

2020-2021

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Meeting of the IQAC on 15-9-2020Agenda:

1. AQAR
2. NBA Acctn.
3. NIRF
4. 2f status
5. Plan of activities for the current year.
6. Hand book & Calendar.
7. API
8. OBE
9. Quality Assurance measures.
10. Any other matter.

Members Present:

1. Anitha P, Chairman
2. George Isaac
3. Dr. Sunny Kuriakose
4. Dr. Unni Kuttan
5. Dr. Mini P.R., HOD, ECG
6. Sreedya P
7. Suneethi, MCA
8. Dr. Asha Joseph, CE
9. Sunya Susan ACM, EC
10. Parvathy R
11. Reshmi R
12. Honeyamol P. Chacko S & H
13. Dr. Prasad. J.C, HOD CSE
14. Sreedhara Kottam
15. Sajana S, ME
16. Dr. Jose Chirion MS
17. Shristo Sebastian
18. Dr. Nri. Mathew (EIR)
19. Srida Varghese, Librarian

Anitha  
 George  
 Sunny  
 Unni  
 Mini  
 Sreedya  
 Suneethi  
 Asha  
 Sunya  
 Parvathy  
 Reshmi  
 Honeyamol  
 Prasad  
 Sreedhara  
 Sajana  
 Jose  
 Shristo  
 Nri  
 Srida

The meeting began at 2pm in the library hall following the Covid-19 protocol.

Principal Dr. George Isaac presided over the meeting.

The minutes of the last meeting were presented and were adopted. The ATR was also presented.

The draft form of the A&R was presented.

Resolved [1/1/15.9.20] to authorize the IQAC coordinator to get the final approval from the Internal Governing Council (IGC) for the uploading of the AQAR before Oct. 31, 2020.

It was reported that all five programs for which the NBA accreditation was granted applied were granted NBA accreditation for 3 years.

Resolved [1/2/15.9.2020] to place on record the appreciation of IQAC and to all who contributed to the success in the NBA accreditation process.

Dr. Sunny Kuriakose, the NBA Coordinator presented a brief report of the NBA accn exercise recently completed.

Resolved [1/3/15.9.2020] to distribute the compliance report format of the NBA to all accredited program department heads.

Resolved [1/4/15.9.20] to initiate the following follow-up actions consequent to NBA expert team visit.

(i) Separate meetings of Criterion 3 be conducted and decide the proportion for assessing the attainments by direct and indirect assessment methods

(ii) The two documents prepared by the IQAC coordinator w.r.t. the follow-up actions needed after the accreditation be discussed.

- iii) The Criterion-7 (Continuous improvement) be addressed systematically.
- iv) Conduct separate meeting for Criterion-5.
- v) Every department has to explore the possibility of identifying adjunct faculty with industry experience.
- vi) Special sessions on OBE be given to the first year students and their parents.
- vii) Dept-wise action plan be prepared and to be submitted to the NBA Coordinator based on the expert team report.
- viii) Explore the possibility of enhancing the financial power given to HoD. and the Principal.
- ix) The activities to be conducted by every dept be planned so as to fit with the OBE syllabus.

Resolved [1/5/15.9.2020] to take necessary preparations towards applying for NIRF Ranking.

It was reported that the approval from KTU for 2f status of the UGC for the college has been received.

Resolved [1/6/15.9.2020] to complete the remaining process of the application of 2f status of the UGC.

Resolved that [1/7/15.9.2020] all HoDs shall submit the calendar plan of activities of their respective departments so that as to print this year's Handbook and Calendar.

Resolved [1/7/15.9.2020] to extend all possible help

to the College Website Committee to update the College Website.

Resolved [1/9/15.9.2020] to conduct this year's PPA meetings online after the first sem test marks are available.

Resolved [1/10/15.9.2020] to conduct KTU audit as per the directions from KTU. Dr. Surya Susan Alex be the faculty in charge of KTU audit.

The Chairman in her address announced that a few staff members are assigned certain duties besides their mandatory duties as a step towards implementing participatory administration.

Resolved [1/11/15.9.2020] to assign duties to the staff members as mentioned below.

