

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

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

DEPARTMENT OF BUSINESS ADMINISTRATION

Date: 26-03-2014

FEEDBACK COMMITTEE MINUTES OF MEETING

The chairman of **feedback Committee** has conducted a meeting on 26th march 2014, 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**
- 2. N.Venkata Ramana**
- 3. B.Subhan- Member**
- 4. V.Mouneswari-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. Revision of subject credits
2. Incorporation of subject related to banking sector.
3. Extracurricular activities.
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

Date: 28.04.2014

MINUTES OF MEETING FOR PAC

On 28.04.2014 **Program Assessment Committee (PAC)** 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:

S.No	Name	Designation
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. Reducing the subject credits to 118 credits for all the four semesters.
2. Conduct of more Extracurricular activities.
3. More flexibility in internship program
4. Increase the transparency in evaluation system

5. Incorporation of new subject named Banking and financial institution
6. 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

Date: 28-04-2014

ACTION TAKEN REPORT BY PAC

Based on the discussions of Feedback committee meeting held on 26-03-2014, the following actions were taken by PAC.

Agenda:

S. NO.	Decision about	Action Taken
1	Revision of credits.	The suggestion is forwarded to Program Assessment Committee (PAC). PAC has recommended for revision of credits..
2	Subject on banking sector	The suggestion is forwarded to Program Assessment Committee (PAC). PAC has recommended to introduce subject named Banking and financial institutions.
3	Extra curriculum activities	The suggestion is forwarded to Program Assessment Committee (PAC). PAC has recommended conducting more number of extracurricular activities like sports, games and other cultural activities.
4	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
5	Symposium and workshop	The suggestion is forwarded to Program Assessment Committee (PAC). PAC has recommended conducting more number of symposiums and workshops.

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



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DEPARTMENT OF BUSINESS ADMINISTRATION**

ADVISORY BOARD

Date: 27.05.2014

MINUTES OF MEETING of Department Advisory Board

Under the chairmanship of Dr.M.Rajesh Department Advisory Board has assembled on **27.05.2014** at Department of Business Administration to address and review the points received from Program assessment committee.

Members Present:

S.No	Name	Designation
1.	Dr.M.Rajesh	Chairman
2.	K.Subba Reddy	Internal Member
3.	P,Prasanna	Internal Member
4.	K.Bhaskar	Internal Member
5.	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, recommended to include new subject for banking and financial institutions.
3. K.Bhaskar recommended to increase the transparency in evaluation system
4. V.Baghyamma Suggested conducting more number of workshops on marketing.
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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DEPARMENT OF BUSINESS ADMINISTARTION**

Action taken report by DAB

Based on the discussions of PAC meeting held on 05-05-2014, 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	Revision of credits	The recommendation is forwarded to Department Advisory Board (DAB). DAB has recommended revising the credit system.
2	New subjects.	The recommendation is forwarded to Department Advisory Board (DAB). DAB has recommended adding new subject called Banking and Financial Institutions.
3	Transparency in evaluation	The recommendation is forwarded to Department Advisory Board (DAB). DAB has recommended to increase the transparency in evaluation

The above points are forwarded to BOS for its recommendations.



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DEPARTMENT OF BUSINESS ADMINISTRATION

Date: 22.06.2014

ACTION TAKEN REPORT-BOS

On the discussions of DAB meeting held 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

S. NO.	Decision about	Action Taken
1	New subject	It is forwarded to Board of Studies (BOS). BOS has recommended to implement new subject called banking and financial institutions
2	Revision of credits	It is forwarded to BOS for necessary actions.
3	Workshops and symposiums	It is forwarded to BOS. BOS has recommended conducting more workshops and symposiums.

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



HEAD OF THE DEPARTMENT