



YEARLY STATUS REPORT - 2021-2022

Part A	
Data of the Institution	
1.Name of the Institution	LEAD COLLEGE OF MANAGEMENT
• Name of the Head of the institution	Dr.Thomas George .K
• Designation	Director
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	04912553693
• Mobile no	9447146479
• Registered e-mail	info@lead.ac.in
• Alternate e-mail	yasmin@lead.ac.in
• Address	LEAD College of Management, Dhoni, Palakkad-678009
• City/Town	Palakkad
• State/UT	Kerala
• Pin Code	678009
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Rural
• Financial Status	Self-financing
• Name of the Affiliating University	University of Calicut

• Name of the IQAC Coordinator	Dr. Umesh Chandrasekhar				
• Phone No.	04912553693				
• Alternate phone No.	04912553663				
• Mobile	9447146479				
• IQAC e-mail address	iqac@lead.ac.in				
• Alternate Email address	yasmin@lead.ac.in				
3. Website address (Web link of the AQAR (Previous Academic Year))	https://lead.ac.in/pdf/AQAR-2020-21.pdf				
4. Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://lead.ac.in/assets/qa/ACADEMIC_CALENDER_202122.pdf				
5. Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.35	2016	10/07/2016	11/06/2021
6. Date of Establishment of IQAC	01/03/2016				
7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NIL	NIL	NIL	NIL	NIL	
8. Whether composition of IQAC as per latest NAAC guidelines	Yes				
• Upload latest notification of formation of IQAC	View File				
9. No. of IQAC meetings held during the year	4				
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes				
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No				
11. Significant contributions made by IQAC during the current year (maximum five bullets)					
Creating internal audit process for academic delivery, reports on key performance points and enhancing the IQAC engagement vis-à-vis meetings, reports to management and achieving an in-principle approval to prepare and pursue ISO 21001:2018 certifications during the next academic year in 2022-23. There was also in-principle approval received for IQAC to be restructured for the AY 2022-23 and a QUALITY mandate Q:LEAD to be formulated with identifiable KRA/KPIs for the teams.					

Introduction/improvements of SOPs for academic and administrative processes post-pandemic including revision of handbooks and manuals. Finalization of the NBA SSR and submission, collation of three year performance data, file management of the evidence . This groundwork helped LEAD achieve NBA in June 22 for their program. It has also resulted in creation/upgrade of core policy documents for all key facets of LEAD-stakeholder engagement,

Filing NIRF data and AICTE data for EoA process. Adding geotagged photo evidence and enhancing report data . This helped in creating systems for better infrastructure management, stakeholder feedback and resource management. Improvements in the faculty performance appraisal processes , placement training and internal examinations were also implemented

Streamlining academic management process through "Linways" software. This included dashboard for entering internal marks, attendance and providing student, faculty, mentors and management updates and information on the students performance and create transparency and opportunities for students to validate any query and discrepancies early on that has helped in creating student performance reports which is shared with the parent-stakeholders.

Design and enhancement of the "green" and "sustainable " campus initiatives through additional capacity and technology deployment. This helped in value recapture, better water management. Examples include efficient disposal of plastics by signing for a collection process with the local panchayat, conversion of all lights to LED and top management imitative

12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
To review, streamline and improve outcomes for strategically important activities at LEAD: Admissions, Placement , Mentorship and academic processes	Cycle audits were completed and several activities formalized and robust reporting systems were created: Example: improvements in the admission processes by upgrading software to ZohoCRM, creating dashboards and initiation and deployment of policies to ensure transparency and better stakeholder management,, eg. SOPs for stakeholders
Reformulation of course outcome and redesign and detailing of course plans for effective OBE processes	The template was approved, training conducted in early 2022 and the final drafts were completed. This was to enhance OBE assessment quality
Preparing and filing NBA SSR and evidence/filing processes and evaluators visit	Visit completed on June 1-2 2022 and positive feedback received and NBA with a 625 score achieved. Several weakness and OFIs suggested for IQAC to review and improve for 2022-23
To extend and deploy green campus initiatives especially in waste , energy and water management	New facilities made compliant, total LED lighting, enhancing the greenery and updating the solar PV system , enhancement of waste and effluent capture capacity
Initiate preparation for seeking ACBSP accreditation and workshop for faculty team and decision making group to be conducted	Top management briefing was completed, advisor to assist process was identified and IQAC briefing about the standards was completed. IQAC recommendation to seek AACSB which is a better benchmark to be pursued post NAAC and after achieving autonomy post 2023

13. Whether the AQAR was placed before statutory body?

No

- Name of the statutory body

Name	Date of meeting(s)
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Nil	Nil
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14. Whether institutional data submitted to AISHE

Year	Date of Submission
2021-22	20/01/2023

15. Multidisciplinary / interdisciplinary

LEAD College of Management prides itself in offering a different MBA program. The focus is based on a program which is best described as "Management Beyond Academics."

We believe in the Knowledge-Skill-Ability development. The program delivery has a very strong element of ABCDE learning and goes beyond the mandated syllabus of University of Calicut which as a non-autonomous affiliated college we have to follow. The delivery mechanism focuses on ABCDE modes of teaching learning excellence. Activity-based, Blended, Collaborative, Directed and Experiential learning. At the operational level, experiential learning at LEAD encompasses social sciences, visual sciences, arts, crafts, theatre, outbound training and social engagement modules. From the subject level, there is a mandatory company internship of 4-6 weeks which exposes the student to the Multidisciplinary / interdisciplinary approach at an organisation level followed by an industry project at semester 4 and delivers value in terms of job skills and an understanding of the management approach which deals with accounting, business environment, economics, finance, operations, marketing, HRM, systems and IT: these are also taught subjects and elective options in the program. The final project also calls for skills in these disciplines:

An Indicative example of this approach

At LEAD, we have a unique model of learning process which is titled as LOT: Leadership Operational Excellence Team. This pivots around Multidisciplinary / interdisciplinary approach. All students based on their interest are grouped into 15 core areas relevant to the LEAD operations and they along with faculty mentor deliver outcomes and manage institutional process for the three semesters of the 4 semester program :For 2021-22 the mapping was

LOT@LEAD GROUPS 2021-22	Administration & LDC
	Admission
	Arts & Sports
	Canteen
	Competition
	Entrepreneurship
	Events
	Hospitality & PR
	Inst Soc Resp
	LEADography
	Outbound Training
	Placement
	Research & Consultancy
	Sustainability
	Training and Skills

and the defined outcomes were mapped as

	LEARNING OUTCOMES
LOT@LEAD MODULE OUTCOMES	Management by Consensus
	Dialogue not debate
	resource Management
	Sustainable practices
	Enhanced Planning skills
	Event Management

Negotiation Skills
Emotional Quotient, Social Quotient, Adversity Quotient
Spiritual Quotient, Resilience, Self-awareness
Seva : Selfless Service
Titiksha : Tolerance
Mutida : Celebrating others' success
Karuna: Empathy
Maitri : Friendliness
Kutuhala : Curiosity
Samalochana: Self analysis

