

LEAD COLLEGE (AUTONOMOUS)

Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting on NBA PTV Readiness Audit

Date: 12 May 2026

Time: 10:00 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. Dr. Arul Rajan – External Expert
6. IQAC Coordinator
7. NBA Criteria Champions (F Leaders)
8. Heads of Departments
9. Administrative Officer

Agenda

1. NBA Peer Team Visit (PTV) Readiness Audit
2. Verification of Criterion-wise F Files and Supporting Documents
3. Review of Search Index and Documentary Evidence
4. Identification of Gaps and Corrective Actions

Minutes of the Meeting

The meeting commenced at 10:00 AM with a welcome address by Dr. Thomas George K, Director and Chairperson of IQAC. He extended a warm welcome to Dr. Arul Rajan, who was invited to conduct the NBA Peer Team Visit (PTV) Readiness Audit as part of the institution's final preparation for accreditation.

The Chairperson highlighted that the audit was intended to evaluate the preparedness of all criterion teams, verify the availability of supporting evidence, and provide expert suggestions to strengthen the institution's presentation before the NBA Peer Team.

1. NBA PTV Readiness Audit

The IQAC Coordinator informed the members that all Criteria Champions had been instructed to be present with their respective F Files and supporting documents.

The audit focused on the following areas:

- Completeness and organization of criterion-wise F Files
- Alignment between the Self-Assessment Report (SAR) and documentary evidence
- CO–PO attainment calculations and continuous improvement records
- Faculty profiles, research contributions, and student achievements
- Governance, autonomy, and examination procedures
- Search Index and evidence retrieval efficiency

Dr. Arul Rajan reviewed the overall documentation and emphasized the importance of presenting accurate and verifiable evidence for every claim made in the SAR.

2. Verification of Criterion-wise F Files

Each Criteria Champion presented the relevant F Files and supporting documents for scrutiny.

The external expert reviewed:

- Search Index and file mapping
- Criterion narratives and evidence
- Faculty qualification and research records
- Course files and lesson plans
- Attainment calculations
- Placement and higher education data
- Student support and feedback mechanisms

The expert appreciated the systematic effort undertaken by the institution and offered suggestions for improving indexing, labeling, and quick access to evidences.

3. Review of Search Index and Documentary Evidence

The Search Index was examined to ensure that each probable query from NBA evaluators could be addressed promptly.

Criteria Champions were instructed to:

- Mark exact file numbers and page references
- Tab important documents for quick access
- Prepare brief explanations for key metrics
- Keep both hard and soft copies ready

The expert stressed that documentary evidence should be retrievable within seconds during the actual Peer Team Visit.

4. Identification of Gaps and Corrective Actions

Based on the audit, the following areas were identified for immediate improvement:

- Minor corrections in attainment calculations
- Strengthening of cross-references between SAR and annexures
- Better highlighting of best practices and continuous improvement initiatives
- Updating of select research and placement records
- Refinement of quick-reference sheets for each criterion

Concerned Criteria Champions were instructed to complete all corrections on priority.

Recommendations of the External Expert

Dr. Arul Rajan recommended that the institution should:

1. Ensure complete consistency between SAR narratives and documentary evidence.
2. Prepare concise responses to likely peer team questions.
3. Showcase best practices and innovative initiatives effectively.
4. Use summary sheets for quick reference during interactions.
5. Conduct one final internal review before the actual NBA visit.

Resolutions Passed

1. All Criteria Champions shall incorporate the observations and suggestions made during the readiness audit.
2. The Search Index shall be updated with precise file and page references.
3. Identified gaps shall be rectified immediately.
4. A final internal review shall be conducted after all corrections are completed.
5. All F Files shall remain fully updated and readily accessible.

Action Plan

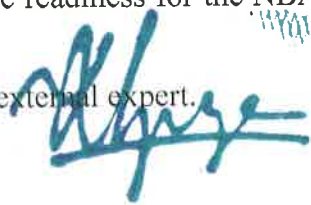
Sl. No.	Action Item	Responsibility	Deadline
1	Rectify observations made during the audit	Criteria Champions	13 May 2026
2	Update Search Index with page references	IQAC Team	13 May 2026
3	Re-verify attainment calculations	OBE Team	13 May 2026
4	Conduct final internal review	IQAC Core Committee	14 May 2026
5	Prepare quick-reference summary sheets	Criteria Champions	14 May 2026

Conclusion

The Chairperson expressed sincere gratitude to Dr. Arul Rajan for his detailed review and valuable recommendations. He appreciated the dedication of all Criteria Champions and urged them to implement the suggestions promptly to ensure complete readiness for the NBA Peer Team Visit scheduled for 15–17 May 2026.

The meeting concluded at 4:30 PM with a vote of thanks to the external expert.


Dr. Sindhu R
Dean, IQAC


Dr. Thomas George K
Director, Lead College (Autonomous)