



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

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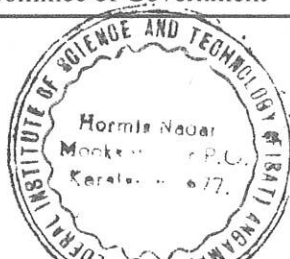
Ref: FISAT/F-250/004/INT/24

Date: 11 January 2024

The Governing Body has been constituted with the following members as per the guidelines of the APJAKTU Statutes.

Position	Name of the member(s)
Chairman	Mr. Shimith P R, Chairman, FISAT (Secretary of the Federal Bank Officers' Association Educational Society FBOAES)
Vice Chairman	Mr. Sachin Jacob Paul, Vice-Chairman, FISAT (President of the Federal Bank Officers' Association Educational Society FBOAES)
Secretary (Principal)	Dr. Jacob Thomas V, Principal
3 faculty members nominated by the registered society	Dr. Mini P R, Vice-Principal
	Dr. Unni Kartha G, Dean (Academics), Professor
	Dr. Deepa Mary Mathews, Associate Professor & HoD, MCA
Nominated Members of the registered society	Mr. Jenib J Kachapilly, Treasurer, FBOAES
	Mr. Paul Mundadan, Vice President, FBOAES
	Mr. Abdul Nazar M P, Associate Secretary, FBOAES
	Mr. Rajanarayanan V M, Associate Treasurer, FBOAES
	Sri. Sathyamoorthy S, Managing Committee Member, FBOAES
Members	Dr. J Letha, Former Vice Chancellor of Cochin University of Science and Technology (CUSAT) and Currently working as Pro Vice Chancellor in Jain Deemed to be University.
	Dr. K. Vijayakumar, Chairman ISTE, Professor and Director of Technical Education, Kerala (Rtd)
Member	AICTE Nominee
Member	Syndicate Nominee of the University
Member	Nominee of Government

Principal





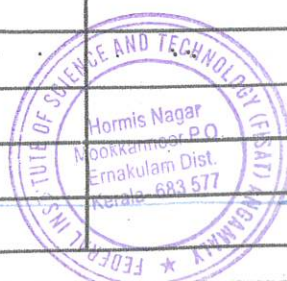
Name of the meeting: GOVERNING BODY

Time: 11:00 AM

Date: 20-05-2024

Venue: BOARD ROOM

1. Minutes and action taken report of previous meeting
2. Brief Introduction by the Principal
3. Reporting of decisions of 1996
4. Employability of students
5. Research and consultancy
6. Any other matter permitted by chair.

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Federal Institute of Science And Technology (FISAT)

Minutes of the meeting of Governing Body

Meeting Date: 20-05-2024

Venue: Board Room

Agenda:

1. Minutes and Action taken-report of previous meeting
2. Brief Introduction by the Principal about the college
3. Reporting of resolution of Internal Governing Council
 - o Review of Institute Vision and Mission Statements
 - o Autonomy
 - o Inclusion of Industry experts in Governing Body
 - o New programs/courses
4. Employability of students
5. Research and Consultancy
6. Any other matter permitted by the chair

Members Present:

1. Mr. Shimith P R
2. Mr. Jenib J Kachapilly
3. Dr. Paul Mundadan
4. Mr. Rajanarayanan V M
5. Sri. Sathyamoorthy S
6. Dr. J Letha
7. Dr. K. Vijayakumar
8. Dr. Jacob Thomas V
9. Dr. Mini P R
10. Dr. Unni Kartha G
11. Dr. Deepa Mary Mathews

The meeting started at 11:00AM with a silent prayer, Mr. Shimith P R, Chairman, Governing Body, in the Chair.

Dr. Jacob Thomas V welcomed the members of the Governing Body. The Principal presented a brief introduction about the college, academic results, major activities, and achievements of the students during the period January-May 2024.



The minutes and action taken report of the meeting of the Governing Body held on 11/11/2023 was presented by Dr. Unni Kartha G , Dean Academics. The print out the minutes and action taken report were distributed to the members, discussed and adopted without any changes.

