

2019-20

Dr. Sunny

Meeting of the IQAC (~~General~~ Committee) on 17/7/19

Agenda:

- NBA Accreditation, SAR preparation
- Dept Budget and Activities
- Feed back
- M. Tech. classes
- Any other matter

IQAC Meeting on 17/5/19

Members Present:

1. Dr. George Issac (Principal)
2. Dr. C. Sheela
3. Dr. K.S.M. Panicker (Director Academics)
4. Passrally R. Passrally
5. Jean Jean
6. Rinee J. Achison Rinee
7. Rosemin Parakkal Rosemin
8. Vinitha V Vinitha
9. Sureshdy P Sureshdy
10. S. Sundararajan S. Sundararajan
11. S. Sundararajan
12. Reshmi R Reshmi
13. Honeyrot P. Chacko Honeyrot
14. Unni Kasha G Unni
15. Shinto Sebastian Shinto
16. Sino Varghese Sino
17. Dr. Sunny Kunakaran Dr. Sunny
18. Praveesh E. Chandy Praveesh
19. Jisha Jacob Jisha
20. Sajam. S Sajam
21. Jiby Varghese Jiby

The meeting started at 10.30 am in the Board Room with the Principal Dr. George Issac in the chair.

The co-ordinator welcomed the members

The Principal, in his presidential address reminded the importance of getting NBA Acedn as he had received mails from alumni from the middle east enquiring about NBA acedn

Director academics, Dr. K.S.M. Panicker also in his remarks pointed to the need for NBA Acedn.

Dr. C. Sheela, the Vice Principal and Admissions Committee Convenor mentioned that NBA accords is very much a subject of consideration for B.Tech. admissions.

Resolved [GC/1/17.7.19] to expediate the NBA accreditation process so that the programme offered would be NBA accredited by this academic year itself

Resolved to [GC/2/17.7.19] authorize the NBA co-ordinator to take all necessary steps for the submission of Self Assessment Report of the five programmes viz CSE, EEE, EIE, ME & ECE.

Resolved [GC/3/17.7.19] to inform all the HODs to submit department budget proposal to the Director Academics for further perusal.

The feedback received from the staff with regard to improving general discipline was discussed

Resolved [GC/4/17.7.19] to request the management to assign duty as First Year Co-ordinator to a staff member so that the first semester results and discipline would be improved

Resolved [GC/5/17.7.19] to conduct M.Tech. and MCA orientation programme on 1/8/19.

Resolved [GC/6/17.7.19] to produce the Hand book and Calendar for 2019-20 as early as possible and the same be distributed to the students.

The meeting ended at 12.30 pm

Minutes prepared by _____

Dr. Sunny Kurian

Meeting of the IQAC held on 17.7.2019
Action Taken Report

Resolution [GC/1/17.7.2019]: *Expediate the NBA Accreditation process*

Action Taken:

Yet another series of Criterion-wise presentation of each department was conducted by the respective criteria conveners.

Requirements from the Departments were collected and consolidated and the final doc were submitted to the Management for approval.

Conducted a presentation on List of documents to be made ready was done by Dr. Abi P. Mathew. At 2 pm on 1/8/19

A schedule was prepared as follows:

Registration	- July 9, 2019
Submission of Pre qualifier	- August 2019
Submission of SAR	- October 2019

Resolution [GC/1/17.7.2019]: *Submission of SAR of the Five Departments decided by the Management*

Action Taken:

Registration done remitting Rs. 1 lakh + 18% GST on July 27, 2019

Pre qualifier of the Five Programmes (CSE, EEE, ME, EIE and ECE) submitted remitting (10%) Rs. 1.3 lakh+ 18% GST on August 14, 2019

SAR of the Five Programmes (CSE, EEE, ME, EIE and ECE) submitted remitting 90% fee + 18% GST on October 14, 2019.

Resolution [GC/3/17.7.2019]: *Department budget proposal*

Action Taken:

All the departments prepared department budget and submitted to the Internal Governing Council for sanctioning from the Management.

Resolution [GC/4/17.7.2019]: *Feedback on General Discipline and appointing First Year Coordinator*

Action Taken:

Feedback and suggestions from Faculty members were taken so as to improve the academic output and bring in better discipline in the College.

