

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



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## Policy on Internal Communication among Staff and Students



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



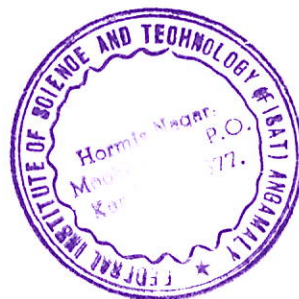
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FEDERAL INSTITUTE OF SCIENCE AND TECHNOLOGY (FISAT)<sup>®</sup>

## Policy on Internal Communication among Staff and Students

The Federal Institute of Science and Technology (FISAT) has developed an internal communication system for mailing all official internal communications.

- All staff members are allotted unique official mail IDs with the FISAT domain for easy and effective communication.
- All official communications are sent through this mail system
- Functional Heads, coordinators of various cells, clubs, associations etc. prepare official notices for all events and activities and circulate these well in advance through the Internal Communication system.
- The IT & Operation Cell in the institution is responsible for publishing the official documents.
- The institution office has an additional facility to circulate official notices in FISAT Campus Automation System
- Important news and announcements like upcoming conferences, workshops, Faculty Development Programmes, art fests, sports events etc. are uploaded on the institution's website by the webmaster.
- News items like admissions and achievements of students and staff are given higher priority in the communication system.
- SMS facility is made available by an external agency to pass urgent information to staff and students.
- Besides the standard mailing system, the institution uses various social media like *Telegram, Facebook, Whatsapp*, etc., for urgent communications.
- Relevant information related to students shall be published in the institution and department notice boards.



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