Dr. Unni Kartha G , reported the resolutions of the Internal Governing Council (IGC)

Review of Institute Vision and Mission Statements: The existing Vision & Mission statements of the Institution were presented by the Principal. The committee discussed the need for a review of the statements. The following recommendations were suggested by the members

1. The recommendations of the IGC for including management education in mission statements can be considered. The existing mission statements can be modified to include this.
2. The phrase "who can" in the vision statement can be reconsidered.
3. Entrepreneurship and Industry collaborations with an emphasis on entrepreneurship should also be included in the mission statements since they are also very important parts of engineering education.
4. Departments should align their vision and mission statements with the institution's vision and mission statements. To ensure alignment, departments can break down their vision and mission statements into smaller, more specific statements that clearly connect to the Institution's vision and mission.
5. Departments should propose innovative activities that drive progress towards the Institution's vision and mission. The proposals and activities of the departments shall be developed to attain the vision and mission of the institution.

Resolved [1/GB/20.05.24] to authorise the IQAC to take feedback from stakeholders, and draft the Vision and Mission statements. The statements may be approved by the relevant bodies before presenting the final draft to the Governing Body. It is proposed to complete the process by the next academic year.

Autonomy: The governing body reviewed the status of the application of 2f. The application for autonomy can be submitted only after getting the 2f status from UGC. Dr. Letha commented that the college must get 12B status so as to enable it to receive grants. Regular follow up is very essential to ensure that there is no delay in getting approval. She suggested exploring the possibility of applying for 12B.

The committee felt that the institute must equip the faculty members to adopt and implement the systems required for an autonomous institution. Dr. Letha extended her wholehearted support in this direction. A few senior faculty members may be identified to study the systems that are required for autonomous institutions. They may visit good institutions in Kerala as well as nearby states to understand the best practices and to develop a roadmap for Autonomy.

The committee also felt that measures must be taken to ensure that the quality of the teaching learning process is not compromised. Academic Autonomy has to be implemented with meticulous planning, and the faculty members must be made aware of the increased responsibilities involved in it.

Resolved [2/GB/20.05.24] to authorise the Principal to check the eligibility of applying for 12B and take necessary action in this regard.

7/11



Resolved [3/GB/20.05.24] to authorise the Chairman to form a team of senior faculty members to visit nearby institutions and prepare the roadmap to autonomy.

Inclusion of Industry experts in Governing Body: The suggestion of inclusion of Industry experts in Governing body as mentioned in KTU statutes was discussed. The suggestions from NBA experts are very valid and can be adopted. The inclusion of industry experts will also help in improving the Industry Academic Interaction which will be beneficial for the institution. Dr. Vijayakumar suggested that the Industry experts in Department Academic Committees can be considered for inclusion in the governing body.

Resolved [4/GB/20.05.24] to authorise the Principal to identify Industry experts and nominate to the Governing Body in consultation with the Chairman.

New programs/courses: The members discussed in detail about the different programs that can be considered for the academic year 2025-26. The members indicated that courses that are relevant to Industry or Industry supported programs must be considered. The committee felt that B.Tech Computer Science and Business Systems, supported by TCS could be considered.

In the present context of the transition from three year to four year degree programs in the state, the duration, admission process and fee structure of Masters programs are yet to take final shape. Hence, the decision to start such programs may be studied in detail before proceeding with it. The provisions of NEP like multiple entry and exits, should also be considered while starting such courses. The committee expressed concerns about the potential drawbacks of offering highly specialised courses in undergraduate programs. The possibility of collaborating with other campuses and utilising the credit transfer option may be explored.

Resolved [5/GB/20.05.24] to recommend TCS supported B.Tech program to the Managing committee for consideration. Authorised the Principal to make arrangements to prepare and submit the feasibility of starting the program including infrastructure, to the Managing Committee.

Resolved [6/GB/20.05.24] to authorise the Principal to explore the possibility of collaborating with good institutions in India and abroad with the possibility of credit transfer.

Employability of students: The Principal informed the committee that campus recruitments have been challenging due to the low industry requirements. The recruitment practices of many companies have become more skill based.

Dr. Letha emphasised the need for developing a culture of entrepreneurship. The incubation activities must be strengthened, and students must be encouraged to work on their ideas and explore the possibilities of start ups instead of just relying on jobs. Students must be given opportunities to develop their ideas into products through the facilities on campus. The support of start up missions and such agencies must be sought. The need for project based learning and participation in ideathons, hackathons must be encouraged.

It was suggested to provide space for startups on campus, and the support of those personnel may be utilised to mentor the students and faculty members. The faculty members may be familiarised with



the activities of the incubation centre. Students may be educated about the various avenues of startups and entrepreneurship.

