

LEAD COLLEGE (AUTONOMOUS)

Internal Quality Assurance Cell (IQAC)

Minutes of the Emergency Meeting on Rescheduling of NBA Peer Team Visit

Date: 1.4 .2026

Time: 11:30 AM

Venue: Board Room, Lead College (Autonomous)

Members Present

1. Dr. Thomas George K – Director & Chairperson
2. Prof. Raj Kishan – Deputy Director
3. Dr. K G Viswanadhan – Dean, Accreditation
4. Dr. Sindhu R - Dean, IQAC
5. IQAC Coordinator
6. NBA Criteria Champions (F Leaders)
7. Heads of Departments
8. Administrative Officer

Agenda

1. Intimation of Postponement of NBA Peer Team Visit
2. Revised Visit Schedule
3. Additional Preparatory Measures
4. Allocation of Responsibilities

Minutes of the Meeting

The Chairperson informed the members that the National Board of Accreditation (NBA) had officially postponed the Peer Team Visit originally scheduled earlier in May 2026.

The revised schedule communicated by NBA is as follows:

- **Day 1:** Friday, 15 May 2026
- **Day 2:** Saturday, 16 May 2026
- **Day 3:** Sunday, 17 May 2026

hairperson noted that the postponement provides the institution with additional time to strengthen documentation, address observations made during the readiness audit, and further fine-tune presentations and stakeholder interactions.

1. Review of Pending Observations

The IQAC Coordinator presented the list of observations made during the NBA PTV Readiness Audit conducted by Dr. Arul Rajan.

Criteria Champions were instructed to ensure completion of the following:

- Correction of attainment calculations
- Strengthening of cross-references between SAR and evidences
- Updating of faculty profiles and research data
- Final validation of placement and higher education records
- Verification of all hyperlinks and annexures

2. Search Index and File Readiness

All Criteria Champions were instructed to update the Search Index with precise file and page references and ensure that supporting documents can be retrieved instantly.

Files are to be:

- Properly indexed and tabbed
- Arranged according to NBA criteria
- Checked for consistency with SAR data
- Available in both hard and soft copy formats

3. Presentation and Stakeholder Preparation

The committee decided to utilize the additional time for:

- Rehearsal of institutional and programme presentations
- Mock question-and-answer sessions
- Orientation for students, alumni, employers, and faculty
- Refinement of quick-reference summary sheets

4. Campus and Logistics Readiness

The Administrative Officer was instructed to reconfirm:

- Accommodation and travel arrangements for the Peer Team
- Meeting hall setup and audiovisual systems
- Signage, display boards, and campus cleanliness
- Hospitality arrangements

Resolutions Passed

1. The revised NBA Peer Team Visit dates of 15–17 May 2026 were formally noted.
2. All observations from the readiness audit shall be closed before 14 May 2026.
3. Final rehearsals and stakeholder orientation shall be completed by 14 May 2026.
4. Campus and logistics arrangements shall be reconfirmed.
5. Daily review meetings shall continue until the commencement of the visit.

Action Plan

Sl. No.	Action Item	Responsibility	Deadline
1	Close all audit observations	Criteria Champions	14 May 2026
2	Update Search Index and page references	IQAC Team	14 May 2026
3	Conduct final presentation rehearsals	Director, HoDs, IQAC	14 May 2026
4	Complete stakeholder orientation	Programme Coordinators	14 May 2026
5	Reconfirm logistics and hospitality	Administrative Officer	14 May 2026

Conclusion

The Chairperson stated that the postponement should be viewed as an opportunity to strengthen every aspect of the institution's preparation. He urged all members to utilize the additional time effectively and ensure flawless readiness for the NBA Peer Team Visit.

The meeting concluded with a vote of thanks to the Chair.

Sindhu

Dr. Sindhu R

Dean, IQAC

Dr. Thomas George K

Dr. Thomas George K

Director, Lead College (Autonomous)