1. Civil. Contn. & Maintenance - Dr. Jiji Antony (CE)
2. Electrical maintenance - Mr. Steffy George (EEE)
3. House Keeping - Mr. Varughese K.I. (Library)
4. Security & Boys' hostel - Mr. Shinto Sebastian (PRO)
5. S/W development & Multimedia - Mr. Senthil Kottam (MCA)
6. P.T. A - Dr. Jose Chennan (ME)
7. STP - Mr. Jawahar Saut (CE)
8. College Canteen - Dr. Jyothish K. John (CSE)
9. Boys' Hostel Ac. affairs - Dr. Prasad J.C. (CSE)
10. Fab Lab - Dr. Anilkumar NN (ECE)
11. SPARC - Dr. Imtin Joy (CSE)
12. IEDC Nodal officer - Mr. Tom Anto (ME)
13. NSS - Mr. Sajjan S (ME) & Ms. Beenu Riju (EIE)
14. SWAN - Mr. Anoop E.S. (ECE) & Ms. Justin P. Joe (ECE)
15. First year Coordinator - Dr. Mimi P.R. (ECE)
16. Reception - Mr. Yaseeb K.O. (Library)

Resolved [1/13/15.9.2020] to conduct orientation sessions on Revised Accreditation Framework (RAF) for FISAT staff by the NAAC Co-ordinator.

It has been reported that the Academic Performance Index (API) as pronounced by the UGC be modified so as to fit in FISAT context.

Resolved [1/13/15.9.2020] to authorize the IQAC Coordinator to take necessary steps to modify the API of the UGC to be suitable for FISAT.

The IQAC coordinator mentioned that a preliminary draft of the Perspective plan of the College has been made ready and to be finalized.

Resolved [1/14/15.9.2020] to authorize the IQAC co-ordinator to take necessary steps to finalize the Perspective plan of the College by incorporating creative suggestions from all stake holders.

Resolved [1/15/15.9.2020] to conduct DQAC meetings within 2 weeks and assess the quality and effectiveness of the online teaching process.

Resolved [1/16/15.9.2020] to identify suitable evaluation tools for online teaching and submit recommendation to the Principal for further proposal.

Resolved [1/17/15.9.20] to explore the possibilities of making the WebEx platform more user friendly.

The meeting ended at 4.15 pm

Minutes passed  
George Issac  
Principal

Dr. Sunny Kurian  
IQAC Co-ordinator

2. Meeting of the IQAC on 6th January 2021

Agenda:

1. Minutes of the last meeting
2. Action taken report
3. Presidential remarks
4. Chairman's address
5. Off line classes
6. Activities of the Cells/Associations/Committees
7. Revisit on the ISO data format
8. Report of the Criterion 3 meeting
9. N.I.R.F
10. ARIIA
11. Expenditure rules
12. NAAC Reaccreditation
13. OBE
14. Any other matter.

Members Present:

- |    |                     |                 |                         |
|----|---------------------|-----------------|-------------------------|
| 1  | Anitha P.           | Chairman        | <i>Anitha</i>           |
| 2  | George Issac        | Principal       | <i>George</i>           |
| 3  | C. Steels           | Vice principal  | <i>C. Steels</i>        |
| 4  | Unnikrishnan        | HOD, CE         | <i>Unnikrishnan</i>     |
| 5  | Mini P.R            | HOD, ECE        | <i>P.R. Mini</i>        |
| 6  | Parrathy R.         | HOD, EEE        | <i>Parrathy R.</i>      |
| 7  | VINITHA V           | AP- ECE         | <i>Vinita</i>           |
| 8  | ASHA JOSEPH         | Asst. Prof., CE | <i>Asha</i>             |
| 9  | Sanya Susan Alon    | AP- EE          | <i>Sanya</i>            |
| 10 | Honeyamol P. Chacko | AP S&H          | <i>Honeyamol</i>        |
| 11 | Reshmi R            | AP- CSE         | <i>Reshmi</i>           |
| 12 | Santhosh Kottam     | HOD-MCA         | <i>Santhosh</i>         |
| 13 | Sajan S             | AP-ME           | <i>Sajan</i>            |
| 14 | S. Sureshvarajan    | AP, EIE         | <i>S. Sureshvarajan</i> |
|    | (For Sreevidya.P)   |                 |                         |
| 15 | Abi P. Mathew       | HOD, EIE        | <i>Abi</i>              |
| 16 | Z Gle Chien         | ME-D            | <i>Z Gle</i>            |
| 17 | Prasad J. C         | HOD, CSE        | <i>Prasad</i>           |

- 18 Sino Varghese, Librarian ~~in-charge~~  
 19 Sbristo Sebastian Public Relations officer ~~of Shri~~  
 20 Arun. S, Asst Professor ~~of~~  
 21 Dr. Sunny Kurian ~~of~~

The meeting began at 2pm on Jan. 6, 2021 in the library Seminar hall following Covid-19 protocol. The Principal Dr. G. Isaac presided over the meeting.

