

**Lead College of Management
Internal Quality Assurance Cell (IQAC)
Minutes of the Meeting**

YEAR 2024 — IQAC MEETING MINUTES

The following minutes document four key IQAC meetings held during the calendar year 2024 at LEAD College of Management, covering IQAC reconstitution, ISO/NAAC audit preparations, certification inspection findings, and strategic planning for 2024–25.

Meeting 1 of 2024 | IQAC Reconstitution & Accreditation Roadmap

Date: 2024 (Academic Year 2024–25 commencement)

Reference: RE CONSTITUTION OF IQAC TEAM 2024–25

Chaired by: Dr. Thomas George, Director & Chairperson IQAC

Venue: LEAD College of Management, Dhoni, Palakkad

AGENDA: Reconstitution of IQAC Committee for AY 2024–25 and Forthcoming Accreditation Preparation

IQAC COMMITTEE COMPOSITION FOR AY 2024–25:

- Chairperson: Director – Dr. Thomas George
- Coordinator IQAC: Dr. Umesh Chandrasekhar
- Associate Dean (Academics): Dr. Balamouragane
- Associate Dean (Student Affairs): Dr. Sangeetha
- Controller of Examinations: Dr. Sheena
- Member nominated by Management: Deputy Director – Dr. Rajkishan S S
- Administrative Head: Ms. Yasmin Samad
- Librarian: Dr. Pratheepa
- Alumni Member: Mr. Vignesh
- Student Member: Mr. Rahul OP – MBA 2023–25
- Industry Member: Mr. Sunil Joseph
- Recruiter Member: TBA – Ajay J to advise in rotation from BFSI
- Advisor IQAC: Dr. Babu

IQAC GOVERNANCE NORMS:

- Membership of nominated members shall be for a period of two years.
- The IQAC should meet at least once in every quarter.
- Quorum for the meeting shall be two-thirds of the total number of members.
- The Agenda, Minutes and Action Taken Reports are to be documented and maintained electronically in a retrievable format.

ACCREDITATION PRIORITIES FOR 2024:

- ISO Surveillance Audit is scheduled for 19 July 2024.
- A NAAC visit is scheduled for 12 and 13 August 2024.

FACULTY CHAMPION ASSIGNMENTS (NAAC Criteria):

Action Item	Responsible	Target Date
1. Curricular Aspects	MS. ARCHANA	In Tandem with Criteria 5
2. Teaching–Learning and Evaluation	DR. DHANALAKSHMI	In Tandem with Criteria 5
3. Research, Innovations and Extension	DR. JAMSHEER	Dr. Pratheepa and Dr. Urmila
4. Infrastructure and Learning Resources	DR. PRATHEEPA	Sumesh, Jayesh, Ajai, Sivan and KP

Action Item	Responsible	Target Date
5. Student Support and Progression	DR. SANGEETHA	Raies, Remya, Sheena, Ajay/Rahul (Placement), Mr. Arshak
6. Governance, Leadership and Management	MS. YASMIN	Dr. Umesh
7. Institutional Values and Best Practices	DR. SHAHBAZ	Dr. Umesh

Prepared by: IQAC Coordinator
Approved by: Director




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Meeting 2 of 2024 | ISO Surveillance & NAAC Documentation Preparation

Date: 11 June 2024

Context: Pre-Audit briefing / P S Quality Certification Private Limited Inspection

In Time: 9:25 AM | **Out Time:** 6:40 PM

Institution: LEAD College of Management, Dhoni, Palakkad

Responsible Person: Drumesh Chandrasekhar, IQAC Coordinator

AGENDA: ISO Documentation Gaps Review and Corrective Actions

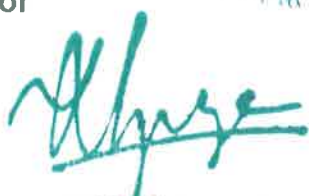
The PSQC/22 audit was conducted on 11.06.2024. The following gap items were identified and action was advised:

Action Item	Responsible	Target Date
Admission process: NOCs not closed; students admitted without Director sign-off, forms not approved	MS. RAHYA	28 June 2024
Test & Exam Process: Reserve invigilator list not generated; hall ticket issue register gaps	MS. SHEENA	3 July 2024
Library: Lending Registration Report not documented for 2023–24; Library Statistics Board gap	DR. PRATHEEPA	3 July 2024
Purchase & Stores: Staff on leave – pending documentation; to be reviewed tomorrow	DR. SUMESH / MR. AJAY	28 June 2024
Admin Process: Sample documents of all process to be shown; placement/HR/training files incomplete	DRUMESH CHANDRASEKHAR	3 July 2024

- Regarding Placement Process: Staff concerned will show final documents available for audit day. 9 processes include: Placement Circulars, FDP, Additional Improvements, E-CQMs Manual, 7 EOMs Procedures, 8 Process Risk Analysis, 12 Internal Audit File, 13 MRM File along with 14 Master File of Documents and Records.
- ISO Stage 2 / Surveillance Audit ISO 21001 – Documentation checklist to be used.

