



ATTENDANCE SHEET

Name of the meeting: **GOVERNING BODY**

Time: **11:00AM**

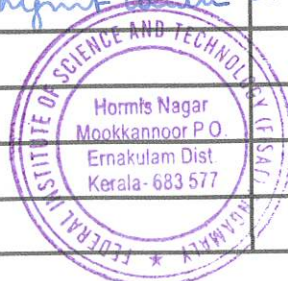
Date: **13-12-2024**

Venue: **BOARD ROOM**

Agenda

Welcome, Minutes and ATR,
 Principals Report - Academics, Placement, Admission.
 Autonomy - timeline, suggestions, Examination process.
 Admission - suggestion, improving quality
 Campus Placements
 Any other matter permitted by chair.

No.	Name	Department	Designation	Signature
1	Shimelis PR		chairman	
2	Dr. K. Gyan Kumar	Management Academic Expert		
3	Dr. J. Leela	Prof VC, Academic Expert		
4	Dr. Dhanya B.S.	Prof H, University nomination		
5	Dinesh Thampi	Industry expert	TCS	
6	Rajnarayanan V.M.	Management consultant	FOAES(MC)	
7	Sathyanarayana S	Management consultant	"	
8	Jenib Kachapilly	Management consultant	Treasurer	
9	Dr. Jyothsna K John	special invitee	HOD, CSR	
10	Dr. Azeemah R	EEE	HOD	
11	Dr. Deepa Mary Mathew	MCA	HOD	
12	Dr. Mini P.R	ECE	Vice Principal	
13	Dr. Jacob Thomas	DM	DM	
14	Dr. Unnikrishnan K	CE	Dean Academic	
15	Abdul Nasser MP	Management consultant	FOAES	
16	Paul Mundayam	Management consultant		



Federal Institute of Science And Technology (FISAT)

Minutes of the meeting of Governing Body

Meeting Date: 13-12-2024

Venue: Board Room

Agenda:

1. Minutes and Action taken report of previous meeting
2. Brief Academic report by the Principal
3. Reporting of resolution of Internal Governing Council
 - o Autonomy, timeline
 - o Suggestions about Curriculum development & Examination Process
4. Admissions - suggestions - improving quality
5. Campus Placement
6. Any other matter permitted by the chair

Members Present:

1. Mr. Shimith P R, Chairman, Governing Body
2. Mr. Jenib J Kachapilly, Treasurer, Governing Body
3. Dr. Paul Mundadan, Management Representative
4. Mr. Rajanarayanan V M, Management Representative
5. Sri. Sathyamoorthy S, Management Representative
6. Mr. Abdul Nazar M P, Management Representative
7. Dr. J Letha, Pro VC, Jain Deemed to be University, External Member
8. Dr. K. Vijayakumar, DTE (Rtd.), External Member
9. Mr. DineshThampi, VP TCS, External Member
10. Dr. Dhanya BS, Professor, RIT, University Nominee
11. Dr. Jacob Thomas V, Principal, Secretary Governing Body
12. Dr. Mini P R, Vice Principal, Member
13. Dr. Unni Kartha G, Dean (Academics), Member
14. Dr. Deepa Mary Mathews, Associate Professor, Member
15. Dr. Archana R, Professor, Special Invitee
16. Dr. Jyothish K John, Professor, Special Invitee

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 and presented the agenda.



The minutes and action taken report of the meeting of the Governing Body held on 20/05/2024 was presented by Dr. Unni Kartha G Dean Academics. The action taken report was discussed and adopted without any changes.

Report by Principal: The Principal presented a brief introduction about the college, academic results, placements, major activities, and achievements of the students during the period July to December 2024. Dr. Archanar R, Member Secretary Designate and Dr. Jyothish K John, Controller of Examinations Designate were invited for the meeting in view of the plan to apply for autonomous status. The committee observed that the academic results, placements, curricular and co-curricular achievements are appreciable. The institution can keep the momentum going by continuing to focus on quality initiatives, innovation, and strengthening industry collaborations to further improve outcomes.