The minutes of the previous meeting were presented and were adopted.

The ATR of the last meeting was then presented.

Resolved [1/2/6.1.2021] to submit the data for the NIRF ranking before Feb. 5<sup>th</sup>, the last date.

Resolved [2/2/6.1.2021] to conduct retests/model tests for slow learners after the offline class end in a more effective manner.

Resolved [3/2/6.1.2021] that periodical reports of all events and activities conducted by the clubs/cells/Committees/associations be submitted with all relevant data to the IQAC and also to the PRO.

Resolved [4/2/6.1.2021] to authorize Dr. Parvathy R. to prepare a format of report of activities and events of the Cell/clubs/Committees.

Resolved [5/2/6.1.2021] to entrust the S/W cell to develop software for submitting the report of the Cells/clubs/Committees

Resolved [6/2/6.1.2021] that the department budgets for the next year (April 1, 2021 - March 31, 2022)

be submitted in February itself for approval from the Management.

Resolved [7/2/6.1.2021] to redesign the ISO data format so as to be used for NAAC, NBA data collection. A committee consisting of Dr. A.J. Joshua (Convener), Dr. Surya Susan Alex, all HoDs and Mr. Praveen (FBS) was entrusted to do the task.

The suggestions from the NBA Criterion 3 meeting were presented w.r.t. the proportion of weightage for internal and external to be followed in calculating the PO attainment.

Resolved [8/2/6.1.2021] to implement the following norms for calculating the PO/CO attainment w.e.f. 2020-2021 academic year onwards.

1. PO attainment be calculated batch-wise (Acad. Year)
2. Include the performance of students in extra/co-curricular activities in the PO & CO attainment calculation as given below.

Weightage in CO attainment calculation

University marks weightage	- 40%
Internal Assessment marks	- 40%
Course Activity	- 10%
Feedback (indirect)	- 10%

Weightage of PO attainment calculation

Direct Assessment (CO attainment)	- 80%
Program Exit Survey	- 10%
Activity	- 10%

Resolved [9/2/6.1.2021] to update the campus software incorporating the new norms for CO/PO attainment.

Resolved [10/2/6.1.2021] to request the S/W cell

to digitalize the course diary and integrate it to the Campus S/W as early as possible

Resolved [11/2/6.1.2021] to authorize <sup>Mr. Tom Anto</sup> ~~the Dean~~ to ensure that the necessary data for ~~the~~ applying for ARIIA be collected and applied in time.

The IQAC co-ordinator explained the brief outline of the second cycle NAAC accreditation process and the validity of the present accreditation status would cease by Nov. 6. 2021.

Resolved [12/2/6.1.2021] to authorize the IQAC co-ordinator to expedite the necessary preparations in a more meticulous manner. An orientation session online was scheduled for 12<sup>th</sup> Jan 2021. by Dr. S. Kurian.

Resolved [13/2/6.1.2021] to direct the HoDs to explore the possibilities for identifying visiting faculty as Adjunct faculty from industry.

Resolved [14/2/6.1.2021] to authorize the College Research Cell (CRC) to collect various research proposals and create a project Bank. Dr. Rajesh R. was nominated as ~~one~~ a Convener of CRC besides Dr. Ananthumar M.N.

Resolved [15/2/6.1.2021] to authorize Dr. Prasad J.C. HoD, CSE to take feedback on the effectiveness and usefulness usability of Ceres WebX and edX platform after having used since its implementation in FISAT.

It was reported that the IIP Cell of FISAT has been reconstituted with Mr. Sajjan S. (ME) as Convener.

It was pointed out the need for getting appreciation letters from officials/offices and as and when they do any commendable service to the society around. It would be always appreciable if certain keywords most suited to the nature of work activity are included in the appreciation letter so that such activity could be recorded appropriately.

Resolved [16/2/6.1.2021] to authorize Dr. Jose Chorian and Mr. Divya John to take necessary steps to get the registration of the College alumni association done at the earliest.

The need for establishing an Alumni Centre/database was mentioned where the service of the present students could be utilized for the up-dation of the Alumni data base.

Resolved [17/2/6.1.2021] to conduct half yearly review meetings of the Cells/Committees/Cells/Associations.

The Chairman, in her address, made the following announcement.