Prepared by: IQAC Coordinator

Approved by: Director



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Meeting 3 of 2024 | Strategic Plan Review – Key Deployment & Achievements 2021–26

Date: 31 July 2024

Reference: Overview as on 31.7.2024 of Key Deployment & Achievements: Strategic Plan 2021–26

Chaired by: Director, LEAD College of Management

Prepared by: Dr. Umesh Chandrasekhar, IQAC Coordinator

AGENDA: Review of Strategic Plan 2021–26 – Evolve Stage (2023–24) Performance

CURRICULUM UPDATE:

- LEAD College of Management is now autonomous and affiliated to University of Calicut.
- The programme offering for 2024–26 MBA is unique and focuses on skill-based curriculum with ABCDE elements (Activity, Blended, Collaborative, Directed, Experiential) Teaching-Learning elements in the course plans.
- LEAD will offer three 3-month internships combined with a final semester project.
- The BigFive Personality Test and Schutte Self-Report Emotional Intelligence Test (SSEIT) will be conducted for students.

INSTITUTIONAL GROWTH:

- As on July 31, 2024, LEAD College of Management has extended its footprint in Kerala by taking over the management of two business schools: Kochi Business School and PIMS Kasargod.
- LEAD brand extension to secondary schools has also been undertaken; negotiations are on to extend the footprint to Tamil Nadu.
- The target for total student count is to be extended to 300+.

OBJECTIVE TREND CHART (ACHIEVEMENTS AS ON 31.7.2024):

Action Item	Responsible	Target Date
Student Admission (count)	Target: 300 w.e.f 2021	AY 2021–22 Achievement: 300
Internship (% eligible)	Target: 100%	AY 2021–22 Achievement: 99%
Placement (% eligible)	Target: 100%	AY 2021–22 Achievement: 97%
Scopus/ABDC Publications (count)	Target: 6 annual	Achievement: 3
IQAC Meetings (events/year)	Target: 8 (every 6 weeks)	Achievement: 6
NAAC	Validity: 2023 Dec A or higher	Status: AQAR 4 Finalized
ISO 21001:2018	Target: July 2023	Status: Process Initiated

Prepared by: IQAC Coordinator

Approved by: Director

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Meeting 4 of 2024 | IQAC Year-End Review & 2024–25 Planning

Date: July 31, 2024

Signed by: Dr. Umesh Chandrasekhar, IQAC / Advisory IQAC

Reference: IQAC Advisory Note – Ref 2/23:04

Venue: LEAD College of Management, Dhoni, Palakkad

AGENDA: End-of-Year Review and Upcoming Accreditation & Planning for 2024–25

1. NAAC AND ISO ACCREDITATION UPDATE

- NAAC accreditation cycle covers Academic Years 2022–2023 to 2024–2025 (i.e., up to 30.06.2025) for the Master of Business Administration (PG) programme.
- NAAC visit completed 12–13 August 2024. AQAR 4 was finalized and submitted.
- ISO Surveillance Audit was conducted on 19 July 2024.

2. VISION-MISSION REALIGNMENT

- In late 2022, post-NAAC (2016) and NBA (2021) visit feedback, the SAC received an IQAC report identifying four major improvement areas: strengthening the Board of Governors; reviewing the Vision-Mission PEO-PO matrix; greater focus on faculty intellectual contributions (research, publications, conferences, FDPs, MDPs, funded projects, consultancies); and realigning outcome-based education processes.
- A white paper was released by IQAC on realigning the Vision Mission matrix, to be reviewed in the 2023–24 review cycle.

3. ESG MATRIX ADOPTION

- It was recommended that the LEAD team look into the ESG matrix (Environmental, Social and Governance matrix), which can further domino into the UN SDG 2030 principles.

4. BOARD OF GOVERNORS – MEETING AGENDA FRAMEWORK

- The BOG meeting agenda will normally include: Briefing on Vision-Mission-Value-Matrix; Presentation on LEAD (updated NBA PPT); SWOT analysis and current and short-term challenges (e.g., NEP, AICTE reformulation); Current initiatives to improve quality and competitiveness; Brief presentation on ESG Matrix efforts at LEAD.

DECISIONS / ACTION TAKEN

Action Item	Responsible	Target Date
Initiate NAAC file compliance and upload all Criteria evidence to NAAC EVIDENCE FILING	All Faculty Champions	Aug 2024
ISO Action to be Rectified: Reports of 11 and 12 June to be compiled	Dr. Umesh / Responsible Faculty	July 2024
ESG Matrix study and report to be prepared for SAC consideration	IQAC Team	Dec 2024
Vision-Mission matrix review to be completed	SAC / IQAC	AY 2024–25
FDP Calendar for AY 2024–25 to be circulated	Ms. Yasmin / IQAC	Aug 2024

Prepared by: IQAC Coordinator

Approved by: Director

