

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 online at 4.15 pm on 14.6.2021. All IQAC members are requested to attend the meeting.

Agenda:

1. Reconstitution of IQAC
2. University exams for final year students of all programs
3. Series Exam for lower semester students of all programs
4. ISO Audit
5. AQAR submission
6. NAAC reaccreditation
7. NBA accreditation for 3 programs
8. NIRF and 2f submission
9. Any other relevant matter

10.6.2021

P.R. Mini

Dr Mini P R

IQAC Coordinator

Minutes of IQAC online meeting held on 14.06.2021 at 4.15 pm

The meeting was conducted in the online mode. The meeting details are:

Platform: WebEx

<https://fisat.webex.com/fisat/j.php?MTID=md5b5c6999a7ad7bce3e4da11504c7daa>

Meeting number: 158 609 3897

Password: SVMmp546

Dr Mini P R, Dean (Academics) and IQAC coordinator informed the committee about the following details:

1. A new IQAC has been constituted from June 2021 in the light of the changes in the top-level administration of the institution
2. All preparations and arrangements are complete for conducting the final year examinations in online mode as instructed by KTU
3. The external ISO audit was successfully completed with no major or minor non conformances
4. The major activities of IQAC to be completed in the coming months:
 - AQAR submission for the academic year 2020-21
 - NAAC reaccreditation in 2021
 - IIQA submission for NAAC reaccreditation is planned to be submitted by September 15th 2021
 - SAR submission by October
 - 3 departments should apply for NBA Accreditation - CE, MBA, MCA
 - The NIRF submission is done
 - Submission of documents for 2F status

Dr Mini P R also informed the committee that the NAAC reaccreditation work done before June 2021 was not exactly conforming to the Revised Accreditation Framework and a lot of work in a new format is required for the successful submission of SAR

Dr C Sheela, Principal, spoke about the introduction of new courses in MTech and B Tech:

M Tech in Automotive Electronics (ECE Department) – 12 seats

M Tech in Renewable Energy (ME Department)- 12 seats

B Tech in Computer Science and Design- 60 seats

The related procedures for obtained sanction from AICTE and KTU are under process

Also, the process for establishing a chapter of the National Digital Library in FISAT is under way

Dr P Anitha, Chairman, spoke about the need for a collaborated effort to submit the required documents for NAAC re-accreditation. She also informed that all cells, clubs and committees should submit the half yearly reports of their activities

Mr Shinto Sebastian, PRO, informed that the application for NIRF has been submitted and the results are awaiting. Data for 2f application is being collected and shall be submitted soon. Was asked by the Chairman to coordinate with IQAC for the submission

The following discussions were done on the agenda:

- Chairman asked for interim report of cells and committees and decided that the cells, clubs and committees shall submit half yearly reports on June 30th and December 31st every year.
- Considering the importance of value-added courses, a separate committee for VAC
 - VAC discipline wise shall be constituted. The value-added courses being offered to students shall be coordinated centrally by Dr Unni Kartha, Professor, CE department
 - Dr, Unni Kartha will prepare guidelines for the add on courses
- All departments shall get ready for NAAC accreditation and every IQAC member was requested to go through the website of NAAC and help to complete the SSR as early as possible
- NBA accreditation has to be completed by 3 departments and if - CE, MBA, MCA and if possible 2 MTech programs. Chairman suggested MTech of SECM and also to identify one more MTech program
- Should try to get maximum number ranking - like NIRF, ATAL, Dept wise ranking, suggested to go through website of other colleges. This is to be monitored by IQAC
- The institution should aim for quality admissions. Chairman mentioned that the fees for management quota is now made the same as that of government quota for this academic year. Chairman also informed that every dept should ensure that seats are filled with quality students. The department heads were entrusted with this duty.

- PRO informed that articles are to be invited for the college Research journal and an ISSN number is to be obtained for the journal. It was decided to coordinate with the College Research Cell for this.