A report is available at <https://lead.ac.in/assets/qa/lot.pdf>

16.Academic bank of credits (ABC):

In the current context we are an non autonomous insitute affiliated to University of Calicut. We have prepared suitable strategies to create ABC strategies and leverage this . For example

a. We have networked with institutes in India for a collaborative admission processes and engagement. This is at <http://lead.ac.in/leadxmba/> and we are expanding this portfolio.

b. We are currently running unique certificate programs at LEAD. These can be translated to credit offsets if the student wishes to join a full time MBA program

THE LCEP Program: LEAD runs a special program every year focussing on entrepreneurship which is over 3 months on alternate weekend schedule. This is now in the third cycle . The focus is on experiential learning and run in a bootcamp mode with 75+ hours of engagement in campus with an equivalent of self study and a capstone project. The details are available at <https://lead.ac.in/folder-9.html>

We also run an AIMA PGCM program: All India Management Association's PGCM- Post Graduate Certificate in Management (PGCM) is a one year, credit based programme approved by AICTE, Ministry of Education. It is a direct specialization programme offered in both traditional and new age specializations namely Digital Marketing & Strategy, Business Analytics (Marketing/HR/Fraud Analytics as electives), Entrepreneurship & Family Business, Marketing, International Business, Human Resource Development, Finance, Operations System & Retail Management. The learners can select the specializations as per the areas of interest and the professional requirements. The programme is divided into two semesters, in which the student gets the opportunity to gain industry relevant, in-depth knowledge through the PGCM specialization they opt for. The link is at <https://leadbi.in/>

Post autonomy and leveraging the NEP we intend to formalise credits for the above for consideration when the students completing them join our MBA program.

17.Skill development:

LEAD is a unique model. A fully residential b-school with 600+ enrolments and working on a 24/7 oil-rig model. The location is in a rural context and away from city lights. Most of the faculty also reside in the campus.

The delivery mechanism focuses on ABCDE modes of teaching learning excellence. Activity-based, Blended, Collaborative, Directed and Experiential learning. LEAD has identified the following skills for development and has embedded them in the curriculum and teaching learning process. Some examples of activities, teaching modules etc. are given below.

Foundation skills: These are delivered in three stages:

- A pre-entry mandatory 6/7 day residential workshop for all who intend to join LEAD. The program helps in students to understand the skills needed which include, communication, interpersonal, negotiation, self confidence, time management, management of self and creative thinking.

- At entry, a bridge course consisting of 4 core modules which include, communication, maths, accounting and computer skills over 8 days is delivered with assessments to help identify students abilities early on.
- The above are complemented further in the first semester with 4- credit papers e.g Business communications, quantitative techniques

Operational Skills: This is delivered through a unique model: LEAD Operational Excellence Team details of which are stated in the multidisciplinary approach section. The teams are mandated to deliver at least 10 events per year and manage institutional activities. The learning outcomes include, planning and contingency planning, budgeting, organising, (PODSCORB), crisis management, networking, team-work, sense of service and empathy and resilience. LEAD institutionally also organises and hosts 8-10 flagship events and the core student teams manage these.

Skills at workplace: At the end of first year LEAD mandates a 4-6 week internship (this is not mandatory as per syllabus). Most students have no work experience, and this module helps deliver skills of time management, discipline, ability to work on own initiative, understanding office dynamics and skills in reporting, presentation and collaboration. The internship is evaluated and learning outcomes are noted. Pandemic meant many were online internships, however for the period 2022-23 it is real time in a physical setting. All students also need to work on a project with a company which is research based or problem solving based. This means working on a project in-situ at the company for 2-3 weeks and this helps in developing their skills further and be placement-ready.

Soft and Social skills: Additional training is given by the Placement cell from semester 1 to prepare students for a successful career. The placement team delivers training on interview skills, group discussion, grooming, language and presentation skills. Life skills are delivered through a dedicated program Out Bound Training schedules - 3 day workshops. Language skills are enhanced through a mandatory value add module-News Analysis. Several Value added courses include Excel, SAP, first aid training, and clubs at LEAD Toastmaster's Club, Rotaract Club, JCI clubs and institutional social responsibility projects, cultural events, cause espousal, sports competitions, celebration of festivals and a unique fresher's event L:MAD all contribute to the development.

Entrepreneurial skills. The E-LEAD cell conducts several weekend programs and training sessions and students are encouraged to attend these. They also participate in business plan contests and management festivals across the state. In addition, a value added module on Entrepreneurship is mandated for the students.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

The institute operates on a 24/7 full residential model and students are engaged in activity based learning within an institution activity framework- taught elements like Indian ethos, role plays and theatre. The institute also hosts event for third parties where our student volunteer and contribute. These include fine arts, story telling and management implication, celebrating festivals and appreciating the value and message these provide and help in appreciation of the indic culture. Kerala has a rich arts heritage which includes music vocal and instrumental, drums, veena, violin and classic dance forms which carry social messages. In 2021-22 over 30 such events were conducted, including guru sishya Parampara, celebrating festivals and transcending religious divides. LEAD believes that this holsitics approach and sharing the living and experience space in a full residential program is more experiential and shared values are important. Other value embeds in our program are given below

INDIC VALUE & CULTURE	THE OPERATING MODEL	GURUKULAM	FULLY RESIDENTIAL AND SELF CONTAINED CAMPUS	SVADHARMA: TRUST MODEL- NO GATES	CHINTANA	
			IN-SITU FACULTY MENTORS 24/7	MENTORING MODEL	HITOPADESHA	
					MARGADARSHANA	
					SVASTHA	DHYANA YOGA

					MAITRI	CULTURAL VISITS
VASUDAIVA KUTUMBAKAM	UNITY IN DIVERSITY	CURATED CELEBRATIONS BEYOND RELIGIONS: CALENDAR MANDATED	EID HOLI VISHU ONAM DIWALI CHRISTMAS			
	DAANA	UNSDG CAUSE ESPOUSAL				
ARTS & CULTURE	EVENTS	LOT CULTURE EVENTS				
	DISPLAYS	ARTS AND CRAFTS CREATION	CELEBRATING KERALA	ART FROM COCONUT		
				RANGOLI/POOKOLUM		
DANCE FORM						
ETHOS	PRAKRITI	ANIMAL CARE AND FARMING GREEN LOT	GREEN LEAD INITIATIVE			
	SEWA@LEAD	SAMAJA SEVA				
	SAMVEDANA	CAUSE ESPOUSAL				
GURU SHISHYA MENTORSHIP	BITE SIZE SESSIONS ON INDIAN ETHOS					
	AYURVEDA AND NUANCES					

