

LEAD COLLEGE (AUTONOMOUS)
Internal Quality Assurance Cell (IQAC)
Minutes of the Emergency Meeting

Date: 9 April 2026

Time: 11:00 AM

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 Criteria Champions (F Leaders)
7. Heads of Departments
8. Administrative Officer

Agenda

1. Review of Preparedness for NBA Peer Team Visit
2. Impact of Kerala Legislative Assembly Election on Scheduled Visit
3. Final Verification of Documents and Supporting Evidence
4. Revised Action Plan

Minutes of the Meeting

The emergency meeting of the Internal Quality Assurance Cell (IQAC) was convened on 9 April 2026 to review the institution's preparedness for the upcoming NBA Peer Team Visit and to assess the impact of the Kerala Legislative Assembly Election held on the same day.

The Chairperson noted that, despite the state-wide election and public holiday, the institution should continue all essential preparatory activities to ensure complete readiness for the accreditation visit.

1. Review of Preparedness for NBA Peer Team Visit

The IQAC Coordinator presented the current status of criterion-wise documentation and reported that most observations from the readiness audit had been addressed.

The following areas were reviewed:

- Criterion-wise F Files
- Search Index and page references
- CO–PO attainment calculations
- Faculty profiles and research data
- Placement and higher education records
- Autonomous and examination documents

Criteria Champions confirmed that all supporting documents were being updated and cross-verified.

2. Impact of Kerala Legislative Assembly Election

Members noted that 9 April 2026 was declared a public holiday in Kerala in connection with the Legislative Assembly Election.

The committee resolved that:

- The holiday would not affect the overall NBA preparation schedule.
- Any pending work should be completed through online coordination and follow-up.
- Departments should utilize the additional time available to strengthen documentation.

3. Final Verification of Documents and Supporting Evidence

The Chairperson instructed all Criteria Champions to conduct a final check to ensure:

- Complete alignment between SAR statements and documentary evidence
- Functional hyperlinks and annexures
- Accurate indexing and page numbering
- Availability of both hard and soft copies

The Search Index was to be reviewed once again so that every likely question from the peer team could be answered immediately with supporting proof.

4. Revised Action Plan

The committee decided to continue daily monitoring until the scheduled NBA Peer Team Visit.

Each department was directed to:

- Close all pending observations.
- Rehearse presentations and likely question responses.

- Prepare quick-reference summary sheets.
- Ensure stakeholder readiness.

Resolutions Passed

1. The IQAC formally noted that 9 April 2026 was a public holiday due to the Kerala Legislative Assembly Election.
2. NBA preparatory work shall continue without any delay.
3. All criterion-wise files shall be re-verified for completeness and consistency.
4. Daily review meetings shall continue until the Peer Team Visit.
5. Departments shall ensure total readiness of documents and stakeholders.

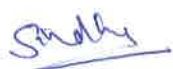
Action Plan

Sl. No.	Action Item	Responsibility	Deadline
1	Complete pending documentation	Criteria Champions	Immediate
2	Verify Search Index and page references	IQAC Team	Immediate
3	Rehearse presentations	Director, HoDs, IQAC	Ongoing
4	Conduct stakeholder orientation	Programme Coordinators	Ongoing
5	Daily readiness review	IQAC Core Committee	Until PTV

Conclusion

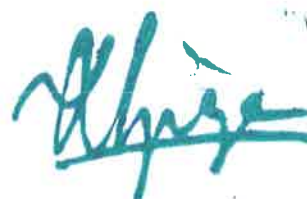
The Chairperson appreciated the commitment of all members and emphasized that uninterrupted preparation and attention to detail are essential for the success of the NBA Peer Team Visit.

The meeting concluded with a vote of thanks to the Chair.



Dr. Sindhu R

Dean, IQAC



Dr. Thomas George K

Director, Lead College (Autonomous)