- It was decided to schedule a general staff meeting after June 17th.

- Dr Unni Kartha G suggested doing all official communication through e mail. Chairman suggested that along with e-mail, for easy reference, it can also be shared through social media. It was decided to allot a FISAT mail id for all staff of FISAT.
- Dr Prasad J C, informed that for NBA, an adhoc faculty has to be appointed in all departments. Chairman suggested that the departments shall identify the subject areas which can be handled by the adhoc faculty and also identify the faculty to be appointed, preferably someone with industry experience. The final decision on the appointment of the adhoc faculty shall be done by the management.
- Mr. Santhosh Kottam raised the concern on whether to proceed with creation of a new website or modification of present website. - Chairman suggested to proceed with current website and do necessary modifications. The website should be updated frequently and should include the activities such as FDP, student activities, paper news etc. The website - should be vibrant. A staff member should be entrusted the duty of monitoring the website daily basis. The link to the publications of faculty members may also be provided.
- Dr Mini P R, informed about the requirement of creating a parallel website for storing the data for NAAC accreditation.
- The meeting concluded by a Vote of Thanks by Dr Mini P R, Dean (Academics)

P.R. Mini
Dr Mini P.R.



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

(An ISO 9001:2015 Certified, NAAC ('A' Grade) 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 DT., KERALA, S. INDIA.

Tel: (0) 484-2725272 Fax: 0484 - 2725250 E-mail: mail@fisat.ac.in Website: www.fisat.ac.in

Ref: No: FISAT/F-40/0541/2021

Dated 10th July 2021

The IQAC Core committee has been reconstituted with the following members from the IQAC, for effective functioning of the cell. The IQAC Core Committee shall convene meetings more frequently and report the major resolutions to the IQAC General Committee.

1. Dr Anitha P (Chairman, FISAT, Management Representative)
2. Dr Manoj George, Principal, Chairman IQAC
3. Dr. C Sheela (Vice Principal)
4. Dr. Mini P R (Dean Academics), Coordinator
5. Dr Joshua A J (Staff in Charge of ISO, Dean in Charge MBA)
6. Dr Surya SusanAlex (Joint Coordinator, Staff in Charge of KTU Audit)
7. Dr. Asha Joseph (Joint Coordinator)
8. Dr Unni Katha G (Placement Officer)
9. Mr Shinto Sebastian (PRO)
10. Mr. Sino Varghese (Librarian)
11. Mr. Santhosh Kottam (Software Cell & IT Operations)
12. Dr. Jiji Antony (HoD, CE)
13. Dr. Jyothish K John (HoD, CSE)
14. Dr. Sumanlal M R (HoD, ME)
15. Dr. Abi P Mathew (HoD, EIE)
16. Dr. Anilkumar M N (HoD, ECE)
17. Dr. Archana R (HoD, EEE)
18. Ms. Deepa Mary Mathews (HoD, MCA)
19. Dr. BinimolPunnose (HoD, S&H)
20. Dr. Kavitha P E (NAAC Joint Convener)
21. Dr Dhanya Alex (NAAC Joint Convener)
22. Mr Jitesh V (Manager, Network Administration)
23. Dr. Arun S (Physical Education)
24. Ms. Reshmi R (CSE)
25. Ms. Honeymol P Chako(S&H)



Manoj
PRINCIPAL

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 online at 2 pm on 8.9.2021. All IQAC Core committee members are requested to attend the meeting.