The map is available at <https://lead.ac.in/folder-9.html>

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The institution has devised initiatives to make its curriculum Outcome-based Education (OBE), and go beyond the university syllabus mandates which go back to 2016. Hence the driver is to add substantive value to our curriculum and deliver outcomes relevant to our stakeholders. We have established and implemented a Curriculum Alignment Review and Enhancement process (C.A.R.E). The CARE process is used to review the stakeholder requirements, University Curriculum, and the events happening in the external environment that could have an impact on the teaching-learning process and align, revise and enhance the Curriculum in order to ensure that the University curriculum meets the program education objectives set for it and make MBA course in line with industry's requirement. Value-added courses, Bridge courses contribute to the attainment of the Program outcomes of the course and the institution is able to offer OBE. This mapping is reviewed every two years and outcomes are mapped in three ways: 1. Through internal components/exams/assignment etc using course outcomes matrix 2 Direct measure of Program Outcomes during internships, projects and other capstone activities. projects 3. Other modules delivered by placement cell and third party trainers. Indirect measure include students feedback survey and their self assessment of the progress. Post 21-22 measures a review was conducted to start a course audit and outcomes review and the course outcomes were realigned. The current mapping for the MBA program is given below

To be recognized as a leading Business School in the country, developing Global Leaders, and Ideas that significantly impact the society	M1. To provide a transformational learning experience, that enables the students to realize their true potential to be global leaders.	PEO 1: Demonstrate updated knowledge and superior skill as management professionals.	PO 1: Problem Solving	Apply the knowledge of management theories, concepts and practices in Management to solve business problems.
			PO 2: Decision-Making	Foster Analytical and critical thinking abilities for data-based decision-making.
			PO 4: Communication	Ability to understand,

			analyze and communicate global, economic, legal and ethical aspects of business
		PEO 3: Display ability in setting Organizational goals and building/motivating multi-dimensional teams to achieve them.	PO 5: Team Work Ability to lead themselves and others in the achievement of organizational goals, contributing to a team environment.
			PO 6: Self Initiative Develop and ability to be self-initiated and resourceful.
			PO 7: Transferable Skills Build competencies in Transferable Management skills, Information Technology skills and Digital communication skills.
M2. To attract the best global talents and enable them to together create and disseminate new knowledge.		PEO 2: Possess and promote an aptitude for research, innovativeness and life-long learning.	PO 6: Self Initiative Develop and ability to be self-initiated and resourceful.
			PO 7: Transferable Skills Build competencies in Transferable Management skills, Information Technology skills and Digital communication skills.
M3. To foster a teaching-learning environment that forges moral values and ethical behavior.		PEO 4: Formulate and implement Corporate Governance policies, practices, decisions, as true global leaders upholding Societal, Environment and Ethical values	PO 3: Value Based Leadership Ability to develop Value-based Leadership ability

The map is available at PO CO MAP @ <https://lead.ac.in/folder-9.html>

Given the above framework, the key teaching learning processes Activity-based, Blended, Collaborative, Directed and Experiential learning blends well with the framework. A major revision and realignment is planned and stakeholders consultations will begin from July 2023.

20.Distance education/online education:

The institution is an affiliated college of the University of Calicut and has yet to obtain autonomous status. However, the college offers NPTEL - MOOC courses to our students and also prepares the students with finance electives for the NISM courses. We conduct special classes, revision sessions and modules for outstation students as remedials using zoom. In additional all students are mandated to attend 2 online certification programs from industry perspective, eg, short online course from

ACCENTURE

Avodha
AWS training and certification
Be positive institute of skilling pvt ltd
Corporate Finance Institute
Coursera
Forge
Future learn
Goldman Sachs
GOOGLE

Extended Profile

1. Programme

1.1	1
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2. Student

2.1	471
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	150
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	186
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3. Academic

3.1	30
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	30
Number of sanctioned posts during the year	

File Description	Documents
Data Template	View File

4. Institution	
4.1 Total number of Classrooms and Seminar halls	17
4.2 Total expenditure excluding salary during the year (INR in lakhs)	657
4.3 Total number of computers on campus for academic purposes	60

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Curriculum Delivery Process at LEAD:

- At least a month before the start of the semester, subject-faculty allocation is completed, and the faculty teams review the previous course plans and audit data and prepare a course plan for the forthcoming semester.
- This is then previewed by senior faculty and the deputy director to ensure the detailing, sessions planned, assessments used and what value addition, reading material and content is included in the course plan. This is a course plan audit.
- Subsequently during the program delivery, reviews are undertaken which included:
 - Assessment and audit of the international assessment tools used to include internal examinations question papers.
 - In-situ teaching observations and reporting by assigned faculty
 - Student feedback to mentors on periodic basis.
- After completion of each internal examination and answer script evaluation, a random audit is conducted to ensure that the evaluation is valid, transparent and that students have reviewed their performance individually and have been advised areas for improvement.
- The course file which each faculty member maintains contains 23 items and maps the entire delivery, teaching and learning measures , outcomes and audit reports.
- The map is at <https://lead.ac.in/folder-2.html>

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://lead.ac.in/folder-2.html

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Though the University of Calicut publishes an academic calendar at the beginning of every academic year, there are substantive variations in them. In 2021-22 there were two revisions within a space of 6 months. At LEAD , we ensure that a time-bound schedule is followed in terms of course delivery, continuous assessment, marks and audits well in advance of the dates provided by the University. The formative assessments and the course completions are completed as per the dates given. As we are a fully residential institute we are able to adapt to the frequent revisions for the summative/final exam dates which are generally delayed by as much as 13 weeks from the University side. Our CIE is mandated for completion within 10 weeks of the semester to ensure that there is time for review and support for the students who require additional intervention and preparation for the final exams. Generally CIE is in 5 phases which includes 3 internal tests 2, direct assessments through case--study, assignments, mini-projects . The tests are organized in week 3,6, and 9 of the semester and results prepared and shared by week 11.

The map is included at <https://lead.ac.in/folder-2.html> and a statement is enclosed in supporting document. Generally CEI is in 5 phases which includes 3 internal tests 2, direct assessments through case--study, assignments, mini-projects . The tests are organized in week 3,6, and 9 of the semester and results prepared and shared by week 11.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://docs.uoc.ac.in/website/news/2022-04-30%2017:57:24_new1105.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

1

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

8

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

186

File Description	Documents
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Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Though we are limited in syllabus mandate because of University of Calicut, LEAD has created a unique model to enshrine the following in the LOT concept:

1. Professional ethics are mandated in the handbooks and the SOP documents of the institute.
2. There is a 2 module unit on management ethics in the first semester
3. The Library :Nalanda: runs sessions on plagiarism .
4. The QLEAD team reviews activities and flags ethical risks.
5. Environment and sustainability initiative and delivered through cause espousal and best-practices and embracing LEAD SEWA model <https://lead.ac.in/assets/qa/SEWA@LEAD-REPORT-2021-22.pdf>
6. The pre-admission program which is mandatory Turning Point dwells on several sensitive issues including gender, human values, Indian ethos which are reinforced by cause espousal and events by the students.
7. Activities which encourage ethics: For example, running camps for driving licence application to enhance compliance and safety, student undertakings and societal engagement participation and behaviour change marketing activities undertaken by the students.
8. LEAD organises over a dozen programs in-campus annually where students participate and engage, These are cause espousal, social awareness and also special groups to promote sustainability (Green LOT) and the ISR(social responsiibility) LOT.
9. online social media messaging we do regularly to promote higher values. SOME EXAMPLES ARE enclosed at <https://lead.ac.in/assets/qa/social-media-message-2021-22.pdf>

