

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

**New Boyanapalli, Rajampet, Kadapa District, Andhra Pradesh-516126**

**DEPARTMENT OF BUSINESS ADMINISTRATION**

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**Date: 05-02-2016**

**FEEDBACK COMMITTEE MINUTES OF MEETING**

The chairman of **feedback Committee** has conducted a meeting on 5<sup>th</sup> February 2016, 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,HOD & Chairman**
- 2. K.Bhaskar – Member**
- 3. V.Deepthi– Member**
- 4. V.Vedavathi - Member**
- 5. A.Aswini – 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 were considered and placed before the Program Assessment Committee (PAC) for discussion and for possible incorporation in the curriculum and the committee has resolved the following:

1. Subjects concepts like startups, liquidity and insolvency
2. Increase the credits for labs
3. Increase the transparency in the evaluation process
4. More number of extracurricular activities.
5. Case studies to increases leadership and entrepreneurial skills.
6. More number of workshops needed on financial markets and stock market analysis.

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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**Date: 12.03.2016**

**MINUTES OF MEETING FOR PAC**

On 12.03.2016 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.	B.Subhan	Member
3.	M.Venkata Ramana	Member
4.	V.Mouneswari	Member
5.	V.Baghyamma	Member

The Program Assessment Committee Started Discussion on the points raised by the feedback committee. The following points are recorded.

- Leadership activities and entrepreneurial activities are not sufficient
- Course contents in IT LAB are to be improved.
- More number of extra curriculum activities is to be conducted.

- More number of guest lectures and workshops are to be conducted
- Students participation in management meets

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

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**PAC ACTION TAKEN REPORT**

**Date: 25-04-2016**

Based on the discussions of Feedback committee meeting held on 05-02-2015, the following actions were taken by PAC.

**Agenda:**

<b>S. NO.</b>	<b>Decision about</b>	<b>Action Taken</b>
1	<b>Concepts</b>	It is forwarded to Program Assessment Committee (PAC). PAC has recommended including topics like insolvency, startups, liquidity.
2	<b>Leadership activities and entrepreneurial activities</b>	The suggestion is forwarded to Program Assessment Committee (PAC). PAC has recommended to include case studies on regarding leadership and entrepreneurial activities.
3	<b>Course contents in IT LAB</b>	The suggestion is forwarded to Program Assessment Committee (PAC). PAC has recommended to upgrade IT lab contents such as SAS, R software.
4.	<b>Extracurricular activities</b>	The suggestion is forwarded to Program

		Assessment Committee (PAC). PAC has recommended to conduct more number of extracurricular activities like sports, games and other management events.
5	<b>Transparency in evaluation</b>	The suggestion is forwarded to Program Assessment Committee (PAC). PAC has recommended to increases the transparency in evaluation system.

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



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**Date: 05.05.2016**

**MINUTES OF MEETING of Department Advisory Board**

Under the chairmanship of Dr.M.Rajesh ,Department Advisory Board has assembled on 05.05.2016 at Department of Business Administration 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>	S.Partha sarathi	Internal Member
<b>3.</b>	K.Subba Reddy	Internal Member
<b>4.</b>	B.Masthanamma	Internal Member
<b>5.</b>	B.Krishna Chaithanya	Member from Industry

The following points were discussed during the meeting:

1. Welcome address by chairman to the members of the committee for reviewing the points recommended by Program Assessment Committee.
2. K. Subba Reddy, suggested to include case studies for leadership activity.
3. B.Masthanamma recommended to increase the transparency in evaluation system

4. V.Baghyamma Suggested to modify Personality Development programs and to include role plays and presentation skills to justify the concepts in the syllabus.
5. S.Partha Sarathi suggested to conduct more guest lectures on HR practices and leadership skills,
6. The points which are forwarded by PAC are also discussed by the DAB members.
7. The above suggestions are forwarded to BOS for recommendation.
8. Chairman, thanked the members of the committee who had assembled and forum disbursed.

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**ACTION TAKEN REPORT**

Based on the discussions of PAC meeting held on 05-05-2016, 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	Transparency in evaluation	The recommendation is forwarded to Department Advisory Board (DAB). DAB has recommended to increase the transparency in evaluation system.
2	Extracurricular activities	The recommendation is forwarded to Department Advisory Board (DAB). DAB has recommended to conduct extracurricular activities like games, sports, entertainment events.
3	Communication Lab and IT Lab	The recommendation is forwarded to Department Advisory Board (DAB). DAB has recommended strengthening the lab contents with advanced software

The above points are forwarded to BOS for its recommendations.



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**Date: 05.06.2016**

**BOS ACTION TAKEN REPORT**

On the discussions of DAB meeting held on 05-05-2016, 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	<b>Subject contents</b>	It is forwarded to Board of Studies (BOS). BOS has recommended to add new topics like insolvency, startups in entrepreneurship development subject.
2	<b>Transparency in evaluation system</b>	It is forwarded to BOS. BOS has recommended to Increase the transparency in evaluation system.
3	<b>IT Lab contents</b>	It is forwarded to BOS for necessary actions.
4	<b>Case studies</b>	It is forwarded to BOS. BOS has recommended to introduce case studies
5.	<b>New subjects</b>	BOS recommended to introduce new subjects like :Business analytics and Digital Marketing

6.	<b>Discard of subject</b>	It is forwarded to BOS. BOS has recommended discarding business and corporate laws in third semester and replacing it with international business in third semester.
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The above points are forwarded to Academic Council for its recommendations.

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**HEAD OF THE DEPARTMENT**