Resolution of the Internal Governing Council:

Autonomy: The timeline approved by the IGC was presented and discussed. The committee observed that the timeline will provide sufficient time for systematic planning and preparation, ensuring smooth and effective execution as the institute transitions into an autonomous institution. The Principal invited suggestions of the external members in this regard.

The following suggestions were put forward by the members

1. The flexibility provided by autonomous status must be utilised to the maximum extent possible.
2. More weightage can be considered for continuous evaluation rather than the end semester exam. Self learning must be encouraged and should be made part of the curriculum.
3. Learning must be made more experiential - consider project based learning courses.
4. The institution must innovate in all aspects including curriculum and examinations so that the students are benefited to the maximum extent.
5. The processes must be unique, rather than copying from other similar institutions. Visit as many good institutions as possible and the best practices from those institutions can be considered while developing the processes.
6. The spirit of NEP must be implemented to the maximum extent possible
7. Bring industry content into the curriculum with the help of industry experts in the Board of Studies. The gap with industry shall be bridged with suitable courses.
8. The help from Professional Bodies and Professional Societies can also be used for developing the syllabus of subjects.
9. Conduct curriculum development workshops for all faculty members with the help of experts from academia.
10. Work on the system for helping the slow learners - consider peer learning, equip teachers with necessary skills.
11. Equip teachers to build digital learning courses on platforms like Swayam, Coursera etc.
12. The vision points discussed in Udyama can be considered for implementation.
13. Add on programs and electives must be made with the help of Industry.
14. Focus on Placement and Entrepreneurship equally - include as part of curriculum
15. Create provisions for interdisciplinary project and collaborations including MBA and Engineering



16. Every teacher to be trained in OBE, Teaching Learning Evaluation Pattern and Blooms Taxonomy so that they can incorporate it in their respective course design and its delivery.
17. Develop the Institutional Development Plan (IDP)
18. Tap the resources from Alumni as well as parents to the maximum possible extent.
19. Transform the student's quality through good teaching learning process rather than looking for quality students to come
20. Result analysis of Remedial courses shall be closely monitored

Resolved [1/GB/13.12.24] to implement the suggestions from the Governing Body in the development of the curriculum. The Principal shall ensure that these suggestions are appropriately considered and addressed by the Academic Council.

Admissions: The committee reviewed the status of admissions for the current academic year and found it satisfactory. It was noted that improving the quality of education and the process, rather than focusing solely on intake quality, would be more beneficial. This approach will ensure the institution attracts high-caliber students. The autonomy status will further support these efforts. Methods like bridge programs and diagnostic tests for admitted students can help in such efforts. Consider developing induction programs in line with the suggestions of UGC especially *Deeksharambh* to address the intake quality of students.

Resolved [2/GB/13.12.24] to develop student induction programs and diagnostic tests to assess and address the quality of admitted students.

Campus Placement: The committee reviewed the current placement status. Analysis may be performed at all levels to understand the aspirations of students. Training programs may be developed to improve the social skills of students and inculcate the understanding of sustainability and business in the curriculum so that students are more equipped to take up jobs in the Industry. Feedback shall be taken from employers and conveyed to the Academic Council and BoS.

Resolved [3/GB/13.12.24] to direct the placement cell to

- a) include training programs to improve the social skills of students and understanding of business.
- b) convey the feedback from Industry to the academic council.
- c) perform detailed placement analysis, sector wise to understand the student aspirations.

Other matters

Alumni Activities: The committee reviewed the alumni activities of the campus. It was suggested that Alumni Day may be celebrated to bring them closer to their alma mater. The support of alumni can be utilised for mentoring the current students. Examples of alumni providing financial support in institutions were discussed. The campus may develop strategies to strengthen alumni involvement.

Resolved [3/GB/13.12.24] to strengthen the alumni activities of the campus. The alumni association may be directed to implement the suggestions by the Governing Body.



Closing remarks by Chairman:

The Chairman, in his closing remarks, expressed gratitude for the support of the Governing Body, particularly for highlighting the opportunities that autonomy may provide and for the valuable suggestions offered by the members, especially the external members, in this regard. He emphasized that FISAT is committed to serving society and will adopt innovative approaches to achieve its vision of becoming a center of excellence. He assured that all suggestions provided by the members will be duly considered during the transition to becoming an autonomous institution.

