

Federal Institute of Science and Technology (FISAT)

Internal Quality Assessment Cell (IQAC)

Action Taken Report (2017-2018)

Date of Meeting	Decisions	Action Taken
12.07.2017	<ul style="list-style-type: none"> ● Conduct an orientation programme for all the teachers ● Prepare department activities to incorporate in the handbook and calendar ● Conduct of auxiliary programs ● Conduct of bridge courses ● Revitalize the college research committee ● Modify all feedback forms ● Nominate the Ex-officio members in the IQAC for the current year ● Initiate the preliminary works towards NBA accreditation Process ● Verify the consistency and correctness of the Vision, Mission, PEO & PSO of the EEE & CE Depts and to forward to IGC for final approval. 	<ul style="list-style-type: none"> ● Conducted Orientation programs for all teachers ● Departments activities were planned and submitted for the preparation of handbook and college calendar ● Add on programs were conducted by various departments ● Bridge courses were conducted for newly admitted students ● The college Research committee (CRC) was revitalised and document on the function of CRC was circulated ● Modified the feedback forms ● Nominated the Ex-officio members in the IQAC for the current year ● The preliminary works towards NBA accreditation Process were initiated ● The Vision, Mission, PEO & PSO of the EEE & CE Depts were modified
25.10.2017	<ul style="list-style-type: none"> ● Collect the data for AQAR AY 2016-2017 ● Authorize the coordinator to send a proposal for the conduct of a national seminar to NAAC for financial assistance 	<ul style="list-style-type: none"> ● Started the data collection for the submission of AQAR ● Decided the theme of the national seminar on teaching learning and evaluation
19.12.2017	<ul style="list-style-type: none"> ● Submit the AQAR for 2016-2017 ● Explore the availability of various projects and financial assistance from external agencies. 	<ul style="list-style-type: none"> ● Submitted the AQAR for 2016-2017 ● Authorised Dr KSM Panicker and Dr Sunny Kuraikose to explore the possibilities of financial assistance from external agencies ● Action plan is submitted to Director, Academics

	<ul style="list-style-type: none"> ● Prepare action plan of events and programs for the coming semester ● Conduct an internal audit at the end of the coming semester ● Conduct SWOC analysis by all departments in the coming semester ● One day seminar on NBA preparations ● Modify student's feedback ● Orientation programme on the importance of physical exercise in maintaining health ● Formulate faculty grievance redressal cell ● Resume the value education programme 	<ul style="list-style-type: none"> ● Conducted the internal audit ● Conducted SWOC analysis ● One day seminar on NBA preparations was conducted ● Modified the student feedback form by providing space for writing their comments. ● Orientation program on importance of physical exercise conducted ● Faculty grievance redressal cell is constituted ● Value education programmes were conducted
07.02.2018	<ul style="list-style-type: none"> ● Preparation for NBA accreditation ● Create a pool of project proposals ● Ensure discipline in hostels and campus ● Consolidate all the requirements identified during the discussion at various criteria committee meetings about the peer team report. 	<ul style="list-style-type: none"> ● Preparations for the NBA accreditation has been done ● A proposal for creating project bank was presented so that suitable proposal could be send to the funding agencies as and when asked for ● Policies were framed to ensure discipline in hostels and on the campus ● The various requirements as pronounced in the whole peer team report were consolidated and presented in the IQAC general committee meeting
09.05.2018	<ul style="list-style-type: none"> ● Gather suggestions for quality enhancement and quality sustenance ● Finalize the action plan for the coming year ● Improve the discipline on the campus 	<ul style="list-style-type: none"> ● Google form circulated to post the suggestions with respect to quality enhancement and quality sustenance. ● A comprehensive document is prepared and submitted to the management. ● Finalized the action plan for the coming year in tune with KTU calendar and college calendar and handbook is prepared ● Discipline committees meetings were held and effectiveness of the existing discipline policies were discussed

<p>13.06.2018</p>	<ul style="list-style-type: none"> ● Collecting a comprehensive feedback on the functioning of the college ● Apply for 2f ● Quality improvement and sustenance activities ● Streamline the activities of various cells/ clubs ● Coordinate the research activities of the college 	<ul style="list-style-type: none"> ● Authorized Ms.Parvathy R to identify major areas for feedback and prepare suitable questionnaire with regards to various organizations and functionaries in the college. ● Authorized Mr. J C Prasad to prepare the UGC 2f application ● Decided to collect student feedback on value education classes, physical fitness classes and career counselling sessions ● Conducted the meetings of convenors of various cells/ clubs ● Authorized the college research cell to coordinate the research activities ● Explored the possibilities of applying for research centers of the KTU.
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