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

5

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

472

File Description	Documents
Any additional information	View File

List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File
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1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://lead.ac.in/folder-10.html
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://lead.ac.in/folder-10.html

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

286

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

24

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Student learning competencies and levels are measured and monitored at three stages:

1. At pre-entry level: A Bridge course is conducted where the learners are given orientation sessions and modules in communication, accounting basic and quantitative techniques. An assessment is conducted to identify an individual student's SWOC (strengths , weaknesses, opportunities and challenges)

2. At first semester level: Continuous Assessment cycles being within the first 3 weeks of the semester for all students. We ensure that outcomes are measured and remedial action taken.

3. At final semester exams. Summative university-administered exams are also held. The results are analysed and refresher courses are held for those students who need to retake them.

As the campus is fully residential, LEAD is manages both spectrum of students well. Students needing extra academic and skill development are offered Individual counselling by mentors and faculty. Remedial Coaching before exams are conducted 3. Additional notes and worked examples for practice outside class,. Advanced learners are engaged in the classroom by being assigned as peer-buddies, assignment/project/presentation teamwork leadership and given opportunities to visit industries or be coopted for institute assignments and sent to various events including paper presentations, conferences and student events .

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
471	30

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

LEAD College of Management embraces the ABCDE methodology (Activity based learning: Blended learning :

Collaborative Learning:Directed Learning:Experiential Learning Focussed Learning) as a part of curriculum design and delivery. Case study methodology adopted for almost all subjects as in a typical management school. A separate statement for experiential is also enclosed. For the period the courses had the following embeds. These are indicative :

BUS IC 01

Business Communication

Role Play , theatre , social media engagement

BUS IC 03

B Laws

Case Study, Directed learning

BUS IC 05

Bys Environment

Activity and Collaborative: News Analysis module add-on

BUS IC 07

QT

Computer Lab, software use

BUS IC 08

Accounting for Managers

Balance sheet group activity

BUS 2C 09

Soft Skill Development

Role-playing, extempore speaking

BUS 2C 10

Marketing Management

Field work, team presentations and analysis

BUS 2C 12

OM

industry-specific discovery, online learning

BUS 2C 13

HRM

Field visit, HR interaction.

BUS 2C 16

BR

mini-project assignment

BUS 3C 17

Advanced Strategic Mgmt

Simulation, case-study, industry report , news analysis

BUS 3C 19

Entr. Dev. & Project Mgmt.

B Plan development, team activity

Functional Electives

Case study, group discussion, self learning via videos and discovery , group/team activity, expert sessions from industry

Functional Electives

Case study, group discussion, self learning via videos and discovery , group/team activity, expert sessions from industry

BUS 4C 25

Major Project

Field work, working in company environment, focussed learning

File Description	Documents
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Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

- Data on timetable , attendance and assessments is maintained by faculty at our LMS Linways which students can access real time.
- Faculty use selected video narratives/stories from youtube for example <https://www.youtube.com/c/ThinkSchool> one example used is AMUL: <https://www.youtube.com/watch?v=nnwqtZiYmXQ&pp=ygUEYW11bA%3D%3D>. Additional websites used are <https://tradingeconomics.com/> and World Economic Forum-Insights. These are embedded in the course plans.
- Simulation is regularly used for core courses and electives. <https://mitsloan.mit.edu/teaching-resources-library/management-simulations> is used and in some cases Harvard Business school is used.
- Faculty also have created an online repository of review lessons and important topics to help students needing support and to capture knowledge. These are done as video recording and often faculty use ZOOM to record sessions.
- Social media assignments leveraging sites like LinkedIn and business journals are given out to encourage students to understand and harness the power of ICT.
- SAP training is a mandate for students and faculty mentor the sessions.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

20

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

30

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

18

File Description	Documents
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Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

360

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

We follow the University of Calicut regulations 7.:Internal assessment components

- The internal assessment will be based on the following components. Each faculty shall have the freedom to decide the appropriate weight of individual components except for tests, which shall be minimum of 50% of the total internal assessment. But the following components may be followed:
 - Periodic tests (Marks of best 2 out of a minimum of 3 tests) 50% .Seminar paper and presentation 20% .Classroom participation and attendance 10%.Case analysis/ other assignment 20%

Faculty memnbers are mandated to conduct at least 3 internal tests for each paper which has 5 modules in syllabus. Generally test 1 is taken after completion of module 1 and 2, next after 3 & 4 and a final rehearsal after completion of the course. All tests for each subject taken by the students are managed through a test book system where the test booklet is used for all 3 tests. Faculty issue these books at the start of the semester and answers are evaluated at each cycle, marks entered in the booklet and uploaded in the LMS. The student has an opportunity to review his answers, check the totals and discuss with faculty after which both the faculty and students sign as confirmation . An over view is included under any additional information

File Description	Documents
Any additional information	View File
Link for additional information	https://lead.ac.in/folder-2.html

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Procedure for grievance handling of internal assessment

- If students have any grievance against any member of faculty, this shall be dealt with at three levels .
 - student may discuss it with the concerned faculty.
 - If not solved he student submits a writtencomplaint to Director
 - A Committee headed by director,institute, one senior teacher and concerned faculty will attempt to resolve it.
- If not resolved, the director forwards the complaint and the response detailsto the Controller of Examinations, University ofCalicut whowill set up a committee
- TheCommittee will consider and take a final decision based on the facts presented by the student(s)and the concerned teacher and the answers they get from them.

At LEAD, we resolve most grievances at the faculty level and also in place a robust system of intenal audits and transparency in place. All marks are available at our LMS portal for students to view. All Internal exams for the semester is conducted in

student and subject specific booklet. The faculty evaluates the answers and enters marks on the cover of the booklet. The student verifies the scores ,confirms the totals and once satisfied,signs on the cover to confirm acceptance. An extended map is given below and examples of how the marks are displayed is included in 2.5.1.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The Mission PEO-PO matrix is displayed in our website. In addition, each course plan which is circulated at the start of each semester has the PO-CO embed.. This a;sp forms a part of the program booklet and also is being incorporated into student and faculty handbook. Faculty and classrooms have displays at prominent walls and our website displays it at<http://lead.ac.in/vision-and-mission.php>

We have already started a 3 year review process and it is anticipated that in 2023-24 cycle we will have a SMART PO-CO in place which will further enhance and ensure robustness in outcome based education deliverables.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://lead.ac.in/vision-and-mission.php
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

In the context of LEAD being affiliated non--autonomous institute, our PO and CO assessment and evaluation is done using a formative assessment and direct /capstobe measures and summative assessment (final exams) are not available to us. The curriculum has an accompanying outcome based manual.