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

ATTENDANCE SHEET

Name of the meeting: GOVERNING BODY

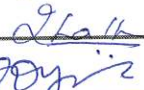
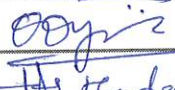
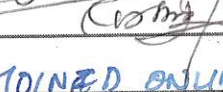
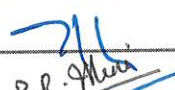
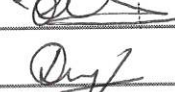
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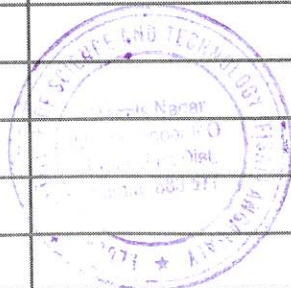
Date: 22-05-2025

Venue:

Agenda

- 1) WELCOME , MINUTES , ATR
- 2) ACADEMIC REPORT BY PRINCIPAL
- 3) AUTONOMY - STATUS, APPROVAL OF ACADEMIC COUNCIL, BOS
DRAFT CURRICULUM, EXAMINATION MANUAL
- 4) INDUSTRY LINKED INITIATIVES - AICE IDEA LAB, NSDC-CPS
- 5) REVIEW, APPROVAL OF VISION, MISSION, OBJECTIVES
- 6) ANY OTHER MATTER

No.	Name	Department	Designation	Signature
1	Shimith PR		Chairman	
2	J. Letha			
3	K. Vijayakumar			
4	Paul Mundakan		Vice President	
5	Abdul Nazim MP		Asso. Secy	
6	Rajnarayanan V.M		M. (treasurer)	
7	Sathyamoorthy S		MC Member	
8	SACHIN JACOB PAUL		Vice chairman	JOINED ONLINE
9	DINESH THIMIR		VP ICS	JOINED ONLINE
10	Dr. JACOB THOMAS V		Principal	
11	Dr. Mini P R		Vice Principal	
12	Dr. Unni kasha G		Dean	
13	Dr. Dhanya B.S.			
14	Dr. Santhosh Kottan		Professor	
15	Dr. Aashima R		Member Secretary Academic Council	
16	Dr. Deepa Mary Mathew		Faculty Nominee	



Federal Institute of Science And Technology (FISAT)

Minutes of the meeting of Governing Body

Meeting Date: 22-05-2025

Venue: DB119 (IEDC Conference Room)

Agenda:

1. Minutes and Action taken report of previous meeting
2. Brief Academic report by the Principal
3. Autonomy
 - o Reporting of the status of transition to Autonomy
 - o Approval of constitution of Academic Council, BoS
 - o Draft Curriculum & Examination Manual
4. Industry linked initiatives - NSDC, AICTE IDEA Lab
5. Reviewing Institute Vision, Mission Statements
6. Any other matter permitted by the chair

Members Present:

1. Mr. Shimith P R, Chairman, Governing Body
2. Mr. Sachin Jacob Paul, Vice-Chairman, Governing Body (Joined Online)
3. Dr. Paul Mundadan, Management Representative
4. Mr. Rajanarayanan V M, Management Representative
5. Sri. Sathyamoorthy S, Management Representative
6. Mr. Abdul Nazar M P, Management Representative
7. Dr. J Letha, Pro VC, Jain Deemed to be University, External Member
8. Dr. K. Vijayakumar, DTE (Rtd.), External Member
9. Mr. DineshThampi, VP TCS, External Member, (Joined Online)
10. Dr. Dhanya BS, Professor, RIT, University Nominee
11. Dr. Jacob Thomas V, Principal, Secretary Governing Body
12. Dr. Mini P R, Vice Principal, Member
13. Dr. Unni Kartha G, Dean (Academics), Member
14. Dr. Deepa Mary Mathews, Associate Professor, Member
15. Dr. Archana R, Professor, Proposed Member Secretary of Academic Council, Special Invitee
16. Dr. Santhosh Kottam, Professor, Proposed Deputy Controller of Exams, Special Invitee

The meeting started at 11:00AM with a silent prayer, Mr. Shimith P R, Chairman, Governing Body, in the Chair. Mr. Sachin Jacob Paul, Vice Chairman and Mr. Dinesh Thampi, VP, TCS, Joined Online.