The summary of the Feedback was submitted to the Principal

Dr. Sunny Kuriakose, Dean Student Affairs, was appointed as the First Year Coordinator for 2019 -20

Resolution [GC/5/17.7.2019]: *M.Tech. and MCA orientation*

Action Taken:

Mr. Santhosh Kottam, HoD, Department of Computer Applications was authorized to organize the PG Orientation Programme and it was conducted on 1/8/2019 in the Seminar Hall.

Resolution [GC/6/17.7.2019]: *Production of Handbook and Calendar for 2019 - 2020*

Action Taken:

The College Handbook and Calendar for the academic year 2019 – 2020 incorporating the KTU Academic Calendar and details of activities envisaged in the Academic Retreat and the extract of the revised KTU regulations was printed and distributed to the staff and students.



Dr. Sunny Kuriakose A
Coordinator, IQAC



FEDERAL INSTITUTE OF SCIENCE AND TECHNOLOGY (FISAT)

(Managed by Federal Bank Officers' Association Educational Society)

Accredited by NAAC with 'A' Grade and ISO 9001 2015 Certified)

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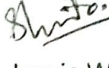


































ORDER

Ref. No. FISAT/F-257/0626/2019

dated 28/10/2019

In the light of the present KTU directives, the Internal Quality Assurance Cell (IQAC) is reconstituted with the following members. Kindly accept the appointment.


Principal

- 1) Dr. Paul Mundadan (Chairman)
(Management Representative) 
- 2) Mr. Sachin Jacob Paul (Treasurer, FISAT
Governing Body) 
- 3) Dr. George Issac (Principal), Chairman 
- 4) Dr. Sheela C., (Vice Principal) 
- 5) Dr. KSM Panicker (Director Academics) 
- 6) Dr. George V. Antony (Director & Dean
MBA) 
- 7) Mr. Prakash C. Chandy (CAO) 
- 8) Dr. Joshua A.J. (Staff in charge of ISO) 
- 9) Ms. Surya Susan (Staff in charge of Audit)
- 10) Mr. Jiby Varghese (HoD, SPARC) 
- 11) Dr. Unni Kartha G. (Placement officer) 
- 12) Mr. Shinto Sebastian (PRO) 
- 13) Ms. Jisha Jacob (Manager Academic Wing) 
- 14) Mr. Varghese John (Sr. Manager,
Accounts) 
- 15) Mr. Sino Varghese (Librarian) 
- 16) Dr. J. C. Prasad (Head, CSE) 
- 17) Dr. Jose Cherian (Head, ME) 
- 18) Dr. Parvathy R. (Head, EEE) 
- 19) Dr. Mini P.R. (Head, ECE) 
- 20) Dr. Unni Kartha G. (Head, CE) 
- 21) Mr. Sunderarajan S. (Head, EIE) 
- 22) Mr. Santhosh Kottam (Head, MCA) 
- 23) Ms. Reshmi R. (CSE) 
- 24) Ms. Vinitha V. (ECE) 
- 25) Ms. Rosemin Parakkal (EEE)
- 26) Ms. Sreevidya P. (EIE) 
- 27) Mr. Jawahar Saud S. (CE) 
- 28) Ms. Honeyamol P. Chacko (S&H) 
- 29) Mr. Arun S. (Physical Education) 
- 30) Mr. Sajan S. (ME) 
- 31) Ms. Senu Abi (MCA) 
- 32) Dr. Asha Joseph (Audit Cell, CE) 
- 33) Ms. Sreeja E. A. (Audit Cell, EE) 
- 34) Ms. Anu K. Kuriakose (Audit Cell, EC) 
- 35) Dr. Paul P. Mathai (Audit Cell, CS) 
- 36) Mr. Renjith R (Audit Cell, ME) 
- 37) Mr. Sruthi Bhaskaran (Audit Cell, EI) 
- 38) Ms. Rose Mary Mathew (Audit Cell, MCA) 
- 39) Mr. Prasanth P. John (Audit Cell, MBA) 
- 40) Mr. Jitesh V. (Webmaster) 
- 41) Mr. Rishabh S7 EIE (Student Representative) 
- 42) Ms. Lakshmi Nandakumar (Alumni Rep) 
- 43) Ms. Jaya Radhakrishnan (President,
Mookkannor Grama Panchayat) 
- 44) Mr. Greg Xavier (Nominee from industry)
- 45) Mr. Sunil Menon (Representative of PTA) 
- 46) Mr. Jaison Joseph (Civil Supervisor) 
- 47) Mr. K. M. Itteera (Estate Supervisor) 
- 48) Dr. Sunny Kuriakose A (Coordinator) 