Assignment 1 Divide the whole class into 4 teams. Discuss about a cartoon character (Superhero which is not existent) and theme of super hero (The super hero can be He, She or It. The team leads need to go back and discuss with the team to create the cartoon story with a twisted climax. Max marks 10

- CO Assessed CO1 and CO2
- Evaluation Criteria Criteria: Team building- 1, Intra group communication- 2, Inter group communication- 2
- All taught subjects have a minimum of 4-5 measure embeds in the course plan.
- Direct measures of PO is assessed through students self-appraisal(via student feedback survey), internship and final projects report..
- At the end of the semester, the stream heads along with the team anayse and identify what measures are needed to improve after a root cause analysis is performed.
- Post 2022, ISO mandates a Program Assurance Committee which will exclusively deal with outcome based education@LEAD

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://lead.ac.in/assets/qa/obem@LEAD.pdf

2.6.3 - Pass percentage of Students during the year**2.6.3.1 - Total number of final year students who passed the university examination during the year**

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

<https://www.lead.ac.in/assets/qa/student-feedback-2021-2-batch-2.pdf>

RESEARCH, INNOVATIONS AND EXTENSION**3.1 - Resource Mobilization for Research****3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

11

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)**3.1.2.1 - Number of teachers recognized as research guides**

3

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year**3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	View File
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

LEAD has created a strong niche in entrepreneurship and has provided services like business incubation and seed money for encouraging innovations. The entire effort is headed by a Dean and ideation and design thinking and creativity modules are included as activities. Additional examples are where faculty have created bite-sized videos to help students follow and learn out of class hours. Faculty are also felicitated for their innovations and several student engagement including LOT model themselves drive innovation.

Academic innovations include unique assignments and activities, some of which have been covered in television channels. Our course-plan management and audit creates a unique repository and the plan itself captures all resources as embeds and is available online for faculty and students to pursue and new faculty to engage with the subject matter with an advantage. Our value added module News Analysis is unique as it drives business information and awareness to our students through a flipped mode and using short single page worksheets to engage in learning by discovery. Similarly, our competence in outbound training activities means we add new challenges to it and these are video recorded and training modules and documentation is preserved. Our innovative admission process ULEAD and the flagship training program Turning Point is a shared with stakeholders and in 2023 a unique 2 day workshop Profit+ for academic leaders was conducted to share the admission strategies and processes which are unique to LEAD.

Additional information is included as additional information about LEAD BI cell

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://lead.ac.in/folder-4.html

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

13

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

4

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide, title of thesis, year of award etc (Data Template)	View File
Any additional information	No File Uploaded

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

5

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/international conference proceedings year wise during year

7

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

- Candle-light march in the locality to create awareness about Nirbhaya Day and observe it.
- A bicycle rally on World River Day in support of an NGO Friends of Bharathapuzha: A Peoples' Collective for Protecting Bharathapuzha River,
- World Heart Day. Sessions were conducted by eminent doctors and the local community also participated in this event and learnt about managing the heart .
- The Gandhi Jayanthi cleanliness drive on October 2 in the local area and the vicinity surrounding the local police station saw students running this campaign and collecting waste and helping community to reinforce swachh bharat scheme
- A Blood donation camp in collaboration with HDFC Bank at LEAD was conducted and over 100 volunteers donated blood
- A first aid training and safety camp was organized by LEAD in association with the Indian Red Cross which benefited students and several householders and small business workers , staff and other community members.
- Free 2 week computer training and meals were provided to students of the local ITIs. During the period over 100 girl students benefited.
- Students also ran social media campaign on FB and Instagram and displayed posters in front of the campus to create awareness amongst the passing public
- LEAD sponsored and conducted the 3rd state Chess Championship for the Blind in their campus. 100+ attended
- Free Computer training and meals to students of the local ITIs. During the period over 100 girl students benefited.

File Description	Documents
Paste link for additional information	https://lead.ac.in/assets/qa/202122-annual-album.pdf
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year**

2

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	No File Uploaded

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year**3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

7

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year**3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

471

File Description	Documents
Report of the event	No File Uploaded
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration**3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year****3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year**

85

File Description	Documents
e-copies of related Document	View File
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

5

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

LEAD College is well resourced. Being a full residential program, we have invested substantially in infrastructure and have access also to a farm owned by the Trustees.

Key indicators include:

a. 12 classrooms (one is a console based modular)with open configuration for sitting each having a capacity of 60 students and with A/C, AV systems and all-campus wi-fi in place with UPS backup for core items like AV.

b. A computer Lab with 70 stations and with additional ones in the library.

c. LMS management via Linways.

d. Video recording facilities

A full list is enclosed as additional information

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://youtu.be/Vrkt32NheM4

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

LEAD has several facilities

a. Cultural activities: Three halls, The Kalam hall with a 200 capacity fully airconditioned. The auditorium on roof with stage and lift access which can accommodate 400+ The arena with a large stage , full covered, air cooled which can accommodate 1000+. The event LOT and arts & Sport Lot engage these spaces well. Leadography supports them with equipment, lights, AV , etc. In addition there is an open mini-stage for improptu events and celenrations which can accommodate 100..

The auditorim on roof is also used for yoga, zumba and dancing.

b. The campus has an all weather football turf with lights.

c. There is a rooftop swimming pool which can accommodate 50 students at one time.

d. There are badminton courts, basketball hoops .

e. A dedicated gym is in the campus, details of which are enclosed as additional information.

Besides this, LEAD College has open access to a 10 acre farm owned by the trustee's family where outbound training is held, sessions on conservation, organic and natural farming and animal management is held.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://youtu.be/Vrkt32NHEM4

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

13

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	No File Uploaded

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

244.69

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Our Library "Nalanda" currently uses Embase software as a Library Management system. It provides a 360 degree system and manages the library process flows. IQAC had reviewed this as a part of internal audit in 2022 and have recommended using an open source software Koha (<https://koha-community.org/>) which does not need a subscription and is versatile.

Screen shots are enclosed as evidence.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

B. Any 3 of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

6

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

15

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The approved intake was increased to 300 in 2021-22 cycle. The institute invested over Rs 8 Lakhs in updating the internet and wifi in the campus. In addition an investment of Rs 22 lakhs for purchase of hardware like laptops and networked printers memory cards SSDs etc was made . We have enclosed below the details for internet/wifi enhancement. In addition additional bandwidth of 100MBPS was also bought

Internet Leased Line Details Name of the Provider Customer Id Package Amount Total (Yearly) BSNL 1000495194 100 MBPS 116000+Tax (3 Months plan 464,000.00 BSNL 1000538486 100 MBPS 116000+Tax (3 Months plan 464,000.00 RailTel Corporation of India Limited. Subscriberid: 111447 SME 40Mbps Unlimited 12999+TAX (MONTHLY plan) 155988 NME- ICT 7000084566 80MBPS

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

82

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. \geq 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

245

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The process falls under ISO mandates a sample is enclose below. Housekeeping is in-house and the administrator sets the schedule of daily cleaning of the premises. These are based on time-slots and a dedicated team is assigned to the canteen area at peak times to ensure cleanliness and hygiene. The institute has a team of IT staff, electrical and plumbing technicians on-site to ensure routine management of services. There is an exclusive IT Manager to look after IT services. Similarly the laundry, gym and hostels have appointed personnel who oversees the management of these assets. Public areas and washrooms are handled by the housekeeping staff..

