

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

New Boyanapalli, Rajampet, Kadapa District, Andhra Pradesh-516 126

DEPARTMENT OF BUSINESS ADMINISTRATION

Date: 18-04-2021

MINUTES OF MEETING

The chairman of feedback Committee has conducted a meeting on 17th April 2021, 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, Feedback, teacher's feedback, Alumni Feedback and parents' feedback.

Agenda:

- Discussion about suggestions from Various Feedback Sources.
- Analysis of feedback reports
- Any item with the permission of Chair

During the meeting the following members were present,

- 1. Dr.P.Subramanyam HOD & Chairman**
- 2. Dr.T.Navaneetha-Member**
- 3. P.Venkat Subbaiah – Member**
- 4. V.Vedavathi Member**
- 5. K.Bhaskar – Member**

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

The data is analyzed and their suggestions are considered and placed before the Program Assessment Committee (PAC) for discussion and for possible incorporation in the curriculum.

1. Remove outdated courses in the curriculum
2. Introduce updated courses.
3. Modify subject contents.
4. Change order of the subjects.

5. Revise statistics syllabus.
6. Add current issues in GST & Custom Taxation subject.
7. Conduct of more Guest lectures and symposiums.

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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ACTION TAKEN REPORT

Date: 16-05-2021

Based on the discussions of Feedback committee meeting held on 18-04-2021, the following actions were taken by PAC.

Agenda:

S. NO.	Decision about	Action Taken
1	Remove outdated courses in the curriculum	The suggestion is forwarded to Program Assessment Committee (PAC). PAC has recommended to enrich personality development programs (PDP) as a part of curriculum.
2	Introduce updated courses	The suggestion is forwarded to Program Assessment Committee (PAC). PAC has recommended to change operations Management subject.
3	Modify subject contents	The suggestion is forwarded to Program Assessment Committee (PAC). PAC has recommended to upgrade lab contents in IT lab.
4	Change order of the subjects	The suggestion is forwarded to Program Assessment Committee (PAC). PAC has recommended to change Entrepreneurship Development course in the first semester.
5	Revise statistics syllabus	The suggestion is forwarded to Program Assessment Committee (PAC). PAC has recommended to keep only limited contents in the syllabus by considering student knowledge levels.
6	Add current issues in GST & Custom Law subject	The suggestion is forwarded to Program Assessment Committee (PAC). PAC has

		recommended to incorporate more updated topics in GST & Customs Law subject.
7	Guest lectures and Symposia	The suggestion is forwarded to Program Assessment Committee (PAC). PAC has recommended to conduct more number of guest lectures and symposia
8	Fourth semester subjects	The suggestion is forwarded to Program Assessment Committee (PAC). PAC has recommended to add more advanced subjects in fourth semester.

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

HEAD OF THE DEPARTMENT

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DEPARTMENT OF BUSINESS ADMINISTRATION

Date: 24.04.2013

MINUTES OF MEETING FOR PAC

On **23.04.2013** 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 :

S.No	Name	Designation
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.

- Personality Development activities are to be incorporated in the curriculum.
- Leadership activities and entrepreneurial activities are not sufficient
- Course contents in IT LAB are to be improved.
- Elective subjects offered in the third and fourth semester are not relevant to the current job market.
- More number of extra curriculum activities is to be conducted.
- Provide placement assistance and development of interview skills.
- 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 Advisor Board for the implementation in Curriculum.

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DEPARTMENT OF BUSINESS ADMINISTRATION

ADVISORY BOARD

Date: 27.04.2013

MINUTES OF MEETING of Department Advisory Board

Under the chairmanship of Dr.P.Subramanayam Department Advisory Board has assembled on 25.04.2013 at PG Block room. no 412 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.	K.Subba Reddy	Internal Member
4.	SMD.Azsh	Internal Member
5.	K.Bhaskar	Internal Member
6.	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 who had 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 **23-04-2013**, 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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DEPARTMENT OF BUSINESS ADMINISTRATION

Date: 30.04.2013

ACTION TAKEN REPORT

On the discussions of DAB meeting held on **25-04-2013**, 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	. Elective Subjects	It is forwarded to Board of Studies (BOS). BOS has recommended to add new subjects in electives
2	New subjects in fourth semester	It is forwarded to BOS. BOS has recommended to add new subjects i.e., International Business Management , Strategic Management, Digital Marketing
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	Renaming of subjects	It is forwarded to BOS. BOS has recommended for renaming of subjects

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

HEAD OF THE DEPARTMENT