

LEAD COLLEGE (AUTONOMOUS)
Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting on Preparedness for NBA Peer Team Visit

Date: 15 Jan 2025

Time: 2:00 PM

Venue: Board Room, Lead College (Autonomous)

Members Present

1. Dr. Thomas George K – Director & Chairperson
2. Prof. Raj Kishan – Deputy Director
3. Dr. Archana P. V. – Assistant Professor
4. Dr. Raies Hameed – Assistant Professor
5. Mr. Jith – Assistant Professor
6. Mr. Pramod Mathakode – Assistant Professor
7. Mr. Shaju Meetna – Assistant Professor
8. IQAC Coordinator
9. NBA Criterion Coordinators
10. Heads of Departments
11. Administrative Officer

Agenda

1. Review of NBA Self-Assessment Report (SAR)
2. Departmental Readiness for NBA Peer Team Visit
3. Verification of Supporting Documents and Evidences
4. Preparation of Presentations and Stakeholder Interactions
5. Campus Infrastructure and Display Arrangements
6. Mock Visit and Final Review

Minutes of the Meeting

The meeting commenced at 2:00 PM with the Chairperson, Dr. Thomas George K, welcoming all members and emphasizing the significance of the forthcoming NBA Peer Team Visit. He noted that the visit would be a crucial milestone in demonstrating the institution's commitment to Outcome-Based Education (OBE), continuous improvement, and academic excellence. The agenda items were discussed in detail as follows:

1. Review of NBA Self-Assessment Report (SAR)

The IQAC Coordinator informed the members that the Self-Assessment Report (SAR) had been submitted successfully to the NBA portal. The committee reviewed the observations arising from internal scrutiny and identified areas requiring special attention during the peer team visit.

Members were instructed to familiarize themselves thoroughly with the contents of the SAR, including:

- Programme Educational Objectives (PEOs)
- Programme Outcomes (POs) and Programme Specific Outcomes (PSOs)
- Course Outcomes (COs)
- CO–PO attainment methodology

- Continuous improvement initiatives
- Faculty qualifications and research contributions
- Student performance and placement data

The Chairperson emphasized that all statements made in the SAR should be fully supported by documentary evidence.

2. Departmental Readiness for NBA Peer Team Visit

Heads of Departments and Criterion Coordinators presented the readiness status of their respective areas. Departments confirmed that course files, attainment records, student project reports, and faculty profiles were being updated and arranged systematically.

The following documents were to be kept ready for verification:

- Curriculum and syllabi
- Lesson plans and course files
- Internal assessment records
- University examination results
- Attainment calculations
- Advisory Board and BoS minutes
- Faculty appraisal and development records
- Student feedback analysis

The committee resolved that each department should conduct a final verification of all documents before the mock visit.

3. Verification of Supporting Documents and Evidences

The IQAC discussed the need to organize all evidences according to the NBA criteria and metric requirements. Both hard and soft copies were to be maintained in clearly indexed folders.

Members were advised to ensure that:

- All hyperlinks in the SAR are functional.
- Supporting documents are authenticated and dated.
- Data presented across different criteria are consistent.
- Soft copies are stored in a centralized repository with backup.

The Chairperson instructed the IQAC team to perform a cross-verification of evidences to avoid discrepancies during the visit.

4. Preparation of Presentations and Stakeholder Interactions

The committee discussed the presentations to be made before the peer team, including:

- Institutional overview presentation by the Director
- Programme presentation by the Head of Department
- Quality assurance initiatives by IQAC
- Research and innovation highlights

Preparatory sessions were planned for interactions with:

- Faculty members
- Students
- Alumni
- Employers
- Support staff

The Chairperson advised all stakeholders to be familiar with the programme objectives, curriculum design, teaching-learning processes, and outcome attainment practices.

5. Campus Infrastructure and Display Arrangements

The committee reviewed arrangements related to campus readiness, including:

- Display boards showing Vision, Mission, PEOs, POs, and PSOs
- Laboratory and classroom maintenance
- Library resources and access records
- Signage and navigation support
- Hospitality and logistics for peer team members

The Administrative Officer was instructed to coordinate housekeeping, transport, accommodation, and audiovisual support.

6. Mock Visit and Final Review

It was decided to conduct a comprehensive mock visit simulating the NBA evaluation process. The mock visit would cover document verification, presentation delivery, and stakeholder interactions.

The IQAC Core Committee would identify gaps and communicate corrective actions to departments for immediate implementation.

Resolutions Passed

1. All departments shall complete final verification of documents and evidences within one week.
2. A mock NBA visit shall be conducted prior to the actual peer team visit.
3. Stakeholder orientation sessions shall be organized for faculty, students, alumni, and employers.
4. All presentations shall be finalized and rehearsed.
5. Campus infrastructure and display arrangements shall be completed before the visit.
6. The IQAC shall coordinate overall monitoring and readiness.

Action Plan

Sl. No.	Action Item	Responsibility	Deadline
1	Verify departmental documents and evidences	HoDs & Coordinators	15 Jan 2026
2	Test all SAR hyperlinks	IQAC Team	16 Jan 2026
3	Finalize presentations	Director, HoDs, IQAC	17 Feb 2026
4	Conduct stakeholder orientation	IQAC	26 Feb 2026
5	Conduct a mock NBA visit	IQAC Core Committee	28 Feb 2026
6	Complete campus arrangements	Administrative Officer	21 Feb 2026

Conclusion

The meeting concluded with a note of confidence from the Chairperson. He appreciated the coordinated efforts of all departments and urged everyone to ensure complete preparedness for the NBA Peer Team Visit. He emphasized that the visit should reflect the institution's culture of quality, accountability, and continuous improvement.

The meeting ended at 4:30 PM.



Dr Thomas George K

Chairperson, IQAC

Director, Lead College (Autonomous)



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