

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



Focus on Excellence

Policy on Preparation of Prospectus and Brochure



FEDERAL INSTITUTE OF SCIENCE AND TECHNOLOGY



Hormis Nagar, Mookkannoor P.O.
Angamaly -683577, Kerala, India
An ISO9001:2015 Certified Institution
Accredited by NBA (CSE, EEE, ECE, EIE, ME)
& NAAC with 'A' Grade



Focus on Excellence

FEDERAL INSTITUTE OF SCIENCE AND TECHNOLOGY (FISAT)[®]

Policy on Preparation of Prospectus and Brochure

Every year FISAT prepares Admission and Placement Brochures for various programmes with an intention to project the facilities available at the Institution. Brochures are meant to give general information. Prospectus will give more information and will be supplied along with an application form to the applicants for admission.

The primary responsibility for preparing prospectus and brochure is for the Public Relations Officer and the secondary responsibility is for the Principal & Chairman.

- Institution Issues a notification for the courses it offers for prospective learners with prospectus. It describes the objective of the course, Course available, Eligibility for admission, duration of the course, fee statement, and facilities available. Photographs, giving an overall picture for those interested, amply support this. It also has to include information about various scholarship schemes.
- The contents are approved by the Chairman and made available to the Principal / College Administration.
- Review is annually made in consultation with other members of the management and the Heads of the Departments for any addition or modification.
- As a regulatory requirement it has to get approval of the James committee.



Mamun

PRINCIPAL
FEDERAL INSTITUTE OF
SCIENCE AND TECHNOLOGY (FISAT)
ANGAMALY, KERALA - 683 577