

**ANNAMACHARYA INSTITUTE OF TECHNOLOGY AND SCIENCES  
(AUTONOMOUS)**

**New Boyanapalli, Rajampet, Kadapa District, Andhra Pradesh-516126  
DEPARTMENT OF BUSINESS ADMINISTRATION**

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**Date: 18-01-2015**

**FEEDBACK COMMITTEE MINUTES OF MEETING**

The chairman of **feedback Committee** has conducted a meeting on 18<sup>th</sup> January 2015, with the Feedback Committee members for discussing, address and review on the data collected from various Feedback sources. The Feedback was collected from Students on Curriculum, teacher's feedback, Alumni Feedback and parent's feedback.

**Agenda:**

- Discussion on suggestions from Various Stakeholders
- Analysis of feedback reports
- Other items with the permission of Chair

During the meeting the following members were present,

- 1. Dr.M.Rajesh- Chairman and HOD**
- 2. N.Venkata Ramana-member**
- 3. B.Subhan- Member**
- 4. C.Uma Devi- member**
- 5. P.Sumathamma- member**

**During the meeting the following points were discussed and the minutes of meeting were recorded as below:**

The data was analyzed and their suggestions are considered and placed before the Program Assessment Committee (PAC) for discussion and for possible incorporations in the curriculum and the committee has resolved the following :

1. Shifting of international business and strategic management subjects from fourth semester to third semester.
2. Deletion of traditional subjects and introducing new subjects
3. Removal of Entrepreneurship Development Program (EDP) from third semester.
4. More flexibility in internship program
5. Conduct of symposiums and conferences.

During the meeting, the committee members had detailed discussions on the above suggestions given by students, teachers, alumni and by parents recommendations are forwarded to Program Assessment Committee (PAC) for further action.

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**HEAD OF THE DEPARTMENT**

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**DEPARTMENT OF BUSINESS ADMINISTRATION**

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**Date: 22.02.2015**

**MINUTES OF MEETING -PAC**

On 22.02.2015 Program Assessment Committee members was assembled at Department of Business Administration under the chairmanship of Dr.M.Rajesh to address and review the suggestions received from feedback committee.

**Members Present in the meeting:**

<b>S.No</b>	<b>Name</b>	<b>Designation</b>
1.	Dr.M.Rajesh	HOD & Chairman
2.	K.Subba Reddy	Member
3.	B.Subhan	Member
4.	V.Baghyamma	Member
5.	P.Prasanna	Member

The Program Assessment Committee started discussion on the points raised by the feedback committee. The following points are recorded.

1. Shifting of international business and strategic management subjects from fourth semester to third semester
2. Deletion of traditional subjects like business and corporate laws in third semester.
3. Removal of Entrepreneurship Development Program (EDP) from third semester and replace it with successful stories of entrepreneurs.
4. More flexibility in internship program
5. Conduct of symposiums and conferences.

The above suggestions are considered and forwarded to Departmental Advisor Board for the implementation in Curriculum.

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**DEPARTMENT OF BUSINESS ADMINISTRATION**

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**ACTION TAKEN REPORT-PAC**

**Date: 25-03-2015**

Based on the discussions of Feedback committee meeting held on 18-01-2015, the following actions were taken by PAC.

**Agenda:**

<b>S. NO.</b>	<b>Decision about</b>	<b>Action Taken</b>
1	Shifting of subjects	The suggestion is forwarded to Program Assessment Committee (PAC). PAC has recommended to shift the subjects international business management and strategic management.
2	Deletion of traditional subjects	The suggestion is forwarded to Program Assessment Committee (PAC). PAC has recommended to delete business and corporate laws in third semester
3	New subject	The suggestion is forwarded to Program Assessment Committee (PAC). PAC has recommended to replace the subject business and corporate laws with international business.
4	Extra curriculum activities	The suggestion is forwarded to Program Assessment Committee (PAC). PAC has

		recommended to conduct more number of extracurricular activities like sports, games and other cultural activities.
5	Flexible internship for project work	The suggestion is forwarded to Program Assessment Committee (PAC). PAC has recommended provide flexibility in internship during the project work
6.	Entrepreneurship development program	The suggestion is forwarded to Program Assessment Committee (PAC). PAC has recommended replace the Entrepreneurship Development Program (EDP-III) with seminar program.

The above report is to be presented in the PAC meeting for its approval and feedback.



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**DEPARTMENT OF BUSINESS ADMINISTRATION**

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**ADVISORY BOARD**

**Date: 27.04.2015**

**MINUTES OF MEETING of Department Advisory Board**

Under the chairmanship of Dr.M.Rajesh Department Advisory Board has assembled on 27.04.2015 at PG Block room. no 412 to address and review the points received from Program assessment committee.

**Members Present:**

<b>S.No</b>	<b>Name</b>	<b>Designation</b>
<b>1.</b>	Dr.M.Rajesh	Chairman
<b>2.</b>	K.Subba Reddy	Internal Member
<b>3.</b>	P,Prasanna	Internal Member
<b>4.</b>	K.Bhaskar	Internal Member
<b>5.</b>	K.Bramhaiah	Member from Industry

The following points were discussed during the meeting:

1. Welcomed address by chairman to the members of the committee for reviewing the points recommended by Program Assessment Committee.
2. K. Subba Reddy, supported to shift international business and strategic management
3. K.Bhaskar recommended replacing entrepreneurship development program –III with successful stories of entrepreneurs.
4. V.Baghyamma Suggested to delete business and corporate laws in third semester..
5. K.Bramhaiah recommended to provide more flexibility on internship

The points which are forwarded by PAC are also discussed by the DAB members. The above suggestions are forwarded to BOS for recommendation. Chairman, thanked the members of the committee who had assembled and forum disbursed.

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**HEAD OF THE DEPARTMENT**



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**DEPARMENT OF BUSINESS ADMINISTARTION**

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**ACTION TAKEN REPORT-DAB**

Based on the discussions of PAC meeting held on 22-02-2015, to implement the decisions taken during the meeting of the Program Assessment committee, the following actions were taken by DAB.

<b>S. NO.</b>	<b>Decision about</b>	<b>Action Taken</b>
1	Shifting of subjects	The recommendation is forwarded to Department Advisory Board (DAB). DAB has recommended to shift of subjects recommended by PAC.
2	New subjects.	The recommendation is forwarded to Department Advisory Board (DAB). DAB has recommended to add new subject recommended by PAC
3	Entrepreneurship Development Program-III	The recommendation is forwarded to Department Advisory Board (DAB). DAB has recommended replace Entrepreneurship Development Program-III with seminar

The above points are forwarded to BOS for its recommendations.



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**DEPARMENT OF BUSINESS ADMINISTARTION**

**Date: 05.06.2015**

**ACTION TAKEN REPORT-BOS**

On the discussions of DAB meeting held on 22-04-2015, to implement the decisions taken during the meeting of the Department Advisory Board, the following actions were taken by BOS.

**Agenda:**

- Discussion on recommendations forwarded by DAB.
- Actions to be taken based on the recommendations

<b>S. NO.</b>	<b>Decision about</b>	<b>Action Taken</b>
1	Seminars	It is forwarded to Board of Studies (BOS). BOS has recommended to implement seminars in third semester.
2	Shifting of subjects	It is forwarded to BOS for removing of Entrepreneurship development program in third semester.
3	New subjects	It is forwarded to BOS. BOS has recommended for rearrangement of subjects

The above points are forwarded to Academic Council for its recommendations.



**HEAD OF THE DEPARTMENT**