Agenda:

1. Review of the NAAC audit phase 1 results
2. KTU and ISO internal audit
3. Schedule of NAAC phase 2 audit
4. Feedback from students regarding facilities etc



Dr Mini P R
IQAC Coordinator

Hormis Nagar

2.9.2021

Federal Institute of Science and Technology (FISAT)

Internal Quality Assessment Cell (IQAC)

Minutes of Meeting

Date: 8.9.2021

Time: 3 pm

Mode: Online (Google Meet)

Members Present:

Dr C Sheela, Vice Principal

Dr Mini P R, Dean (Academics)

Dr Anil Kumar M N

Dr Jyothish K John

Dr Jiji Antony

Dr Dhanya Alex

Dr Kavitha E

Dr Surya Susan Alex

Dr Asha Joseph

Mr Shinto Sebastian

Mr Jitesh V

Ms Reshmi R

Ms Honeymol P Chacko

Dr Mini P R, Dean (Academics) and IQAC coordinator welcomed the members to the meeting.

- The reports of the first phase of the NAAC audit conducted by Dr Sreeram were presented to the members. Resolved to correct the deficiencies pointed out in the audit and also publish the data for upload in a template

- It was discussed that conducting KTU and ISO internal audits separately was taking a lot of time for the teachers. Resolved to conduct the KTU and ISO internal audits together
- Discussed the need to conduct 2-3 audits for assessing the level of preparation for NAAC. Resolved to conduct the second phase of the NAAC audit on 9.10.2021 for quantitative metrics and on 23.10.2021 for qualitative metrics
- Discussed the difficulty arising in the preparation for NAAC because of the rising number of Covid cases among staff members. Resolved to request for extension of NAAC validity as the number of covid cases in the campus is increasing and may hinder the data collection process.
- The need for collecting feedback from stakeholders regarding facilities, teaching-learning process, curriculum, etc was discussed and it was resolved to instruct the mentors (group advisors) to take steps to collect feedback from the stakeholders
- The data for NAAC accreditation has to be uploaded to a separate website. Also, the existing website of the institution is using outdated technology and cannot accommodate the requirements of NAAC. Resolved to creating a new website for the institution.

The meeting concluded at 4.15 pm

P.R. Mini
DR Mini P.R.



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Ref: No: FISAT/F-40/0571/2021

Dated 10th November 2021

The IQAC Core committee has been reconstituted with the following members from the IQAC, for effective functioning of the cell. The IQAC Core Committee shall convene meetings more frequently and report the major resolutions to the IQAC General Committee.

1. Mr Shimith P R (Chairman, FISAT, Management Representative)
2. Dr Manoj George, Principal, Chairman IQAC
3. Dr. C Sheela (Vice Principal)
4. Dr. Mini P R (Dean Academics), Coordinator
5. Dr Joshua A J (Staff in Charge of ISO, Dean in Charge MBA)
6. Dr Surya SusanAlex (Joint Coordinator, Staff in Charge of KTU Audit)
7. Dr. Asha Joseph (Joint Coordinator)
8. Dr Unni Katha G (Placement Officer)
9. Mr Shinto Sebastian (PRO)
10. Mr. Sino Varghese (Librarian)
11. Mr. Santhosh Kottam (Software Cell & IT Operations)
12. Dr. Jiji Antony (HoD, CE)
13. Dr. Jyothish K John (HoD, CSE)
14. Dr. Sumanlal M R (HoD, ME)
15. Dr. Abi P Mathew (HoD, EIE)
16. Dr. Anilkumar M N (HoD, ECE)
17. Dr. Archana R (HoD, EEE)
18. Ms. Deepa Mary Mathews (HoD, MCA)
19. Dr. BinimolPunnose (HoD, S&H)
20. Dr. Kavitha P E (NAAC Joint Convener)
21. Dr Dhanya Alex (NAAC Joint Convener)
22. Mr Jitesh V (Manager, Network Administration)
23. Dr. Arun S (Physical Education)
24. Ms. Reshmi R (CSE)
25. Ms. Honeymol P Chako(S&H)



Manoj
PRINCIPAL

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 online at 2 pm on 1.12.2021.

