

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



Policy on Identification of Students and Staff Members



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



Policy on Identification of Students & Staff Members

Federal Institute of Science and Technology has a unique policy on providing identification status to the staff and students.

Identification of Students

To facilitate the identification of each student, each student shall be given an identification number. The identification number, should indicate the year of admission, branch of study and Batch code and class roll number. E.g., for B Tech 16ECA12 indicates a student admitted in the year 2016 in Electronics & Communication Engineering, A batch with roll number 12.

The responsibility lies with the Administrator Officer Academics and Principal.

A digital smart card is issued to all the students to be used as an identity card. The same is used in the following departments also to identify the students. The data of the student is maintained in the computer, any department can make reference to data available.

- College Office
- Department Concerned
- College Bus
- Library
- Hostel
- Remittance of fees etc. can also be enabled using the smart card.

The smart card shall contain the following information.

- College Emblem
- College name, address and phone numbers
- Name of the student, Admission numbers
- Stamp size colour photograph
- Residential address and phone number of the student
- Principal's signature

Students are required to wear the identity card to the college on all working days

Identification of Staff members

Staff members shall also be give smart card similar to those issued to students and will function as an identity card. Staff members are required to wear it in the college on all working days. The staff smart card, shall contain the following particulars:

- College Emblem
- College name, address and phone numbers
- Name of the Staff members
- Department to which he belongs
- Designation
- Stamp size colour photograph
- Principal's signature

This identify card shall be useful in attending official work outside the college, to represent the college, and for taking books from the library.



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