvathy R.	EEE	Professor	
6.	Sreeja EA	EEE	Asst Professor	
7.	Lalithmi Nandakumar		Alumni Representative	
8.	Dr. Aashana . R	EEE	HOD	
9.	Dr. Ahi Mathan	EEE	HOD	
10.	Dr. Krishna Kumar S.	ECE	HOD	
4	Dr SUMANLAL MR	ME	HOD	
12	Dr. Jose Cherian	ME	Professor	
13	Shruti Sebastian	Placement cell	PRD	
14	Ummi kantha G	Placement cell	Professor, I.E	
15	Sina Varghese	Library	Chief Librarian	
16	VINITHA.V	ECE	A.P	

Minutes of IQAC meeting held on 04.03.2023 at 10.30 am

Venue : Conference Hall

Agenda of the meeting

1. Review of preparation for NAAC Peer team Visit and NBA compliance visit
2. Submission of SAR for BTech Civil, MBA and MCA programs
3. Focus on Remedial measures
4. Sports Day
5. Arts fest - Arangu
6. College level Project Exhibition
7. New modules in FISAT campus Automation Software
8. Placement training for S6
9. Research Grants
10. Review meetings (Class committee, CAC, PAC, DQAC)
11. New PTA committee formed

The general committee meeting of IQAC began at 10.30 am in the Conference Hall.

The Chairman Mr. Shimith P R presided over the meeting.

The IQAC coordinator Dr Mini PR welcomed the members.

Dr Mini P R has given the detailed description of arrangements done for the peer team visit of NAAC team to be held on 9th and 10th of March 2023.

It was informed by Dean that the NBA compliance visit of 5 accredited departments is scheduled on 1st April 2023. The Civil Engineering, MCA and MBA departments are in the process of submission of SAR to NBA.

The principal Dr. Manoj Geroge has led the discussion on improvement of university examination results. PTA representative, Industry representative and many faculty members have participated in the discussions. Suggestions recommended on major concerns raised in the meeting and are as follows

- To enhance the results of students in university examinations, it's essential to ensure the presence of students in the class.
- Group advisors should do the proper monitoring of the same and should ensure the timely reporting of absence to parents.
- Duty leave for students are to be restricted as per the guidelines of KTU
- Proper planning of extra curricular activities are to be done with minimum interference into academic matters and prior information should be given to concerned HoDs and group advisors.
- Students have to included in the Academic Progress Monitoring Committee meetings and should collect the feedback from the students
- Assignment schedule should be prepared at the beginning of the semester to avoid multiple submissions at the end of the semester
- The university result analysis must be done incorporating the revaluation results.
- Number of retests given to the students must be made uniform among all departments.
- Conduct a module test at the end of each module to make the students improve their academic performance.
- The series test schedule has to be prepared well in advance and should be shared with the students.

The Dean has informed about the conduct of Sports Day, Arts fest - Arangu, Techfest and project Expo. Suggestions came not to conduct arts fest and tech fest in the same semester as it may affect the academic matters. Final decision has to be taken in the academic council meeting.

Dr. Mini P R has informed about the new modules introduced in Campus Automation System. Modules related to student admission and activity points are included in the current year.

Dr. Unni Kartha G, the placement officer has explained about the current status of placements and placement training.

Dr. Mini P R was happy to announce the receipt of Research Seed Money of Rs. 50,000 from KTU by Ms Annesha Joseph (Dept of S&H) and Mr. Harish T M (Dept. of ME).

HoDs are instructed to ensure the periodical conduct of CAC, PAC, DAC and DQAC meetings.

Newly elected PTA Vice President Mr. Sreekanth was introduced to the IQAC members.

Greg Xavier, the industry representative, put forward a suggestion to set an aspiration target and all should work towards achieving it.

Chairman has insisted that all important events and achievements are to be displayed on the college website.

Meeting concluded at 12.30 pm.



P. R. Mini

Federal Institute of Science and Technology (FISAT)
Internal Quality Assessment Cell (IQAC)

Notice

A meeting of the core committee members of the Internal Quality Assurance Cell and NBA coordinators of five accredited departments will be held at 11.00 am on 21.03.2023 at the Conference room

Agenda:

1. Review of preparation for NBA compliance visit
2. Preparation of SAR for the 5 accredited programs



P. R. Mini

Dr Mini P R
IQAC Coordinator

Hormis Nagar
20.03.2023



ATTENDANCE SHEET

Name of the meeting: *NBA Compliance Evaluation*

Time: *11:00 am*

Date: *21-03-2023*

Venue: *CONFERENCE HALL*

Agenda

1. Status of work progress for ^{NBA} Compliance
2. Status of documentation and SAR preparation
3. NBAGs: 8, 9, 10 work progress

No.	Name	Department	Designation	Signature
1.	Shri K.K. Rajavarma	Management		
2.	Dr. Manoj George		Principal	
3.	Dr. C-Sheela		VP	
4.	Dr. MINI. P.R.		Dean	
5.	Dr. Surya Sudan Alor	EEE, AP	AP.	
6.	Dr. Aacharya-R	HOD, EEE	HOD	
7.	Dr. Abi Mathew	HOD EIE	HOD	
8.	Dr. Koteswara Kumar S	HOD ECE	HOD	
9.	Dr. SUMANILAL MR	HOD ME	Professor	
10.	Dr. Anil Kumar M N	EEE ECE	Professor	
11.	Jyoti P.P.	ME	AP AP	
12.	VINITHA-V	ECE	A-P	
13.	Sreeridhya P	EIE	AP	
14.	Panjanik	CE	AP	
15.	CHRISTY JOSE	ECE	AP	
16.	Subha Thomas	ECE	AP	
17.	Manju. C.P.	ECE	AP	
18.	GISHA.P.S.	S&H	AP	
19.	JILU GEORGE	ECE	Assist. Prof.	
20.	Aishwarya Raj	E.CE	A.P	

Minutes of IQAC meeting held on 21.03.2023 at 11.00 am

Venue : Conference Hall

Agenda of the meeting

1. Review of preparation for NBA compliance visit
2. Preparation of SAR for the 5 accredited programs

The meeting of core committee members of the Internal Quality Assurance Cell and NBA coordinators of five accredited departments began at 11.00 am in the Conference Hall.

The IQAC coordinator Dr Mini P R welcomed the members.

Principal Dr Manoj George presided over the meeting.

Dr Mini P R has briefed the action taken by the institution against the observations made by the NBA Peer Team during the last visit.

The department coordinators, Dr Arun Kumar M N, Dr Surya Susan Alex, Mr Jiju P P, Dr. Abi P Mathew and Ms. Ayswarya Raj has presented the preparation status of 7 criterions of CSE, EEE, ME, EIE and ECE departments respectively.

The institute level criteria wise compliance status were presented by Ms Vineetha V, Dr. Hema Krishnan and Ms Subha Thomas.

The management representative in charge in Mr Raja Varma has appreciated the departments for timely completion of the documents.

The Dean has ensured that the preparations for NBA compliance visit on 1st April 2023 is progressing satisfactorily.

Meeting concluded at 12.30 pm.



P R. Mini
Dr Mini P R
IQAC Coordinator