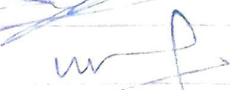



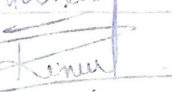




Meeting of the Internal Quality Assurance Cell on 18/11/2019

Agenda:

1. Minutes of the last meeting
2. Action Taken Report
3. Matters arising out of the minutes
4. First year classes ~~Internal~~ Remedial classes.
5. Value Education
6. ~~First~~ Internal Examinations Result.
7. A&AR.
8. NBA Accreditation
9. APMC meeting
10. Website
11. ISO Audit / KTU Audit
12. Any other matter permitted by the chair.

Members Present:

1. George V Antony 
2. Sugil Menon 
3. GREG XAVIER 
4. Prabhakar C. Chandu 
5. Dr. A.J. Joshua 
6. Santhosh Kottam 
7. Jose Chirum 
8. Prasad J.C 
9. Unni Kachumbath 
10. Mr. Paul P. Mallin 
11. Prashant P John 
12. Ifeem KM 
13. Dr. Anil Kumar M.J
14. VINITHA V
15. Renu J Achison
16. DA ASHA JOSEPH
17. Sru Abi

18. Rose Mary Mathew ^{Plus}
19. Sunya Susan Alen ^{Plus}
20. Reshmi R ^{Plus}
21. Parvathy R ^{Parvathy R}
22. Rosamma Parakkal ^B
23. Dr. George Isaac (Principal)
24. Dr. C. Sheela (Vice Principal)
25. Dr. K.S.M. Panicker (Director Academic)
26. Prakash - C. Chandy (CAO)
27. Sunny KuriaKose (Co-ordinator) ^{Jack}
28. Lakshmi Nandakumar (Alumni representative) ^{Callashree}

Minutes

The meeting started at 2:30 pm on 18/11/2019 in the Conference Hall. The Principal in charge Dr K.S.M. Panicker presided over the meeting.

The minutes of the previous meeting were presented and discussion held on it. and the minutes were adopted.

The Action Taken Report (ATR) was presented.

The IQAC Co-ordinator briefly explained the structure of the newly constituted IQAC. The KTU recently directed to form IQAC in all its constituent colleges specifying its structure. KTU External Audit and other quality related activities are to be implemented through IQAC. However, FISAT has a vibrant IQAC functioning since 2015 so only a few members, as per KTU directions have been inducted as form the present IQAC. The co-ordinator welcomed all the members.

The NBA Co-ordinator presented and circulated copies of a document explaining the present

Status of the IQAC & NBA accreditation process.
(Copy kept in the IQAC file)

Resolved [GC/1/18.11.2019] to conduct the mock visit for NBA Accred on Jan 11, 12 2020 and all required documents, files and presentations be ready before the visit so that mock visit shall ensure all requirement for the actual NBA Peer team visit scheduled for Feb 14-16, 2020

Resolved [GC/2/18.11.2019] to take Course Outcome Feedback for all Courses in the odd Semesters as part of OBE.

Resolved [GC/3/18.11.2019] to authorize Dr. Umikartha to coordinate and decide the location of display boards.

It was pointed out that the results of the second internal examinations were not very encouraging and more attention be given for higher academic output.

Resolved [GC/4/18.11.2019] to conduct the APMC meeting at least for Sem-1 students.

Resolved [GC/5/18.11.2019] to conduct as many remedial classes as possible so as to produce better results.

It was reported that the updating work of the College Website is almost completed.

Resolved [GC/6/18.11.2019] to finish the remaining work of the College Website as early as possible.

Resolved [GC/7/18.11.2019] to continue the value Education sessions from the beginning of the even Semesters.

The KTU audit in charge Ms Surya Susan reported that the KTU External audit was conducted under the aegis of the IQAC on 5th & 6th Nov. 2019.

The IQAC Co-ordinator reported that a standard format was sent to all departments and centres so as to collect data required in AQAR.

Resolved [GC/8/18.11.2019] to authorize the Committee consisting of Dr. Asha Joseph, Ms. Surya Susan, Ms. Honeyrose Chacko, Mr. Shantu Sebastian and Dr. Samy Kuriakon to consolidate the data and upload the AQAR at the earliest.