1. Try to apply for various institutional rankings besides the NIRE, NAAC, NBA rankings.
2. The NBA Compliance report be circulated among the Departments with NBA accredited programmes.
3. The rotation of HoDs will be effected from next semester onwards.
4. ~~A~~ More concerted efforts be taken for towards NAAC Reaccreditation.
5. More orientation be given on OBE to all

## Meeting of the IQAC held on 6<sup>th</sup> January 2021

### ACTION TAKEN REPORT

**Resolved [1/2/6.1.2021]** to submit the data for the NIRF ranking before February 5<sup>th</sup>, the last date.

**Action Taken:** The NIRF applications have been uploaded on 29<sup>th</sup> January 2021 in three categories – UG/PG, Management and Overall

**Resolved [2/2/6.1.2021]** to conduct retests/model tests for slow learners after the offline classes end in a more effective manner.

**Action Taken:** Remedial Classes are going on. Second series tests for S1, S3 and S5 are planned for February 20, 22, 23.

**Resolved [3/2-6.1.2021]** that periodical reports of all events and activities conducted by the clubs/cells/committees/associations be submitted with all relevant data to the IQAC and also to the PRO.

**Action Taken:** Instructions have been given to all HoDs

**Resolved [4/2/6.1.2021]** to authorize Dr. Parvathi R to prepare a format of report of activities and events of the cells / clubs / committees.

**Action Taken:** A format for submitting the Budget and reports has been designed with the leadership of Dr. Parvathy R.

**Resolved [5/2/1/6.1.2021]** to entrust the software cell to develop software for submitting the report of the cells/clubs/ committees.

**Action Taken:** Yet to be implemented

**Resolved [6/2/6.1.2021]** that the department budgets for the next financial year (April 1, 2021 – March 31,2021) be submitted in February itself for approval from the Management.

**Action Taken:** Department Budgets are being collected by the Finance Manager in the College office for further actions.

**Resolved [7/2/6.1.2021]** to redesign the ISO data format so as to be used in NAAC and NBA data collection. A committee consisting of Dr. Joshua A. J (convenor), Dr.Surya Susan Alex, All HoDs, and Mr. Praveen.

**Action Taken:** Yet to be implemented.

**Resolved [8/2/6.1.2021]** to implement the following rubrics for calculating the PO/CO attainment with effect from 2020-2021 academic onwards.

1. PO attainment be calculated batch-wise (Admission Year)
2. Include performance of students in extra/co-curricular activities in the PO and CO attainment calculation as given below:

Weightage in CO attainment calculation

University marks weightage	- 40%
Internal Assessment marks	- 40%

Course activity	- 10%
Feedback (indirect assessment)	- 10%

**Weightage in PO calculation**

Direct Assessment (CO attainment)	- 80%
Program exist survey	- 10%
Activity	- 10%

**Action Taken:** The new rubrics for calculating the PO/CO attainments have been intimated to the departments.

**Resolved [9/2/6.1.2021]** to update the campus software incorporating the new rubrics for CO and PO attainment.

**Action Taken:** The college software cell has been intimated

**Resolved [10/2/6.1.2021]** to request the Software Cell to digitalize the course diary and integrate it to the campus software as early as possible.

**Action Taken:** Yet to be implemented.

**Resolved [11/2/6.1.2021]** to authorize Mr. Tom Anto towards applying for ARIIA ranking in time.

**Action Taken:** A The application process is under way

**Resolved [12/2/6.1.2021]** to authorize the IQAC coordinator to expediate the necessary preparations in a systematic manner. An orientation session online was scheduled for 12<sup>th</sup> January 2021 by Dr. Sunny Kuriakose.

**Action Taken:** An orientation on Revised Accreditation Framework was given at 2.30 pm on 12<sup>th</sup> January in the webX platform.

**Resolved [13/2/6.1.2021]** to direct the HoDs to explore the possibilities for identifying visiting faculty as Adjunct faculty from industry.

**Action Taken:** Yet to be done

**Resolved [14/2/6.1.2021]** to authorize the College Research Cell (CRC) to collect various research proposals and create a project bank. D. Rajeesh R. was nominated as one of the Convenors of the CRC, Dr. Arun Kumar M. N. being another Convenor and the Dean as the Co-ordinator.

**Action Taken:** Proposals to apply for various projects are being collected.

**Resolved [15/2/6.1.2021]** to authorise Dr. Prasad J. C., HoD, CSE to take a feedback on the effectiveness and convenience of Cisco webex and edX platforms after having used since its implementation in FISAT.

