

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

Minutes of Meeting – IQAC Meeting 3

Date: 24 September 2025

Time: 2:30 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. Submission of NBA Self-Assessment Report (SAR)
2. ISO Audit Preparation
3. II Semester Statutory Meeting
4. Ranking 2025 Documentation
5. Any Other Matter

Minutes of the Meeting

The third meeting of the Internal Quality Assurance Cell (IQAC) for the academic year 2025–26 was held on 28 September 2025 under the chairmanship of Dr. Thomas George K, Director. The Chairperson welcomed the members and highlighted the critical importance of timely completion of the NBA Self-Assessment Report (SAR), preparation for the upcoming ISO Audit, and consolidation of institutional ranking data. He emphasized that sustained quality enhancement depends on meticulous documentation and collaborative efforts across all departments.

The agenda items were then taken up for discussion.

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

The IQAC Coordinator informed the members that the NBA Self-Assessment Report (SAR) had reached its final stage of preparation and was scheduled for submission on 26 September 2025.

The committee reviewed the status of pending inputs and identified the following areas requiring immediate completion:

- Updated faculty profiles and qualification details
- Research publications, projects, and consultancy records
- CO–PO attainment calculations and analysis
- Infrastructure and laboratory details
- Student support and placement data

Departments were instructed to submit any pending information without delay. The Chairperson stressed that all hyperlinks, annexures, and documentary evidence should be checked carefully to ensure seamless navigation and consistency.

It was resolved that final proofreading, formatting, and validation of the SAR would be completed within one week, after which the report would be formally uploaded to the NBA portal.

2. ISO Audit Preparation

The committee discussed preparations for the forthcoming ISO Internal Audit and subsequent certification audit.

Departments were instructed to ensure readiness of the following documents:

- Updated process manuals and quality procedures
- Standard Operating Procedures (SOPs)
- Evidence files and records
- Compliance reports for previous non-conformities (NCs)
- Corrective and preventive action reports

The IQAC Coordinator proposed conducting a mock audit to assess preparedness and identify any gaps before the official audit. Members unanimously agreed to the proposal.

The Chairperson emphasized that departments should ensure that all processes are documented and aligned with institutional quality objectives.

3. II Semester Statutory Meeting

The committee reviewed plans for conducting the Statutory Academic Meeting for the II Semester of the 2025 batch.

Departments were instructed to prepare the following documents:

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

The Chairperson advised that the meeting should strictly follow the revised academic and ranking guidelines applicable for 2025.

4. Ranking 2025 Documentation

The IQAC Coordinator briefed the committee on the need to update documentation required for various national and international institutional rankings.

Departments were requested to submit data related to:

- Outreach and extension activities
- Research publications and citations
- Placement and higher education records
- Student achievements and competition participation
- Industry collaborations and MoUs

The IQAC will consolidate and verify the data and ensure submission within the stipulated deadlines for ranking agencies.

5. Any Other Matter

The following additional points were discussed:

- Departments were advised to maintain accreditation files in both hard copy and digital formats.
- Continuous documentation readiness should be treated as a regular institutional practice rather than a periodic exercise.

- Faculty members were encouraged to update their academic profiles on platforms such as Google Scholar, ORCID, and Scopus.
- All evidence submitted for accreditation and ranking must be properly indexed and authenticated.

Resolutions Passed

The following resolutions were unanimously adopted:

1. The NBA SAR shall be finalized and submitted after completion of proofreading and document verification.
2. A mock ISO audit shall be conducted before the official internal audit.
3. Departments shall prepare and present documents for the II Semester Statutory Meeting.
4. Ranking 2025 documentation shall be updated and submitted to IQAC within the prescribed timeline.
5. All departments shall maintain continuous readiness of documentary evidence for accreditation, audit, and ranking purposes.

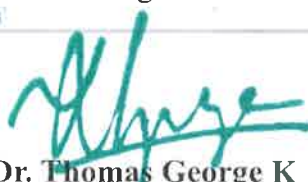
Action Plan

Sl. No.	Action Item	Responsibility	Deadline
1	Submit pending SAR data	All Departments	30 September 2025
2	Complete SAR proofreading and hyperlink verification	IQAC Core Committee	25 September 2025
3	Conduct mock ISO audit	ISO Core Team	10 October 2025
4	Prepare documents for II Semester Statutory Meeting	Heads of Departments	As per Academic Schedule
5	Submit Ranking 2025 data	All Departments	15 October 2025
6	Consolidate ranking documentation	IQAC	20 October 2025

Conclusion

There being no further business, the meeting concluded with a vote of thanks to the Chair. The Chairperson appreciated the wholehearted cooperation of all members and urged them to prioritize the completion of SAR and ISO-related documentation to uphold the institution's commitment to quality and excellence.

The meeting ended at 4:15 PM.



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



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