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION**5.1 - Student Support**

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

NIL

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	No File Uploaded

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non-government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non-government agencies during the year

90

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

187

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

187

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

167

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

3

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	No File Uploaded

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	No File Uploaded

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

LEAD College has a unique model. There is a process in place where students are engaged in managing the core activities of the institute. The concept is called LEAD OPERATIONAL TEAM concept. Each team has 15 members and is mentored by faculty. They administer the core activity and thus gain experience and learn by doing. The areas of engagement are

Admission- U-LEAD and I_LEAD Administration & LDC (Library) Placement Canteen OBT Outbound Training Leadography: Media, social media and data capture Events Greening ISR(social and community engagement Training for placement and competitions, internships Competition Arts & Sports Research & Consultancy Entrepreneurship Hospitality

This is also mentored by the director and the LOT meet and report every month as to the progress. Beyond this, they are also coopted as members on rotation to IQAC, special committees made for events like national conferences, programs and a team also manages clubs which include the JCI and Toastmasters International

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

12

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

LEAD College has a substantive alumni presence in India and in the Gulf. The LEAD College of Management Alumni Association (LCMAA) is registered and is active in terms for providing support for mentoring students, giving insights into career openings and participating in program development and also in admissions, placement training and acting as brand ambassadors. Over 11 events are organized every year in India and in the Gulf. Alumni associations also help in arranging training programs in their cities, enhancing LEAD visibility through media engagements. Alumni are also part of the program advisory committee and some alumni will be inducted into advisory roles for ISO and other activities and to support institute initiatives for autonomy and placement training. Alumni feedback report, registration certificate, byelaws etc. are included in additional information. The website is <https://www.almashines.com/lcom>

File Description	Documents
Paste link for additional information	https://www.almashines.com/lcom
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)

D. 1 Lakhs - 3Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The governance is aligned with the vision to develop socially committed leaders and entrepreneurs and mission parameters which includes intellectual contributions, enhanced teaching and learning experiences and social engagement.

The Governing structure of LEAD College of Management is

1. Prompt Charitable Trust: Oversight of LEAD College of Management Brand, strategy, growth and ensuring self-sustainability and statutory and regulatory compliance and management of finance
2. Board Of Governors: To mentor, advice and overview the progress and processes of LEAD College of Management and act as a beacon.
3. Program Advisory Committee: To review, recommend and evaluate the program and curriculum contents and suggest changes/improvements
4. Program Core Committee: To ensure that the MBA programs are managed effectively,
5. Strategic Planning Committee: Comprising of senior faculty, trustees and advisors to plan, design, ensure delivery and realign the institute
6. IQAC: To oversee statutory, regulatory, internal processes, accreditations, internal processes audits

The guidance booklet was designed in 2019 and is under review. The booklet is enclosed

In 2022-23, several changes in the BOG members, committees and an update and inclusion of more policies and SOPs, including enhancing the IQAC remit and initiating ISO 21001-2018 to enhance quality management were introduced

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

All decisions are taken through a consensus process- the institute has a Strategic Advisory Group which reviews processes, outcomes and strategic directions and recommends decisions/directions which are implemented. Board of Governors for LEAD has 2 senior faculty members.

At LEAD this is exhibited by the shared responsibility concept. For example, for every working day a faculty member is assigned the responsibility of being the faculty-in-charge of LEAD for the day. This involves management of overall day to day operations including services, academics, student welfare, faculty engagement and monitoring of key data points like attendance and time-table compliance. This facilitates role appreciation and trains faculty in administrative and leadership skills for the future.

Faculty mentors manage student affairs, administrative processes, communications with parents and act as "in loco"parentis. They routinely deal with student issues including leaves and on-duty assignments. At a granular level, the LOT (LEAD OPERATIONAL TEAM) manage/delegate student teams. This creates synergies and understanding of the institute management processes and continuous improvement process. For example Canteen LOT team manages food services. Greening LOT manages the campus gardens, supervises birds feeding and cage cleaning, managing koi fishes in the tank.

An organizational chart is included as attachment.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

LEAD College of Management Strategic Plan is a living document and is enhanced and re-framed every year after a thorough review.. The mission alignment is crucial for strategy deployment, During 2021-22, the following thrust areas identified earlier were achieved

- Increase in admission count: The count was increased by 120 to an approved intake of 300. 286 admissions were achieved
- To secure NBA accreditation : This was achieved in 2022 with a score of 625.
- Enhance intellectual contributions post pandemic. - data for AY 2021-22 showed improvement and 2022-23 enhanced result

Other targets and status of achievements is included in upload- additional information.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	https://lead.ac.in/assets/qa/LEAD-ORGANOGRAM.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	No File Uploaded
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Below is the indicative list extracted from welfare policy.

- Salary Advance Scheme: If an employee needs money in an emergency period, the institution provides financial support as salary advance and also provides for loan waivers in specific cases.
- A specified amount of bonus is given to Non - Teaching staff during the period of festival seasons like Onam, Vishu, etc.
- College ensure that ESI treatment facility is made availableto Non- Teaching staff who qualify
- Medical insurance to Teaching staff. Medical Insurance upto 1 lakh rupees is provided for the employees and their families. Medical assistance for hospitalization
- Food (6 days Non-Veg) and Accommodation to staff at free of cost.
- Tea and Snacks to staff during working hours.
- Training problems and FDP's to teaching staff for acquiring knowledge in the fields like academics and skill development. andtraining programmes to Non-

Teaching staff on various day to day performance enhancement topics.

- Transportation facility
- Institution provides marriage gift for employees.
- Module breaks of students are holidays for faculty members too
- Annual & occasional tours for employees and common celebration of festivals.
- Free Wi-Fi and email addresses
- Gymnasium and swimming pool
- Washing and Ironing clothes at free of cost

:

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

11

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

4

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

15

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded

Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Faculty appraisal system is based on a comprehensive 360 degree and covers the core activities of academic, research, managing institutional roles and creating social impact. It also has other incentives of performance including data compliance, adhering to deadlines and also includes students, peer, directors feedback. The form is self administered by the faculty member. This is reviewed with the stream head and then by the director. A final review with an external academic expert is conducted and a short SWOC report given to faculty ... Training needs are also planned during these sessions.