**Action Taken:** Yet to be done.

**Resolved [16/2/6.1.2021]** to authorize Dr. Jose Cherian and Ms. Divya John to take necessary steps to get the registration of the college alumni association done at the earliest.

The need for establishing an Alumni Centre was mentioned where the service of the present students could be utilized for the up-dation of the Alumni data base.

**Action Taken:** Yet to be done

*Resolved [17/2/6.1.2021] to conduct half yearly review meetings of all Cells / Committees / Clubs / Associations.*

**Action Taken:** Meetings are to be scheduled.



Dr. Sunny Kuriakose  
IQAC Coordinator



Stake holders wherever possible.

The meeting came to a close at 4.30 pm.

Minutes passed ✓

Dr. Sunny Kurian  
IQAC Co-ordinator.

Meeting on 17-02-2021

Agenda:

1. NAAC accreditation Second Cycle
2. NBA accreditation for CE program.
3. Revised B.Tech. Curriculum.
4. OBE
5. Any other matter.

Members Present:

1. Dr. George Issac Principal ✓
2. Dr. Sunny Kurian ✓
3. Dr. C. Sheila ✓
4. Dr. Prasad. J. C., HOD CSR ✓
5. Dr. Abi Mathew ✓
6. Prof. Jude Chirion ✓
7. Sind Varghese, Chief Librarian ✓
8. Prashant P DM, MBA Dept ✓
9. Santhosh Kottam ✓
10. Joshua. A. J ✓
11. Dr. Karitha P. E. ✓
12. Sneadya. P ✓
13. VINITHA. V (ECE) ✓
14. Reshmi. R (CSE) ✓
15. Honey mol. P. Chacko (S.H) ✓
16. Dr. Dhanya Alex (MBA) ✓
17. Dr. ASHA JOSEPH ✓
18. Dr. Jini Anilay ✓
19. Dr. Sora Suman Alex ✓
20. Dr. Parvathy R ✓

Minutes

The meeting of the IQAC began at 2.30 pm on 17.2.2021 in the Library Seminar hall. The Principal Dr. George Issac presided over the meeting.

The minutes of this meeting held on 6<sup>th</sup> Jan 2021 were presented and were adopted.

The ATR of the meeting held on 6.1.2021 was presented.

As matters arising out of the minutes, the Resolution [16/2/2021] was reconsidered and the following resolution was passed.

Resolved [1/3/17.2.21] to have a Committee consisting of Mr. Anil Johny, Ms. Divya John and Mr. Shinto Sebastian to take necessary steps for registering the Alumni Association.

The IQAC Co-ordinator explained the extent of work towards the NAAC reaccreditation process and the preparations be expeditiously done with the whole hearted involvement of all stake holders. It was mentioned that only the data and quality improvement activities since the last acco be counted for reaccreditation. Steady and systematic hardwork from each and every one was sought for the successful completion of the acco process.

Resolved [2/3/17.2.2021] that Dr. Karitha P. E (CE) and Dr. Dhanya Alex. (MBA) were asked to assist the NAAC co-ordinator in assisting the NAAC Re-accreditation process.

Resolved [3/2/17.2.2021] to form Committees with members from all departments according to the

7 criteria and one more more for documentation.

Resolved [4/3/17.2.2021] to authorize the HODs to give the names of the Committee members latest by 20th Feb 2021.

The distribution of weights in the CO attainment calculation was reconsidered and the following resolution was taken.

Resolved [5/3/17.2.2021] to accept the following subms for the calculation of CO attainment

CO attainment weights

50% - external

40% - internal

10% - Indirect (CO feedback)

All departments be directed to revise the attainment calculation in the new subms with effect from 2018 admissions onwards.

The following recommendations of the Criteria 7 Committee resolutions were taken with regard to the first year academics

Resolved [6/3/17.2.21] to implement the following with regard to the first year academics

- Form a first year program Assessment Committee (FYRAC) Committee of representatives from all departments including S&H
- Setting of targets and calculations of attainments of C.O.s for the first year subms be done institutionally with all committees from 2020-2021 academic year onwards.

c) No change in the target setting and CO attainment calculation of the first year courses for the Academic year 2017-2020.

It was mentioned that the Dept of CE MCA & FBS also are preparing for NBA acdn. A session on OBE was given to FBS on 28th Feb. 2021 by the PQAC Co-ordinator.