Agenda:

1. Review of the NAAC audit phase 2 results and arrangement for phase 3
2. Uploading of data onto FISAT-NAAC website
3. Orientation on NAAC Revised Accreditation Framework for all staff
4. Gender audit



Dr Mini P R

IQAC Coordinator

Hormis Nagar

25.11.2021

Federal Institute of Science and Technology (FISAT)

Internal Quality Assessment Cell (IQAC)

Minutes of Meeting

Date: 1.12.2021

Time: 2 pm

Mode: Online (Google Meet)

Members present:

Dr Sheela C, Vice Principal

Dr Mini P R, Dean (Academics)

Dr Dhanya Alex

Dr Kavitha P E

Dr Surya Susan Alex

Dr Asha Joseph

Dr Anil Kumar M N

Dr Jiji Antony

Dr Abi P Mathew

Dr Jyothish K John

Mr Sino Varghese

Mr Jitesh V

Mr Shinto Sebastian

Dr Mini P R, Dean (Academics) and IQAC coordinator welcomed the members to the meeting.

- The reports of the second phase of the NAAC audit conducted by Dr Johnson were presented to the members. Resolved to conduct a third audit by Dr Johnson on 10th and 11th December and all efforts to be carried out to ensure completion of data collection and verification before that.
- A large amount of data is to be uploaded to the FISAT NAAC Website. Resolved that since more than 70% of the data has been collected, the uploading process may be started
-

- The awareness about the Revised Accreditation Framework of NAAC has to be increased. Resolved to arrange an orientation program on NAAC revised accreditation framework by Dr Johnson, Vice Principal, and IQAC coordinator, SH College Thevara on 20.12.2021.
- Gender audits help to identify the status of our gender sensitization efforts. Resolved to conduct a gender audit in the second week of December 2021.
- It was discussed that the academic performance of the students should be improved. Resolved to conduct APMC meeting for S7 B Tech on 2nd and 3rd December 2021
- As the number of Covid cases among staff and students is increasing and many classes are being conducted online, there is difficulty in the preparation for NAAC. It was resolved to request for a further extension of NAAC validity if the condition does not improve in 2 weeks' time.
- Since the student council elections are to be conducted soon, it was resolved to entrust Mr Sumesh E G and Ms Surya Natarajan, the student council staff in charge for the conduct of the elections.

The meeting concluded at 3 pm

P.R. Meeni
DR M. N. P. R.

Federal Institute of Science and Technology (FISAT)

Internal Quality Assessment Cell (IQAC)

Notice

A meeting of the members of the Internal Quality Assurance Cell will be held in the library seminar hall at 2.00 pm on 18.3.2022. All IQAC General committee members are requested to attend the meeting.

Agenda:

1. Review of academic activities
2. Status of admission and related activities
3. Review of activities and achievements in the odd semester 2021-22
4. Plan of activities for the even semester 2021-22
5. KTU Internal Audit
6. Status of NAAC Accreditation
7. Status of NBA Accreditation for CE, MCA and MBA
8. Status of NBA compliance report submission for 5 accredited departments
9. Status of NAAC website and institution Website
10. Add on courses
11. Experiential learning
12. Utilization of facilities for sports, arts, library etc
13. Any other relevant matter

P.R. Mini

Dr Mini P R

IQAC Coordinator












Hormis Nagar

16.3.2022

MEETING OF IQAC GENERAL COMMITTEE

HELD ON 18-03-2022

Name	Designation	Signature
1. Ms. Shrimith P.R.	Chairman	
2. Mr. E.K. Raja Varma	VP Dean (Academics)	 (Managing Committee member)
3. Dr. C. Sheela		
4. Dr. Mini P.R.	Professor + HOD SIH	
5. Dr. Binimol Punnoose	HOD, BBE	
6. Dr. Azeetha.R	HOD CE	
7. Dr. Jiji Anand	AP, EIE	
8. Shrutthi Bhaskaran	Admn. Officer (Academics)	
9. Irsha Jacob	AP, MCA	
10. Anu Anji	HOD-MCA	
11. Dr. Deya May Mathews	AP, EEE	
12. Jyothi.G.K	AP, EEE	
13. Sreeja EA	AP, SIH	
14. Honeymol P. Chacko	AP, MBA	
15. Prashanth P John	Systems Manager, (SR)	 Manager (Inf. Adm.)
16. RAJESH.T.R	Professor (SE)	
17. Jitesh V	Asso. Prof (CSE)	
18. Dr. Arun Kumar	HOD (EIE)	
19. Dr. Paul P. Mathai	HOD (MB)	
20. Dr. Aji P. Mathias		
21. Dr. SUMANLAL M.R		

