

LEAD COLLEGE (AUTONOMOUS)
Internal Quality Assurance Cell (IQAC)
Minutes of the Meeting – May 2025

Date: 15 May 2025

Time: 2:00 PM

Venue: IQAC Conference Hall, 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. Heads of Departments and Programme Coordinators

Agenda

1. NBA Pre-Qualifier Submission
2. Statutory Meeting for IV Semester – 2024 Batch Open Examination
3. NBA Training Workshop
4. Research Contribution Report for InLead Newsletter
5. Any Other Matter

Minutes of the Meeting

The meeting commenced at 2:00 PM with a warm welcome by the Chairperson, Dr. Thomas George K. He emphasized the significance of systematic documentation, timely compliance, and collective preparation in view of the upcoming NBA accreditation process. The agenda items were then taken up for discussion.

1. NBA Pre-Qualifier Submission

The IQAC Coordinator presented the status of preparation for the NBA Pre-Qualifier submission for the eligible postgraduate programmes. The committee reviewed the documentation requirements and discussed the readiness of each department.

Departments were instructed to compile and upload all relevant academic and accreditation documents, including:

- Programme Outcomes (POs), Programme Specific Outcomes (PSOs), and Course Outcomes (COs)
- Course files and lesson plans
- CO–PO mapping and attainment calculations
- Student performance analysis
- Faculty profiles and qualification details
- Research and extension activity records

The Chairperson stressed that all documents should be cross-verified to ensure consistency and accuracy. It was resolved that the IQAC Core Committee would conduct a final review of the Pre-Qualifier report before its submission to the NBA portal.

2. Statutory Meeting for IV Semester – 2024 Batch Open Examination

The committee discussed the conduct of the statutory academic review meeting for the IV Semester Open Examination of the 2024 batch.

Heads of Departments were instructed to present the following documents:

- Syllabus completion reports
- Internal Continuous Assessment (CIA) records
- Assignment and seminar evaluation details
- Attendance reports
- Student performance analysis
- Remedial action plans for slow learners

The statutory meeting was tentatively scheduled for **22 May 2025**, subject to confirmation by the Academic Office.

3. NBA Training Workshop

The IQAC proposed organizing a one-day hands-on workshop on:

- NBA Accreditation Framework
- Outcome-Based Education (OBE)
- CO-PO Mapping and Attainment Calculations
- Preparation of Self-Assessment Report (SAR)
- Documentation and evidence management

The committee agreed to invite an eminent academic expert with extensive NBA accreditation experience to serve as the resource person.

The workshop is proposed to be conducted during the last week of May 2025. The IQAC Coordinator was entrusted with identifying and contacting suitable resource persons and finalizing the programme schedule.

4. Research Contribution Report – InLead Newsletter

The committee reviewed the plan to publish the next edition of the **InLead Newsletter**, which will showcase the institution's academic and research achievements.

All departments were requested to submit details of:

- Research publications in Scopus, Web of Science, and UGC-CARE journals
- Book chapters and authored books
- Faculty Development Programmes (FDPs) attended
- Workshops, seminars, and conferences participated in
- Research grants and funded projects
- Patents filed or granted
- Student research projects and internships

The consolidated report will be edited and included in the forthcoming issue of the InLead Newsletter.

5. Any Other Matter

Under this item, the following points were discussed:

- Departments were advised to ensure all NBA files and supporting evidence are complete and properly indexed.
 - IQAC recommended periodic internal audits of academic documentation.
 - Faculty members were encouraged to update research profiles such as Google Scholar, ORCID, and Scopus Author ID.
 - Departments were instructed to maintain soft copies of all accreditation-related documents in a centralized repository.
-

Resolutions Passed

The following resolutions were unanimously approved:

1. Departments shall complete and upload NBA Pre-Qualifier documents at the earliest.
2. The IQAC Core Committee shall conduct a final scrutiny of the Pre-Qualifier report before submission.
3. The statutory meeting for IV Semester Open Examination shall be held on 22 May 2025.
4. A one-day NBA Training Workshop shall be organized during May 2025.
5. Departments shall submit research contribution details for inclusion in the InLead Newsletter.
6. All departments shall maintain updated, indexed documentation for accreditation purposes.

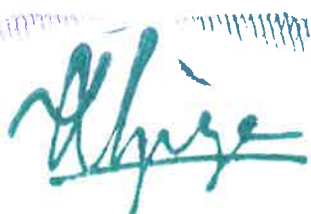
Action Plan

Sl. No.	Action Item	Responsibility	Deadline
1	Submission of NBA Pre-Qualifier documents	Department	18 May 2025
2	Final review of Pre-Qualifier report	IQAC Core Committee	20 May 2025
3	Conduct a statutory meeting	Heads of Departments	22 May 2025
4	Finalize NBA workshop and resource person	Dean IQAC	25 May 2025
5	Submit research contribution data	All Departments	24 May 2025
6	Compile InLead Newsletter report	Editorial Team	30 May 2025

Conclusion

There being no further business, the meeting concluded with a vote of thanks to the Chair. The Chairperson appreciated the efforts of all members and urged them to continue their commitment toward excellence in academic quality and accreditation preparedness.

The meeting ended at 4:00 PM.



Dr Thomas George K
Chairperson, IQAC
Director, Lead College (Autonomous)



Dean – IQAC
Lead College (Autonomous)