[7/3/17.2.2021]  
Resolved to continue the preparations for NBA acdn for Civil Engrg, MCA and MBA programs more vigorously and get ready to apply for the pre qualification as early as possible.

The quality and effectiveness of the online teaching learning were discussed and certain deficiencies were pointed out.

Resolved [8/3/17.2.2021] to take all possible steps to make the online teaching and learning process more effective.

Resolved [9/3/17.2.2021] to extend the period of office of the present PQAC for one more year.

The meeting came to a close at 4pm.

Minutes approved and passed

Dr. Sunny Kurichon  
PQAC-Coordinator.

# FEDERAL INSTITUTE OF SCIENCE AND TECHNOLOGY (FISAT)<sup>®</sup>

An ISO 9001:2015 Certified, NAAC ('A' Grade) Accredited Institution with NBA Accredited Programmes  
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Owned and managed by Federal Bank Officers' Association Educational Society

**HORMIS NAGAR, MOOKKANNOOR P.O., ANGAMALY - 683 577, ERNAKULAM DT., KERALA, INDIA.**

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

10.06.2021

## ORDER

The Internal Quality Assurance Cell (IQAC) is reconstituted with the following members. Kindly accept the appointment.

1. Dr. Anitha P (Chairman, FISAT, Management Representative)
2. Principal, Chairman IQAC
4. Dr. C Sheela (Vice Principal)
5. Dr. Mini P R (Dean Academics), Coordinator
6. Dr Joshua A J (Staff in Charge of ISO, Dean in Charge MBA)
7. Dr Surya Susan Alex (Joint Coordinator, Staff in Charge of KTU Audit)
8. Dr. Asha Joseph (Joint Coordinator)
9. Dr Unni Katha G (Placement Officer)
10. Mr Shinto Sebastian (PRO)
11. Ms. Jisha Jacob (Manager, Academic Wing)
12. Mr. George Joseph (Manager, Accounts)
13. Mr. Sino Varghese (Librarian)
14. Dr. Parvathy R (KTU Coordinator)
15. Dr Prasad J C (Professor CSE)
16. Dr. Jose Cherian (First Year Academic Coordinator)
17. Mr. Santhosh Kottam (Software Cell & IT Operations)
18. Dr. Jiji Antony (HoD, CE)
19. Dr. Jyothish K John (HoD, CSE)
19. Dr. Sumanlal M R (HoD, ME)
20. Dr. Abi P Mathew (HoD, EIE)
21. Dr. Anilkumar M N (HoD, ECE)
22. Dr. Archana R (HoD, EEE)
23. Ms. Deepa Mary Mathews (HoD, MCA)



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24. Dr. Binimol Punnose (HoD, S&H)
25. Dr. Kavitha P E (NAAC Joint Convener)
26. Dr Dhanya Alex (NAAC Joint Convener)
27. Mr Jitesh V (Manager, Network Administration)
28. Dr. Arun S (Physical Education)
29. Ms. Reshmi R (CSE)
30. Ms Vinitha V (ECE)
31. Ms. Rosemin Parackal (EEE)
32. Ms. Sreevidya P (EIE)
33. Ms. Rinu J Achison (CE)
34. Ms. Honeymol P Chako (S&H)
35. Mr. Sajan S (ME)
36. Ms. Senu Abi (MCA)
37. Mr Prasanth P John (MBA)
38. Ms. Sreeja E A (EEE)
39. Ms. Anu K Kuriakose (ECE)
40. Dr. Paul P Mathai (CSE)
41. Mr. Ranjith R (ME)
42. Ms. Sruthi Bhaskaran (EIE)
43. Ms. Rose Mary Mathew (MCA)
44. Ms Ananya Rajeev (Student Representative)
45. Ms. Lakshmi Nandakumar (Alumni Representative)
46. Mr. Paul P (President – Mookkannor Gramma Panchayath)
47. Mr. N I Thomas (PTA Representative)
48. Mr Greg Xavier (Industry Representative)
49. Mr. Jaison Joseph (Civil Supervisor)
50. Mr Stany E George ( Faculty in charge-Electrical Maintenance)
51. Mr Rajesh T R (System Administrator)
52. Dr ArunKumar M N (College Research Cell)

Dr C Sheela

Principal in-charge

### 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
  - IQA submission for NAAC reaccreditation is planned to be submitted by September 15<sup>th</sup> 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 30<sup>th</sup> and December 31<sup>st</sup> 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 17<sup>th</sup>.

- 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.*