

# Federal Institute of Science and Technology (FISAT)<sup>®</sup>



## Policy on Office Procedures



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



## Policy on Office Procedures

To define the functions performed by the college office to carry out the administrative work in FISAT and to assist the principal in the day-to-day administration of the college, the following guidelines are given.

**Admission:** The admission is conducted as per the admission policy. Admitted students' certificates are verified and those certificates as required are sent to the university for eligibility, recognition, matriculation and so on. The custody of the said documents are with the office till the tenure of the students' program is over.

**Conduct of University exam conduction:** The office has an active role in processing the examination application forms, collection of exam fees, interacting with the university, providing hall tickets and compiling exam answer booklets along with attendance details that have to be sent to the university.

**Collection of fees:** College office is responsible for the collection of all types of fees such as tuition fees, hostel fees, bus fees, library and examination fees.

**Catering to student needs:** As per their request and requirements the office provides various certificates to students for various purposes including applying for loan and tax purposes. Processing scholarships on behalf of students including scholarships for SC/ST and OEC scholarships.

**Taking care of staff issues:** The office shall also take care of the needs of appointed staff members like issue of ID cards, keeping staff certificates in custody, maintaining the staff details, preparing the staff salary details, intimating confirmations and annual increments and by issuing certificates to staff members as per their requirements.



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