The members also discussed the possibility of starting industry labs or industry centres on campus to promote industry interaction. Students may be encouraged to take up internships, and support may be provided for the same.

Dr. Vijayakumar suggested that the timetable be rescheduled to incorporate time for such activities. Mr. Sathyamoorthi suggested that industry oriented training programs may be conducted beyond class hours and students can be groomed in technology or certifications that are in demand. Saturdays or holidays may also be used for such activities. Such programs may be developed in a self sustaining manner.

Dr. Paul Mundadan raised concerns about the interest of the students in attending such add-on or certification programs. We have previously faced challenges in encouraging students to enrol in such programs.

Resolved [7/GB/20.05.24] to strengthen the activities of the Incubation centre on campus and encourage students to participate in such activities.

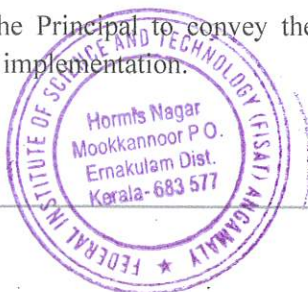
Resolved [8/GB/20.05.24] to review the add on programs that are being offered as of now and incorporate industry relevant certifications or programs. Principal to authorise the respective HoDs to evaluate the effectiveness of the programs offered as of now and devise programs that may be more beneficial to the students for securing employment.

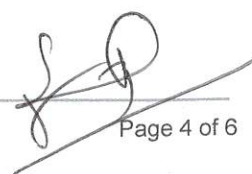
Research and Consultancy: The committee reviewed the functioning of R&D Cell and appreciated the initiatives of the Management in providing seed money to faculty and also facilitating the publishing of patents and applying for research funding.

The following suggestions were made to promote research:

1. Form a research forum and conduct monthly meetings to discuss current and interdisciplinary research. This is essential to inculcate the culture of research among faculty members.
2. HoDs may be directed to report the research and allied activities twice a year. This is to review the progress in this direction. IQAC may prepare a format for reporting such achievements.
3. Faculty Performance evaluations should include research and consultancy as a major component and may be conducted every year.
4. Faculty may be encouraged to publish journals in indexed journals every year. The current practice of providing awards for publications may be continued.
5. Recognise the department that makes the best contribution to research every year to create healthy competition and research culture in departments.
6. Student bodies in the departments may be encouraged to host seminars regularly on latest trends in research in their respective domains.

Resolved [9/GB/20.05.24] to authorise the Principal to convey the suggestions of the Governing Body to the R & D Cell for discussion and implementation.




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Other matters

Promotional Activities: The meeting discussed the current practices of promoting the institution in digital media. Committee appreciated the efforts to publicise the student and staff achievements through social media. As per the current statistics, 65% of the admission is from Ernakulam district. Efforts may be taken to promote the Institution all across the state as well as beyond. The Institution must be able to attract the students from across the state and beyond. Consistent efforts may be taken in this direction.

Dr. Letha suggested that the institution identify a few best practices and promote it so as to attract students.

Resolved [10/GB/20.05.24] to authorise the Chairman and Principal to form a marketing team, develop strategies, and execute it to promote the Institution and its strengths through digital media.

Student Counselling: The committee reviewed the student support system on campus. The functions of the student counsellor is important. Emotional support must be provided for students who are in need. It must be reviewed if the students already have problems or they develop it after reaching the campus. It is suggested to discuss and review the common problems faced by the students and provide support for the same.

Resolved [11/GB/20.05.24]: to strengthen the student counselling on campus and collect and provide feedback to faculty members about the common issues that students face. Principal to authorise the student counsellor to provide feedback about the common problems students face and support that can be provided.

Closing remarks by Chairman:

The chairman appreciated the committee for the elaborate discussion and suggestions, especially the external members, Dr. J Letha and Dr. Vijayakumar. He thanked the valuable suggestions of other members from the managing committee. Their experience and expertise are very valuable and will help the institution in its future endeavours. The chairman reiterated the need to go for autonomy and also maintain the quality of education that FISAT provides.

Dr. Mini P R, Vice Principal proposed the vote of thanks. The meeting concluded by 01.00 PM.



Dr. Jacob Thomas V
Principal



Mr. Shimith P R
Chairman