Dr. Jacob Thomas, Principal, welcomed the members to the meeting. The minutes and action taken report of the meeting held on 13-12-2024 was presented. The minutes and action taken report was discussed and adopted without any changes. The detailed placement analysis - sector wise and aspirations were reviewed and the proposed Induction Program for first year students is approved.

Discussions based on Agenda:

Academic Report by Principal

Dr. Jacob Thomas presented a brief academic report of the period from December 2024 to May 2025. The discussion that happened after made the following suggestions:

1. Include the achievements in IPR, Entrepreneurship related activities
2. Document the students who did get placed, those who are opting for higher studies, starting up companies etc.
3. Appreciated the institution for becoming a part of PALS - IITM Alumni initiative for hosting various events for the faculty members and students.

Autonomy

The Principal presented the status of preparations for Autonomy. The members for the proposed Academic Council, BoS, Draft Curriculum and Draft Examination Manual were presented. A detailed discussion was conducted in each of the items and the Governing Body resolved the following:

Resolution [1/GB/22.05.25]

1. Approved the constitution and the proposed members of the Academic Council
2. Approved the constitution and the proposed members of the BoS of all departments
3. Approved the proposed Curriculum of all courses
4. Approved the examination manual

The Governing body appreciated the institution leadership for making significant progress towards the preparation for Autonomy and is confident that the implementation will be successful. The Governing body also proposed a few suggestions that can be considered during the process of syllabus preparation and the final Curriculum

1. Ensure that all external members are present during the academic council and BoS meetings
2. Additional meetings may be conducted for refinement of the syllabus
3. The credit allotted and the criteria for allotting credit for skill development courses by NSDC may be reviewed and included in regulations.
4. OBE workshop shall be conducted for all faculty members and it should be done on a continuous basis.
5. The objectives of NEP shall be considered while refining the curriculum
6. Industry shall be actively involved in the preparation of the syllabus
7. Internships shall be made longer and more meaningful
8. Continuous evaluation of students should be conducted with utmost seriousness and not compromise on the quality of evaluation.



9. Consider appointing Professor of Practice as per AICTE Guidelines in all departments to enhance industry collaborations
10. Ensure all assessments are OBE based with proper COs and POs and its mapping
11. The software development shall be scrutinised all levels to ensure security and compliance to OBE

Resolved [2/GB/22.05.25] to authorise the Principal to consider the suggestions by the governing body and its implementation.

Industry Linked Initiatives: The Principal presented the details of the recently approved AICTE IDEA Lab and the MoU with NSDC for establishing the Centre for Future Skill to conduct skill development courses and provide global certifications on campus. The Governing Body discussed the details of the same and appreciated the initiatives taken by the institution in this direction. The Governing Body suggested that the institution shall ensure that the new labs are to be utilised 100%.

Resolved [3/GB/22.05.25] to authorize the Principal to include AICTE IDEA Lab and NSDC Skill Development Courses as part of regular curriculum to ensure full utilisation of the facilities created.

Reviewing Institute Vision, Mission Statements: The Principal presented the existing Vision, Mission statements and the proposed Vision Mission and Objectives based on the feedback that has been taken from all the stakeholders. The Governing Body Discussed in detail about the suggestions and observed that the Sustainability and Innovation & Research aspects shall be addressed appropriately. The Mission statements shall be prepared in line with the Vision Statements. The objectives were also discussed and found to be satisfactory.

Resolved [4/GB/22.05.25] to authorise the Chairman to review the suggestions and finalise the statements.

Any other Matter Permitted by the Chair: NIL

The Governing Body observed that the institution is right on track for Autonomy and congratulated the team effort.

In his closing remarks, the Chairman expressed heartfelt gratitude to all members of the Governing Body for their unwavering support and encouragement in advancing the institution's growth and excellence. He extended special thanks to Dr. J. Letha, Dr. Vijayakumar, Dr. Dhanya, and Mr. Dinesh Thampi for their valuable contributions. While commending the team for the significant progress achieved, he encouraged everyone to continue striving for higher benchmarks in academic excellence, innovation, and institutional development.

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