

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



Policy on Staff Meetings



Hormis Nagar, Mookkannoor P.O.
Angamaly -683577, Kerala, India
An ISO9001:2015 Certified Institution
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Focus on Excellence

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

Policy on Staff Meetings

The institution follows a practice of conducting staff meetings at regular intervals for implementing the Management Review meeting decisions and to review and conduct department activities and covers the entire department staff. The primary responsibility of holding staff meetings is with the Principal and secondary responsibility is with the Heads of the Departments.

The department Staff meetings will be conducted once in a month during the working months, additionally special meetings with technicians as and when required. The HOD informs the staff about the date, time and venue of the meeting along with the likely topics to be discussed. The topics to be discussed in the meeting are decided by the HOD in consultation with the senior staff of the department and staff in charge of labs.

The agenda for discussion in the meeting, shall cover one or more of the following topics:

- Planning for teaching – Theory & Practical
- Progress of syllabus and conduct of Unit tests / Model exams
- Correction of Unit tests/ Model exam papers and their analysis
- Student's and Parent's feedback
- Faculty feedback about students
- Parents feedback
- Feedback from Industries
- Guest lecturers required
- Industrial visits, In-plant trainings
- Project works for the final year students
- Consumable required by the laboratory and its purchase
- Budget for the Department
- Equipment for the laboratories
- Maintenance of the Equipment
- Department Library
- Overall performance of students in the lab/class
- Career development of Faculties
- Choice of Subjects and Allotment
- General discipline of the students of the Department



Memo

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The first Department Staff meeting for the semester shall be held about one week before the academic session starts. The major topics for discussion will be

- Activities planning for the semester and Department time tables
- Improvements Required.
- Welcoming the new staff members and appraising the expectation from them

The staff meeting is also held at the end of the academic Year. The following topics are discussed.

- Budget provision for the next academic year
- Performance of staff and students in the completed academic year
- Requirement of staff- Teaching and Non-teaching for the next year.
- Any other suggestions from staff

Principal also arranges HODs meetings whenever necessary and minutes of such meetings are maintained. The staff assigned the task, prepares minutes of the meeting.



Manoj
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