

Federal Institute of Science and Technology (FISAT)[®]



Focus on Excellence

Policy on College Calendar and Handbook



Hormis Nagar, Mookkannoor P.O.
Angamaly -683577, Kerala, India
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Policy on College Calendar and Handbook

To facilitate planning and implementation of various activities during an academic year, FISAT prepares an academic calendar and handbook at the beginning of every year. The responsibility of preparing the same lies with the Principal, Administrative Officer, Heads of the Departments and other staff.

A meeting shall be conducted during the last month of the academic year with all Heads of the Departments as the members and Principal as the convener to discuss the preparation of calendar for the forthcoming year and to select staff members, perfectly from two different departments, for the organizing (collecting relevant information', preparation of draft, etc.) the same.

Inputs like List of Staff members departments wise, Holidays, Scheme of examination,

Working hours, reopening date, last working day, Brief History of the college, Criteria to appear for the University examination, Scheme of University examinations (both theory and practical) for each course year/semester wise, Performance test schedule for each semester, Dates for college functions like College annual day, Hostel day, Sports day etc are collected by the Staff in charge from the concerned.

It shall also indicate information regarding disciplinary regulations, Attendance, Library rules, Code of conduct, Hostel rules etc to be followed by the students are also incorporated in the draft procedure. Staff in charge shall discuss/consult with the Principal/ Concerned to formulate such rules and regulations.

After collecting the above-mentioned details, the draft calendar is prepared and submitted to the Principal.

In the Academic Council meeting of the academic year, discussions are held by the Principal and other members of the Academic Council regarding the approval of the draft calendar for the forth-coming academic year. Any suggestion for modification/changes etc. of the contents are also discussed, finalized and approved

Principal shall give necessary instructions to the Staff-in-charge, as per the academic council meeting decision, so that the printing of the calendar can be arranged through the Administrative Officer and the same brought out before the start of the next academic year.

The Staff in charge of College calendar shall coordinate with HoDs of various departments for the proof reading so as to ensure that all the contents are as per the approved draft before printing. Each student is distributed with a Calendar at the beginning of the academic year. The Administrative Officer shall ensure that every student has got a copy of the calendar and necessary records for the issue of the calendar shall be maintained.



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