Dr. A. J. Joshua reported that the ISO internal audit would be conducted during ^{Dec 31, Jan 1st} the MRM meeting be scheduled for Dec. 30, 2019.

Resolved [GC/9/18.11.2019] to conduct the ISO internal audit and hold the MRM.

The IQAC Co-ordinator mentioned that the present IQAC consists of 48 members and pointed to the need of forming an IQAC Core Committee with smaller size from among the general IQAC members so as to function more effectively. As per the KTU direction, quarterly report of the IQAC should be uploaded in the KTU website.

Resolved [GC/10/18.11.2019] to authorize the IQAC Co-ordinator and the Principal to nominate members to the IQAC Core Committee.

Dr. KSM Parucker, in his remarks explained the advantages of NAAC A grade in elevating the status of the College and how it helped the NBA accreditation process.

The IQAC Coordinator proposed vote of thanks to every member particularly the PTA President, Mr. Sunil Menon and Industry Expert Mr. Greg. Xavier.

The meeting ended at 3.30 pm.

Minutes passed *SSS*

[Signature]
IQAC Coordinator

Meeting of the IQAC held on 18/11/2019

Action Taken Report

Resolved [GC/1/18.11.2019] to conduct mock visit for NBA Accreditation

Action taken: A two- day NBA mock visit was conducted during January 11-12, 2020. Dr. Biju from Department of Mechanical Engineering, MACE Kothamangalam, Dr. Abu Thahir from Chennai and Dr. S. Baskar from TEC Madurai and Dr. Neelakantan, Principal, MITS were the resource persons.

Resolved [GC/2/18.11.2019] to take Course outcome feedback

Action taken: Course outcome feedback was taken using software from all B. Tech. programmes.

Resolved [GC/3/18.11.2019] to authorize Dr. Unnikartha G to coordinate and decide the location of display boards

Action taken: Location for placing display boards has been identified and the details of number and types of display boards have been collected. The work of erecting the boards is in progress.

Resolved [GC/4/18.11.2019] to conduct APMC meeting for the first years.

Action taken: APMC meetings were conducted class-wise for the first semester students.

Resolved [GC/5/18.11.2019] to conduct remedial classes

Action taken: All the B. Tech. class teachers and group advisors were directed to take as many remedial classes as possible. Mr. Antu P. J. conducted remedial classes for weak students in the boys' hostel during nights.

Resolved [GC/6/18.11.2019] to complete the remaining work of the college website.

Action taken: A meeting of the website committee was convened and decided the procedure for communicating data to the webmaster. A data sheet for submitting the data was also shared.

Resolved [GC/8/18.11.2019] to collect data for uploading AQAR

Action taken: Data in a specified format was collected from all departments and clubs. The data collected was uploaded in the NAAC portal. Dr. Asha Joseph and Ms. Surya Susan and the IQAC coordinator came to the college to upload the data during Christmas vacation. It was the first time the AQAR was uploaded in the new mode.

Resolved [GC/9/18.11.2019] to conduct the ISO internal audit and MRM meeting.

Action taken: The ISO internal audit was conducted on December 31, 2019. The MRM meeting is yet to be conducted.

Resolved [GC/10/18.11.2019] to form IQAC core committee

Action taken: A core committee for the IQAC was formed with 25 members and they were informed of their inclusion in the Core committee.



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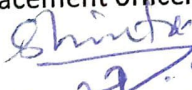





ORDER

Ref. No. FISAT/F-257/0001/INT/19

dated 22/11/2019

An IQAC Core Committee, with the following members from the IQAC, has been formed 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.


