

LEAD COLLEGE (AUTONOMOUS)

Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting on NBA Mock Visit Preparedness

Date: 26 March 2026

Time: 1:00 PM

Venue: Board Room, Lead College (Autonomous)

Members Present

1. Dr. Thomas George K – Director & Chairperson
2. Prof. Raj Kishan – Deputy Director
3. Dr. K G Viswanadhan – Dean, Accreditation
4. Dr. Sindhu R - Dean, IQAC
5. IQAC Coordinator
6. NBA Criterion Leaders (F Leaders)
7. Heads of Departments
8. Administrative Officer

Agenda

1. Review of Search Index and File Mapping
2. Preparation for External NBA Mock Visit
3. Presentation Schedule
4. Document Verification Strategy
5. Autonomous and Examination-Related Data Readiness

Minutes of the Meeting

The meeting was convened under the guidance of Dr. Vishwanath, Dean – IQAC, to review the preparedness for the External NBA Mock Visit scheduled for **Friday, 27 March 2026**.

Dr. Vishwanath emphasized that each criterion leader must have a thorough understanding of the Search Index and should be able to immediately locate documentary evidence requested by the external experts.

1. Review of Search Index and File Mapping

The Dean instructed all F Leaders to:

- Refer to the Search Index in detail.
- Anticipate questions likely to be asked by the external experts.
- Identify the exact file (F File) and page location where each supporting document is available.

- Ensure that documentary evidence can be produced within seconds.

The Chairperson stressed that the effectiveness of document presentation depends on familiarity with the indexing system and quick retrieval of evidence.

2. Preparation for External NBA Mock Visit

The committee noted that the external NBA Mock Visit would serve as a comprehensive review of the institution's preparedness for the forthcoming NBA Peer Team Visit.

All criterion leaders were instructed to:

- Complete their respective files in all respects.
- Verify the accuracy and consistency of documents.
- Arrange files according to the Search Index.
- Keep both hard and soft copies ready.

3. Schedule of the Mock Visit

The following tentative schedule was reviewed and approved:

Time	Activity
9:00 AM	F Leaders to be seated in the Board Room with files arranged on the conference table
9:30 AM	Director's Presentation
10:00 AM	Deputy Director's Presentation
10:30 AM onwards	Document Verification by External Experts
1:30 PM onwards	Verification of Autonomous-related data, Examination Procedures, and Visit to Facilities

The committee noted that document verification may not follow the criterion sequence; hence all teams should remain alert throughout the process.

4. Document Verification Strategy

It was decided that:

- Each F Leader would remain seated with their files throughout the verification.
- Supporting documents should be tabbed and indexed.
- Frequently referenced documents should be bookmarked for quick access.
- Criterion leaders should provide concise and evidence-based responses.

The IQAC Coordinator would oversee coordination and ensure smooth movement between criteria.

5. Autonomous and Examination-Related Data Readiness

Special attention was given to autonomous status documentation and examination procedures, including:

- Academic regulations and curriculum framework
- Board of Studies, Academic Council, and Governing Body minutes
- Examination manuals and evaluation procedures
- Result analysis and grievance redressal mechanisms

Concerned officers were instructed to keep all relevant records ready for inspection.

Resolutions Passed

1. All F Leaders shall thoroughly study the Search Index and map likely questions to the relevant files.
2. Criterion files shall be completed, indexed, and placed in the Board Room by 9:00 AM on 27 March 2026.
3. All members shall remain available during the verification process.
4. Autonomous and examination-related documents shall be kept ready for the afternoon session.
5. The IQAC Coordinator shall monitor and coordinate the overall proceedings.

Action Plan

Sl. No.	Action Item	Responsibility	Deadline
1	Review Search Index and identify likely questions	All F Leaders	26 March 2026
2	Complete and arrange criterion files	Criterion Leaders	26 March 2026
3	Place files in Board Room	All F Leaders	27 March 2026, 9:00 AM
4	Prepare autonomous and examination documents	Concerned Officers	27 March 2026
5	Coordinate mock visit proceedings	IQAC Coordinator	27 March 2026

Conclusion

The meeting concluded with Dr. Vishwanath reiterating that preparedness, confidence, and quick access to documentary evidence are essential for a successful NBA Mock Visit. The Chairperson thanked all members for their commitment and urged them to ensure complete readiness.

The meeting ended at 2:00 PM.



Dr. Sindhu R
Dean, IQAC



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