22	Sandosh. Kottam.	Ap, MCA	
23	Dr. Rami. Kumar	Profess EEC	
24	Stany G George	A.P - EEC	
25	Dr. Prasad. J. C	Professor, CSE	
26	Jore Chrián	MES	
27.	P. Vinod Nair	AO.	
28	Shunto Sebastian	PRO	
29	Sino Varghese	Librarian	
30	Dr. Asha Joseph	IOAC joint co-ordinator	
31.	Dr. Surya Sran Alan	"	
32	Dr. Arun. S	AP - Physical Education	

Federal Institute of Science and Technology (FISAT)

Internal Quality Assessment Cell (IQAC)

Minutes of meeting

Date: 18.3.2022

Venue: Library Seminar Hall

Time: 3 pm

Members Present: Refer attendance sheet

- Dr Mini P R, Dean (Academics) and the IQAC Coordinator welcomed the gathering. An outline of the academic activities taking place in the college for the current semesters of the various programmes was given by IQAC coordinator.

Resolved to ensure that maximum number of students complete the programme successfully and to start the orientation of the students towards placement from the second year itself.

- Dr. C Sheela, Vice Principal, and convener of the college admission committee functioning with Dr. Jose Cherian as the Joint convener presented the status of admissions as well as admission-related activities undertaken by the admission committee, such as school visits, mock entrance examinations, and online entrance examination coaching.

Resolved to include more activities like bringing students to visit the campus and see the technical activities, fests etc

- The heads of the respective departments presented an analysis of the academic results and review of activities conducted by the departments and the plans for the coming months. The increase in pass percentage in certain courses after revaluation was also discussed.

Resolved to concentrate on improving the pass percentage and also to conduct good technical programs by the departments

- Resolved to schedule the KTU internal audit for 30.3.2022 and all departments are to complete the audit which is based on NBA format.
- Dr Mini P R also informed that the tentative date of IIQA submission for NAAC reaccreditation is planned as 15.5.2022. Currently, data is being uploaded onto FISAT NAAC website

- The NBA reaccreditation process for the 5 accredited departments is to be completed in the coming academic year 2022-23 along with the accreditation for CE, MCA and MBA programs. The compliance report format has already been shared to the HODs in January 2022.
- The HODs were informed to ensure that a good number of add-on courses are given to the students. All students are to be given opportunities for experiential learning.

Resolved to ensure that the benefits of college facilities like arts, sports, and library should reach the greatest number of students possible, given that all activities have gone offline, in keeping with our commitment to providing students with a holistic education.

- The chairman, Mr Shimith P R, informed that getting outstanding academic outcomes is the institution's main objective.

Resolved that all departments should focus on assuring an exceptional pass percentage in all disciplines.

Resolved that academic excellence and placements should help the college to attract good students.

Resolved that all departments and functional sections of the institution should collaborate to improve quality in all aspects of the institution's operation.

- Shri E K Rajavarma, management committee member emphasized on the need to complete the required data collection at the earliest for submitting the SSR for NAAC and assured all support from the management for the activities related to NAAC accreditation.

Resolved to speed up the NAAC accreditation preparation.

The meeting concluded with a vote of thanks by Dr Surya Susan Alex, Joint Coordinator of IQAC

P.R. Meni
DR Meni, P.R.