Staff(non teaching) have a supervisor assessment and then thier work is reviewed by a team led by the administrator and a senior faculty member. A similar process of review SWOC and training need analysis is undertaken

Faculty appraisal indicative parameters include:

TEACHING PERFORMANCE :11 parameters

RESEARCH & SCHOLARSHIP : 5 parameters

INSTITUTIONAL DEVELOPMENT ACTIVITIES: 10 parameters

CONSULTANCY, TRAINING, SPONSORED PROJECTS:3 parameters

PATENTS & SPECIAL ASSIGNMENTS : 3 parameters

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

LEAD Policies on financial management mandates the following:Internal Auditing is done on a monthly basis by a Chartered Accountant and year end audit is done by a different Chartered Accountant and audit reports / annual accounts are submitted to Prompt Charitable Trust and further to Income Tax authorities. Funds for LEAD is from Internal Accruals (Fee collection from the students and the expenses are done on the basis of budgeting done.. These are also reviewed by chartered accountants. To ensure that there is fair reporting we use two different auditors to ensure there is no conflict of interest. Ever quarter, there is a meeting of the trustees who review the process and reccomend further action. As a process of ISO 21001:2018 compliance, we are now mandatiing a quartely financial systems, created new recording system of expenses and operational outflows and doing a bank reconilication as to fees collected and reporting this to all faculty mentors to ensure there is transparency and the actual fee-collection difference is confirmed and action taken to improve the ratio on a semester to semester basis.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

LEAD is a self-financing institution under Prompt Charitable Trust. The fee income and income from services which the trust receives is adequate to cover operational expenses and provide for investments for short and long term development. Admission targets of 80% and over are achieved regularly. As and when required short-term borrowing is undertaken to complement cash flows. Resource optimization is achieved through the following measure:

1. A dashboard /tracker of monthly expenses - actual versus budgeted is maintained
2. Additional revenue streams through outbound training, hire of facilities enables creating a buffer to offset expenses.
3. Fee collection process and follow up is in place on a monthly basis to ensure that fee collection remains robust and on time. Fines are applicable in case of unauthorised delay in fee payment.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

For the period 2021-22 IQAC contributions include the following:

1. Creating SOPs and amending handbooks for stakeholders. This including creating dashboards
2. Enhancing and curating information collation and analysis at LINWAYS, th LMS Portal
3. Coordinating sustainability and green initiatives in the campus post-pandemic.
4. Creating a framework to prepare for ISO 21001:2018 through TUV and deploy processes and EOSPs for the period 2022-23 with a target to achieve certification in 2023-24
5. Conducted a soft audit of energy consumption and " green audit" to create a position statement
6. Enhance the stakeholder feedback system and reporting to make in comprehensive.
7. Creating briefing reports and directions for quality improvement post academic audit of 2020-21

8. Helping in NBA SAR Deconstructing the NBA score to suggest and initiate quality and process changes which include reconstituting the Board of Governors, white paper on realigning the Vision-Mission-PEO matrix
9. Creating a research policy framework to enhance research quality and output.
10. Redesign of the course plan documentation and format to standardise the curriculum and ensure outcome measures robustness.
11. File 2020-21 AQAR and create an action plan for 2021-22 and 2022-23 to enhance position in NIRF and international accreditation planned for 2022-23.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Outline of process reviews and improvements

- teaching learning process: Robust preview, mid term and end term audit of course plan, lesson plan, assessment, teaching and course file completion audit including random audit of answer scripts/assignments.

Improvements included:

1. Reduction of complaints about course progress and syllabus completion
2. Better and error free evaluation
3. On time submission of marks .
4. Better assessment of training needs and a plan to create faculty-mentor and shared-teaching concepts including rehearsals via microteaching exercise
5. Video repository to help revision.

- learning outcomes :Outcome based education assessment review was undertaken. There was a misalignment of Mission -PO matrix and this was reported by the NBA also. T LEAD is creating a new Vision-Mission Matrix-PEO-PO map.

Benefits accrued

1. New Vision Mission Matrix proposed
2. Training given of PO CO Mapping and tools .

- structures & methodologies of operations:
- QAC reviewed the NAAC and NBA SSRs and noted opportunities for improvements and these are being implemented in 2022-23 Examples include Green, energy and environment audit, seeking international accreditation and seeking the new ISO 21001:2018 for LEAD

Improvements included

1. Better academic performance and management
2. More SOPs and process efficiency and accountability

3. Increased awareness about quality assurance and its benefit through training sessions

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Several inbuilt processes and policies are in place to ensure gender equity and zero discrimination in the campus . The orientation begins from the first day students join and experience the Turning Point Program. Awareness of body language, social media engagement and understanding gender as an identity and appreciating the difference and abilities are delivered at these sessions. Several ISR events including "Nirbhaya Day '' , Debate against Dowry, Womens' Day celebrations are a part of our strategies to ensure gender equality. The mentors also regularly discuss these issues and subjects like organisational behaviour, HRM, ethics , Marketing also dwell on this.

A special value-added module of 60 minutes is taken for all the first year joinees . A post session feedback is taken to reinforce learning and feedback about the risks and challenges of stereotyping and generalisation is explained. Examples of opinions sought are on Surrogacy , Women soldiers , teasing women , Women :weaker sex transgenders and same sex marriages, equality in jobs. The results are analysed and a research paper is being proposed.

File Description	Documents
Annual gender sensitization action plan	included in specific facilities as below
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://drive.google.com/file/d/1vY6YrfzBDbgBbm3fEM-7P26THzcO_bIm/view?usp=drive_link

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

A. 4 or All of the above

File Description	Documents
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Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Being a residential business school, the key facets of managing waste include:

- Disposal of paper waste by sales and recycling of cardboard and records of the value recapture is maintained.
- Unused pages of notebooks and declassified exams unused answersheets are also cut out and made into scrap pads and assignment sheets and used for sopt quiz and assignment,
- Plastic and e-waste is safely disposed off through the local municipality initiative. There is also a process in place to salvage unused writing sheets, blank paper and reuse them or process it as CSR initiatives for school children.
- Liquid waste management is done by catpure of bath and kitchen water and recycling them for garden and other low risk areas of usage.
- All food wastes or leftovers are dropped into large containers in the canteen and sent to a pig farm to be used as trough feed for them
- All ewaste is sold to a specialist scrap merchant or dusposed off in specially designated areas in the municipality.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	
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File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	<p>A. Any 4 or all of the above</p>
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File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Diversity, equity, and inclusion are espoused by LEAD College of Management . We are supportive of different groups of individuals, including people of different races, ethnicities, religions, abilities, genders, and sexual orientations.. Examples included:

