

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



## Policy on Planning and Monitoring



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)<sup>®</sup>

### Policy on Planning and Monitoring

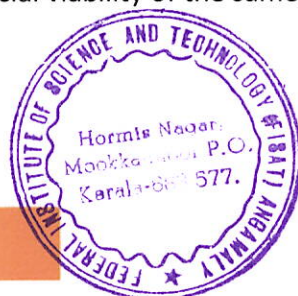
The planning and overall monitoring of the Federal Institute of Science and Technology (FISAT) are carried out by the Planning and Monitoring Committee.

The Planning and monitoring committee shall:

- Develop a strategic plan to set big picture goals that align with the Institution's vision and mission and values
- Translate the strategic plan into tactical plans by setting measurable time-sensitive goals for each component
- Create operational plans by establishing processes for all areas of the Institution's activity
- Execute plans by putting operational plans into actions that incorporate strategic and tactical plans
- Monitor progress and adjust by evaluations to determine the work's impact, quality, and effectiveness.

The planning and monitoring committee shall evaluate if the Institution is:

- achieving its aims and objectives;
- showing progress towards its mission/purpose;
- meeting the needs of its beneficiaries;
- able to demonstrate the impact it is having;
- using its resources efficiently and to the most significant effect;
- working within its policy framework.
- The committee shall make the planning of academic/co-curricular/extra-curricular activities for the forthcoming semester/academic year. Additionally, it will review the activities of the previous semester/year and make recommendations to the Principal/Management for further improvement.
- This committee shall make suggestions /recommendations to the Principal/Management about additional facilities/amenities/laboratories to be included in the forthcoming semester/year after evaluating the financial viability of the same.



*Manoj*

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- The committee will also overview the Research and Development activities of the Institution each year and make suggestions for further improvements in this aspect.
- Review and recommend the budget of various departments and monitor budget utilization for the previous year.
- Periodically review the minutes of the HoDs meeting and all committee meetings in the Institution.
- Approve the institution and department academic schedule/calendar
- Planning academic/co-curricular/extra-curricular activities for the forthcoming semester/academic year.
- Discuss feedback analysis report of stakeholders and suggest corrective measures towards the improvement of the Institution.
- Monitoring and evaluation of various processes in the Institution towards continuous improvement periodically



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