

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

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

DEPARTMENT OF BUSINESS ADMINISTRATION

Date: 20-04-2018

Feedback committee Minutes of meeting

The chairman of **feedback Committee** has conducted a meeting on 20th April 2018, 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.P.Subramanyam HOD & Chairman**
- 2. S.Partha Sarathi – Member**
- 3. P.Venkat Subbaih – 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. Inclusion of case studies in the curriculum and also in external examinations.
2. Selection of elective subjects from CBCS to ES
3. Deletion of traditional and redundant courses and addition of new subjects
4. Introducing the concepts in security analysis and portfolio management and in financial markets and services.
5. Inclusion of new subject Insurance and mutual fund

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.



HEAD OF THE DEPARTMENT

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Date: 18.05.2018

PAC MINUTES OF MEETING

On 18.05.18 **Program Assessment Committee (PAC)** members was assembled at Department of Business Administration under the chairmanship of Dr.P.Subramanyam to address and review the suggestions received from feedback committee.

Members Present in the meeting :

S.No	Name	Designation
1.	Dr.P.Subramanyam	HOD & Chairman
2.	H.Suneel Kumar Reddy	Member
3.	Dr.Abdul Azeem	Member
4.	S.Partha Sarathi	Member
5.	Dr.T.Navaneetha	Member
6.	Smd.Azash	Member

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

- Case studies in the curriculum and also in external examinations.
- Selection of elective subjects from CBCS to ES

- Deletion of traditional and redundant courses such as Business Ethics and Corporate Governance and International financial management , International Human Resource management and International Marketing
- New subjects like green business , Data Analysis ,Green marketing , e-commerce
- Introducing the concepts of stock market analysis and merge of second and third units in security analysis and portfolio management.
- The concept of financial institutions in the financial markets and services subject
- Inclusion of new subject Insurance and mutual fund

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



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PAC ACTION TAKEN REPORT

Based on the discussions of Feedback committee, the following actions were taken by PAC.

Agenda:

S. NO.	Decision about	Action Taken
1	Case study	The suggestion is forwarded to Program Assessment Committee (PAC). PAC has recommended to include case studies in every subject and a compulsory question in external examination.
2	Electives	The suggestion is forwarded to Program Assessment Committee (PAC). PAC has suggested to offer electives on ES system rather than CBES
3	Ethics in all subject	The suggestion is forwarded to Program Assessment Committee (PAC). PAC has recommended to introduce ethical aspects for all the subjects in second semester.
4	Deletion of traditional subjects	The suggestion is forwarded to Program Assessment Committee (PAC). PAC has recommended to delete traditional subjects such as Business ethics and corporate

		governance and International financial management, International Human resource management and international marketing.
5	New subjects	The suggestion is forwarded to Program Assessment Committee (PAC). PAC has recommended to introduce new subjects like green marketing, green business management, insurance and mutual fund.
6	New concepts	The suggestion is forwarded to Program Assessment Committee (PAC). PAC has recommended to add stock market analysis in security analysis and portfolio management subject and the concept of financial institutions in financial markets and services subject.

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



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DEPARTMENT OF BUSINESS ADMINISTRATION

DEPARTMENT ADVISORY BOARD

Date: 27.08.2018

Minutes of Meeting of Department Advisory Board

Under the chairmanship of Dr.P.Subramanayam Department Advisory Board has assembled on **27.08.2018** at Department of Business Administration to address and review the points received from Program assessment committee.

Members Present:

S.No	Name	Designation
1.	Dr.P.Subramanyam	Chairman
2.	Dr.B.Abdul Azeem	Internal Member
3.	V.Mouneswari	Internal Member
4.	SMD.Azash	Internal Member
5.	P.Venkata Subbaih	Internal Member
6.	A.Venkesth	Member from Industry

The following points were discussed during the meeting:

1. Chairman, DAB welcomed all the members of DAB committee members assembled for reviewing the points recommended by Program Assessment Committee.
2. K. Subba Reddy, suggested to introduce the subject Cost accounting management in the third semester
3. Dr.B.Abdul Azeem recommended to introduce the subject digital marketing in the fourth semester.
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. K.Bhaskar recommended to change the contents of seminar program in third and fourth semesters
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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DEPARTMENT OF BUSINESS ADMINISTRATION

ACTION TAKEN REPORT

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

S. NO.	Decision about	Action Taken
1	Elective Subjects	The recommendation is forwarded to Department Advisory Board (DAB). DAB has recommended to introduce new subjects like Digital marketing, Cost Accounting management and corporate finance.
2	Changes required in Personality Development.	The recommendation is forwarded to Department Advisory Board (DAB). DAB has recommended to add new contents in Personality Development program, Mock interviews, Entrepreneurial skills and personality improvement skills.
3	Communication Lab and IT Lab	The recommendation is forwarded to Department Advisory Board (DAB). DAB has recommended strengthening the lab contents.

The above points are forwarded to BOS for its recommendations



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