- Inclusive celebrations of religious events across denominations. This is mandated in the calendar. LEAD celebrates, Pongal, Holi, Vishu, EiD, Onam, Diwali and Christmas Days in style at the campus and this is celebrated by all residents.
- Special transport is offered to those who wish to pray in palce of worship. Every friday transport is arranged for the afternoon namaz.
- The token gift of money during Vishu is given to all faculty and staff .
- At the canteen, there is always a special care taken to offer options for all communities. There is always vegetarian options which are kept in a separate area ..
- Support is given by way of fee waiver and benefits in kind to deserving students and these details are kept confidential .
- Multiculturalism is a key point in Kerala. We sing in malayalam, tamil, hindi , english and sometimes in arabic too.
- We operate an open space policy and remain gender-religion-community-geography neutral and we are offering free education to international students from other countries in our campus.

h. There is also a learn-now -pay-later scheme for deserving students

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

LEAD practices good citizenship. Students are briefed about the constitution as a component in business law. Group discussions and meetings are conducted and topics as women's rights, labour laws, the justice system are covered. There is great emphasis on activity based learning and CSR activities align with the constitutional obligations. These are further reinforced on special day events like the Independence and Republic Day where social messaging, events and activities help in understanding what good citizenship is all about. LEAD students proactively participate in Rotaract and JCI and LEAD houses the Palakkad chapters for them. A report for 2021-22 for the Rotaract Club of LEAD is available at <http://https://pubhtml5.com/kmyz/mzwo/basic/> and a copy is online at <http://https://lead.ac.in/folder-8.html>

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	http:// https://pubhtml5.com/kmyz/mzwo/basic/

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

A. All of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Over 40 special days are celebrated . Some examples are given below.

- Christmas: 2021 <https://fb.watch/m2fEQVIHu5/>
- Gandhi Jayanthi <https://fb.watch/m2fC96vcRM/>
- Holi@LEAD <https://lead.ac.in/gallery/holi-celebration/>
- Vishu2021 <https://www.youtube.com/watch?v=rjFA65LgBtI>
- Teachers Day <https://fb.watch/m2fJicb8DS>

Full details at https://www.instagram.com/lead_college_of_management/ .Each icon has detailed album for all major events and festival at LEAD and contains videos, photos etc. of the events.

File Description	Documents
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Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

A. ULEAD: Innovations @ Admissions

1. Objectives : To ensure that the admission process is inclusive.
2. The Context: The admission process should deliver quality students.
3. The Practice: 4 stage process:
 1. The WAD Program: "What after Degree".
 2. KMAT training: Subsidised special training for KMAT,
4. c.U-LEAD process
 1. Interview
 2. Activities: Unique set of activities
 3. Turning Point. 9-day program to prepare students for MBA
5. Evidence of Success: Admissions at 90% +
6. Problems Encountered ,Resources Required : Some find the processes challenging. Faculty training and availability , physical and infrastructural support needed.

Details at <https://www.lead.ac.in/assets/qa/ADMISSION-REPORT-2021-22-CYCLE@LEAD.pdf>

B. Leadership Operations Team@LEAD

Objective: To develop 'Sewa' bhaava and life skills in students and management by action

The context: The generation Z stakeholders' need for engagement with society, self-management skills, managing in a crisis, managing stress , multitasking skills need engagement.

The Practice: Students are allotted into 15 groups with KRA/KPIs to manage, create, curate and deliver events.

Evidence of Success: Positive feedback on skills :time-management, resource planning, group dynamics and operational skills , placement confidence

Problems Encountered ,Resources Required: Certain events cancelled due to time constraints. Policies integrating these activities as learning outcomes formally needed.

Example of work executed at <https://www.lead.ac.in/assets/qa/ART-AND-LEAD.pdf>

Policy document at <https://www.lead.ac.in/assets/qa/lot.pdf>

File Description	Documents
Best practices in the Institutional website	https://www.lead.ac.in/assets/qa/LEAD-Best-pratice.pdf
Any other relevant information	https://www.facebook.com/leadcollegeofficial/posts/attend-ulead-to-get-admission-at-one-of-the-best-colleges-in-south-indiaadmissio/1610217619188451/

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Entrepreneurship and Business Incubation: LEAD has an incubation center on our campus called LEAD BI. It is a registered incubation center where the students have dedicated space to work. Moreover, the institute provides seed funding of up to Rs 1

lakh for the students to start their businesses. And, a wide range of consultants, mentors, accountants, cost accountants, advocates, and bank managers are present in the panel who provide guidance and support to the students. As a member of Kerala Startup Mission and Kerala Institute for Entrepreneurship Development (KIED), we collaborate with various organizations and institutions to provide extensive exposure and opportunities for our students.

Alongside LEAD started this initiative, E-LEAD, in 2021 by selecting 21 students to this unique MBA & Entrepreneurship hybrid module. In 2022, around 10% of the 300 intake of MBA students were selected to join the initiative. The assessment for entry was based on applicants having

- A valid Business Idea
- The right Entrepreneurial mindset
- Competency to do the Business
- Learning capability and Endurance to take up business challenges
- Support from Family.

Over 11 companies are incubated to date. A full report is uploaded under any other relevant information.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

A detailed version is available at <https://www.lead.ac.in/assets/qa/2022-23-goal-setting-lead.pdf>. An overview is given. The plan covers the key facets at LEAD. The parameters relevant to our stakeholders have been identified, a direction set in place, with clear measure criteria and goal setting with provision to extend or enhance this for 2023-24. The major 7 have been highlighted indicatively, there are specific action plans for key functions and roles, clubs, LOT and other strategic items including ISR, sustainability and community outreach

PARAMETER DIRECTION

PLAN OUTLINE 2022-23

PROGRAM DELIVERY

ENSURE ADMISSIONS TARGET

PLACEMENT INCREASE COMPANY COUNT BY 10% AND MEDIAN CTC BY 10%

FACULTY ENGAGEMENT

ENSURE FACULTY RATIO IS 1:18

PROVIDE FOR MORE TRAINING AND SKILL DEVELOPMENT

INTELLECTUAL CONTRIBUTIONS

ENHANCE PUBLISHING/CONFERENCE PAPERS TO AT LEAST 1 PER FACULTY

PARTICIPATE IN COMPETITIONS ORGANISED BY AIMS, MBA UNIVERSE

FUNDING AND CONSULTANCY

FDP/MDP ORGANIZED

ALUMNI ENGAGEMENT

OPEN ADDITIONAL CHAPTERS ENHANCED ENGAGEMENT AT LEAD

ACCREDITATIONS AND QUALITY

NAAC: AQAR FILING AND IQAC CALENDAR OF ACTIVITIES

ACBSP/AACSB ISO 21001:2018 AND ENVIRONMENTAL AUDIT AUTONOMOUS STATUS

STRATEGIC GOAL SETTING

ENHANCING APPROVED INTAKE COMMISSION /OPERATE INFRA DEVELOPMENTS BRANDING OUTREACH
HIGH IMPACT PROGRAMS

FOCUS ON ENTREPRENEURSHIP

BRAND FOOTPRINT

INDUSTRY-ACADEMIC INTERFACE

ENHANCE INDUSTRY-ACADEMIA INTERFACE