Principal

- 1) Dr. George Issac (Principal), Chairman 
- 2) Ms. Anitha P. (Chairman) (Management Representative)
- 3) Mr. Sachin Jacob Paul (Treasurer, FISAT Governing Body) 
- 4) Dr. Sheela C., (Vice Principal) 
- 5) Dr. KSM Panicker (Director Academics) 
- 6) Dr. George V. Antony (Director & Dean FBS) 
- 7) Mr. Prakash C. Chandy (CAO) 
- 8) Dr. Joshua A.J. (Staff in charge of ISO)
- 9) Ms. Surya Susan (Joint Coordinator)
- 10) Dr. Asha Joseph (Joint Coordinator)
- 11) Mr. Jiby Varghese (Head, SPARC) 
- 12) Dr. Unni Kartha G. (HOD CE, Placement officer) 
- 13) Mr. Shinto Sebastian (PRO) 
- 14) Mr. Sino Varghese (Librarian) 
- 15) Dr. J. C. Prasad (Head, CSE) 
- 16) Dr. Jose Cherian (Head, ME)
- 17) Dr. Parvathy R. (Head, EEE)
- 18) Dr. Mini P.R. (Head, ECE)
- 19) Dr. Unni Kartha G. (Head, CE) 
- 20) Mr. Sunderarajan S. (Head, EIE)
- 21) Mr. Santhosh Kottam (Head, MCA) 
- 22) Ms. Honeymol P. Chacko (S&H)
- 23) Mr. Arun S. (Physical Education)
- 24) Mr. Jitesh V. (Webmaster)
- 25) Dr. Sunny Kuriakose A (Coordinator) 

3) Meeting of the IQAC Core Committee
29/01/2020.

Agenda

1. ^{OBE and} NBA Peer team visit,
2. APMC Meetings
3. Series Examinations. (March 2-3)
4. Actions & preparations toward NAAC Accred 2021.
5. Any other matter.

Members Present:

1. Parakkal R. (EEE) Parakkal R
2. Sanyal Susan Alva (EEE) Sanyal
3. Dr. ASHA JOSEPH (CE) Asha
4. Rajalakshmi P.R (CE) TRaj
5. Honeyamol P Chacko (S&H) Ho
6. Jijup.P (ME) Jijup
7. Sino Varghese Sino
8. Joshua.A.J Joshua
9. Sambosh Kottam Sambosh
10. Prakash. C. Chandy Prakash
11. Jitesh.v (web) Jitesh
12. Anur S P. (DPE) Anur
13. S. Sundararajan Sundararajan
14. Anitha P. Chinnai Anitha
15. George Isaac, Principal George
16. K S M Pambay, Director/Head K S M
17. Dr. Sunny Kurian Sunny

The meeting started at 2 pm on 29th Jan 2020 in the Board Room.

Dr. George Issac, Principal presided over the meeting. The minutes of the last meeting were presented and were adopted.

The Co-ordinator Sunny Kuriakon, welcomed the new chairman of the Governing Body of FISAT and requested her support and valuable guidance in the functioning of the IQAC in the coming days.

The Action Taken ~~plan~~ Report of the last meeting was presented and discussion held on it in detail.

Resolved [CC/1/29.1.20] to nominate Ms. Suresha Susan, Dept of EEE, and Dr. Asha Joseph Dept of CE, as joint co-ordinators of IQAC.

The implementation of OBE was discussed in the meeting.

Resolved [CC/2/2020] to fine tune the OBE and to make it to the fullest possible way.

The meeting discussed about the NBA Expert team visit scheduled for Feb 14-16, 2020. The NBA Co-ordinator pointed to the need for calculating the PO attainment in a more logically correct method.

Resolved [CC/3/2020] to instruct all HoDs and NBA Co-ordinators to prepare the revised SAR with the modified method of Program Attainment Calculation.

Resolved [CC/4/2020] to ~~also~~ make all possible preparation for the Expert team visit and authorized the NBA Co-ordinator to orient students, Staff (Teaching & Non teaching) about the

NBA accreditation process.

Resolved [CC/5/29.1.2020] to direct the webmaster Mr. Jitesh to update the college website incorporating the latest news.

Resolved [CC/6/29.1.2020] to conduct the Management Review Meeting (MRM) after the NBA Expert Team visit.

Resolved [CC/7/29.1.2020] to conduct the first series test in March 2020.

Resolved [CC/8/29.1.2020] to authorize Ms. Surya Susan to conduct the KTU Internal audit as per K.T.U directions.


Resolved [CC/9/29.1.2020] to authorize Dr. K.S.M. Panicker and Mr. Shinto Sebastian to take necessary steps for applying for ~~RAF~~ status for the College.


Resolved [CC/10/29.1.2020] to authorize Dr. Sunny Kurian to take necessary steps for applying NIRF status for the College.

Resolved [CC/11/29.1.2020] to invite budget proposals from depts for the next academic year.

Resolved [CC/12/29.1.2020] to conduct APMC meeting after the first series examination.

The meeting came to a close at 4 pm


George Isaac
Principal


Dr. Sunny Kurian
IRAC Co-ordinator