

LEAD COLLEGE (AUTONOMOUS)
Internal Quality Assurance Cell (IQAC)
Minutes of the Meeting on NBA Peer Team Visit Confirmation

Date: 16 FEB 2026

Time: 3:00 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. Dean IQAC
9. Dean accreditation
10. NBA Criterion Coordinators
11. Heads of Departments
12. Administrative Officer

Agenda

1. Confirmation of NBA Peer Team Visit Dates
2. Review of Preparedness for the Peer Team Visit
3. Allocation of Responsibilities
4. Stakeholder Interaction Preparation
5. Hospitality and Logistics Arrangements

Minutes of the Meeting

The meeting commenced at 3:00 PM with the Chairperson, Dr. Thomas George K, welcoming all members. The Chairperson informed the committee that the National Board of Accreditation (NBA) had officially confirmed the Peer Team Visit for **10, 11, and 12 April 2026**.

The Chairperson emphasized that the confirmation of the visit marked a significant milestone in the institution's accreditation journey and called upon all departments and support units to ensure complete readiness.

1. Confirmation of NBA Peer Team Visit Dates

The IQAC Coordinator shared the official communication received from NBA confirming the Peer Team Visit schedule as follows:

- **Day 1:** Friday, 10 April 2026
- **Day 2:** Saturday, 11 April 2026
- **Day 3:** Sunday, 12 April 2026

The committee reviewed the tentative itinerary, including presentations, document verification, infrastructure visits, and interactions with stakeholders.

Members were advised to treat all preparatory activities as high priority and complete them well in advance of the visit.

2. Review of Preparedness for the Peer Team Visit

Heads of Departments and Criterion Coordinators presented the status of documentation and evidence readiness.

The following were reviewed:

- Self-Assessment Report (SAR) and annexures
- Course files and attainment records
- Faculty profiles and research contributions
- Student project reports
- Placement and higher education records
- Laboratory and library resources
- Minutes of BoS, Academic Council, and Governing Body meetings

The Chairperson instructed departments to ensure that all supporting documents are indexed, authenticated, and arranged according to NBA criteria.

3. Allocation of Responsibilities

Specific responsibilities were assigned to ensure smooth coordination during the visit:

- **Presentation Coordination:** Director, HoDs, IQAC
- **Document Verification Support:** Criterion Coordinators
- **Stakeholder Coordination:** Programme Coordinators
- **Hospitality and Transport:** Administrative Office
- **IT and AV Support:** Systems Team
- **Campus Maintenance:** Facility Management Team

Each team was instructed to submit a status report to IQAC on a daily basis until the visit.

4. Stakeholder Interaction Preparation

The committee discussed arrangements for interactions with:

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

Orientation sessions will be conducted to ensure that stakeholders are familiar with:

- Vision and Mission of the institution
- Programme Educational Objectives (PEOs)
- Programme Outcomes (POs) and PSOs
- Teaching-learning practices
- Placement and internship opportunities
- Continuous improvement initiatives

5. Hospitality and Logistics Arrangements

The Administrative Officer presented the plan for:

- Accommodation and transportation for the Peer Team members
- Meeting halls and presentation facilities
- Working lunch and refreshments
- Signage and campus navigation
- Welcome kits and information folders

The committee instructed that all arrangements be finalized by 5 April 2026.

Resolutions Passed

1. The NBA Peer Team Visit scheduled for 10–12 April 2026 was formally noted.
2. All departments shall complete final verification of documents by 5 April 2026.
3. Stakeholder orientation sessions shall be conducted before 7 April 2026.
4. Mock presentations and final rehearsals shall be completed by 8 April 2026.
5. Hospitality and logistics arrangements shall be finalized by 5 April 2026.

6. Daily review meetings shall be held by IQAC until the completion of the visit.

Action Plan

Sl. No.	Action Item	Responsibility	Deadline
1	Final verification of SAR and supporting documents	HoDs & Criterion Coordinators	5 April 2026
2	Complete logistics and hospitality arrangements	Administrative Officer	5 April 2026
3	Conduct stakeholder orientation	IQAC & Programme Coordinators	7 April 2026
4	Finalize presentations and rehearsals	Director, HoDs, IQAC	8 April 2026
5	Campus readiness and display arrangements	Facility Management Team	8 April 2026
6	Conduct daily review meetings	IQAC Core Committee	Until 9 April 2026

Conclusion

The Chairperson expressed confidence in the collective efforts of all departments and emphasized that the NBA Peer Team Visit should reflect the institution's strong commitment to quality, outcome-based education, and continuous improvement.

The meeting concluded with a vote of thanks to the Chair at 5:00 PM.

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

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