

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

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

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**Date: 05-04-2017**

**FEEDBACK COMMITTEE MINUTES OF MEETING**

The chairman of **feedback Committee** has conducted a meeting on 5<sup>th</sup> April 2017, 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. Incorporate the concepts of corporate governance along with Business ethics.
2. Addition of contents related to taxation and financial reporting
3. Entrepreneurial stories as a part of seminar program..
4. Emotional and stress management activities in personality development programs
5. Advanced office tools in IT Lab curriculum
6. Introduction of new subjects related to supply chain management.
7. Subjects related labor laws and knowledge management.
8. Project evaluation

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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**Date: 23.04.2017**

**MINUTES OF MEETING FOR PAC**

On 23.04.2017 Program Assessment Committee 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 :**

<b>S.No</b>	<b>Name</b>	<b>Designation</b>
1.	Dr.P.Subramanyam	HOD & Chairman
2.	Dr.Abdul Azeem	Member
2.	S.Partha Sarathi	Member
3.	P.Venkat Subbaih	Member
4.	V.Vedavathi	Member
5.	A.Aswini	Member

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

- The concept of corporate governance is to be included in the curriculum.

- The concepts of taxation, corporate finance, supply chain management are to be incorporated as new subjects
- Course contents in IT LAB are to be improved in advanced level in MS office.
- Elective subjects offered in the third and fourth semester are not relevant to the current job market so add new subjects related to cost accounting , digital marketing, supply chain management
- Activities related to stress management , emotion management , management games are needed to be introduced in personality Development Program –II
- Project work in the fourth semester has less marks so it is advised to increase the marks for project work.
- 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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**ACTION TAKEN REPORT of PAC**

**Date: 23-04-2017**

Based on the discussions of Feedback committee meeting held on 05-04-2017, the following actions were taken by PAC.

**Agenda:**

<b>S. NO.</b>	<b>Decision about</b>	<b>Action Taken</b>
1	<b>Concept of Corporate governance</b>	The suggestion is forwarded to Program Assessment Committee (PAC). PAC has recommended to include Corporate governance topic in first semester
2	<b>Concepts of taxation and financial reporting</b>	The suggestion is forwarded to Program Assessment Committee (PAC). PAC has recommended to incorporate concepts of taxation and financial reporting in third semester .
3	<b>Course contents in IT LAB</b>	The suggestion is forwarded to Program Assessment Committee (PAC). PAC has recommended to upgrade lab contents in IT lab by adding advanced office tools.
4	<b>Entrepreneurial stories</b>	The suggestion is forwarded to Program Assessment Committee (PAC). Program

		Assessment Committee (PAC). PAC has recommended to add Entrepreneurial stories in seminar
5	<b>Extra curriculum activities</b>	The suggestion is forwarded to Program Assessment Committee (PAC). Program Assessment Committee (PAC). PAC has recommended to conduct more number of extracurricular activities like sports, games and other management events.
6	<b>New Subjects</b>	The suggestion is forwarded to Program Assessment Committee (PAC). Program Assessment Committee (PAC). PAC has recommended to add new subjects related to Supply chain ,knowledge management, corporate finance ,
7	<b>Project evaluation</b>	The suggestion is forwarded to Program Assessment Committee (PAC). Program Assessment Committee (PAC). PAC has recommended enhancing the transparency of evaluation of projects and increases the marks for project work.

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



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**Date: 27.04.2017**

**Department Advisory Board Minutes of Meeting**

Under the chairmanship of Dr.P.Subramanyam Department Advisory Board has assembled on 27.04.2017 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.P.Subramanyam	Chairman
<b>2.</b>	Dr.B.Abdul Azeem	Internal Member
<b>3.</b>	K.Subba Reddy	Internal Member
<b>4.</b>	SMD.Azsh	Internal Member
<b>5.</b>	K.Bhaskar	Internal Member
<b>6.</b>	B.Krishna Chaithanya	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, suggested to introduce the concepts of **corporate governance** , **entrepreneurial stories**.

3. Dr.B.Abdul Azeem recommended to introduce the subject digital marketing, Logistic and supply chain management, knowledge management,
4. V.Baghyamma Suggested to modify Personality Development programs and to include Basket services, Stress management, emotional management
5. K.Bhaskar recommended to addd the concepts of export financing and modes of international market entry.
6. SMd.Azash suggested to change the evaluation of project for 200 marks carrying internal marks 80 and external project viva voce 120 marks
7. The points which are forwarded by PAC are also discussed by the DAB members.
8. The above suggestions are forwarded to BOS for recommendation.
9. 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 23-04-2017, 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	Elective Subjects	The recommendation is forwarded to Department Advisory Board (DAB). DAB has recommended introducing new subjects like <b>Digital marketing, Cost Accounting management and corporate finance.</b>
2	Changes required in Personality Development.	The recommendation is forwarded to Department Advisory Board (DAB). DAB has recommended adding 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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**Date: 07.05.2017**

**BOS ACTION TAKEN REPORT**

On the discussions of DAB meeting held on 23-04-2017, 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	Change of name for EDP	It is forwarded to Board of Studies (BOS). BOS has recommended to change the name of Entrepreneurship Development Program (EDP) to Personality Development Program (PDP)
2	First semester subject	It is forwarded to BOS. BOS has recommended to and new subjects: <ul style="list-style-type: none"><li>➤ Business and Legal Environment.</li><li>➤ Business Ethics and corporate Governance</li></ul>
3	Personality Development program and seminars	It is forwarded to BOS for necessary actions.
4	Rearrangement of subjects	It is forwarded to BOS. BOS has recommended for rearrangement of subjects
5	Inclusion of subject contents	It is forwarded to BOS. BOS has recommended to include contents : <b>Start up of business</b> in Entrepreneurship development subject.

		<b>In basket exercises, mind management, stress management and emotional management in PDP-II.</b>
6.	Project evaluation	It is forwarded to BOS. BOS has recommended including to evaluate the project work for 200 marks.

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



**HEAD OF THE DEPARTMENT**