

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

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

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**DEPARMENT OF BUSINESS ADMINISTARTION**

**Date: 03-07-2019**

**Attention: Department Advisory Board members**

A meeting of Department Advisory Board members is scheduled at 05:00 pm on 04.07.2019 at this Institute premises. All the members are requested to attend the same without fail.

**Meeting Agenda:**

Item No.1: Discussion on Finalization of POs target as 1.9 for 2017-19 batch.

Item No. 2: Student's management skills need to be improved.

Item No: 3: Student's leadership activities and entrepreneurial activities are to be enhanced.

Item No: 4: Modifications in the course content of Information Technology lab.


Item No: 5: Elective subjects are to be modified as per requirements.

Item No: 6: Student related extra-curricular activities are to be added.

Item No: 7: Placement assistance and interview skills are to be enhanced.

Item No: 8: Any other items with the permission of Chair.

Venue: Department of MBA

  
**HEAD OF THE DEPARTMENT**  
**Head of the Department**  
Master of Business Administration  
Annamacharya Institute of Technology and Sciences  
New Boyanapalli, RAJAMPET - 516 126.  
Annamayya Dist. A.P.

Copy to: Circulation among the Department Advisory Board members.

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**DEPARTMENT OF BUSINESS ADMINISTRATION**

**Date: 04-07-2019**

**MINUTES OF MEETING**

The chairman of Program Assessment Committee has conducted a meeting on 4<sup>th</sup> July 2019, at 5:00 pm in the Department of MBA with the Department Advisory Board members for discussing, addressing and reviewing of the data collected from Program Assessment Committee.

**Members present:**

1. Dr.P.Subramanyam HOD & Chairman
2. Dr.B.Abdul Azeem –Member
3. K.Subba Reddy – Member
4. SMD Azash – Member
5. K.Bhaskar – Member
6. B. Krishna Chaitanya-Member from Industry

**Resolutions:**

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

**Item No.1: Discussion on Finalization of POs target as 1.9 for 2017-19 batch.**

The committee members has discussed about PO target fixation. It is fixed as 1.9 for 2017-19 batch.

**Item No.2: Student's management skills need to be improved.**

The committee members has discussed about enhancing student's management skills. It is suggested to add time management related activities like planning a day, Scheduling game; Business related case studies in Personality development Program (PDP).

**Item No.3: Student's leadership activities and entrepreneurial activities are to be enhanced.**

In the meeting few members has suggested to make students to attend for workshops, Seminars and Guest Lectures on leadership and entrepreneurship for the development of leadership and entrepreneurial skills among the students.

**Item No.4: Modifications in the course contents of Information Technology lab.**

The committee members has advised to add updated topics like SPSS and Tally ERP 9 in the last unit so that students can get familiarization with new topics related to Information Technology Lab.

**Item No.5: Elective subjects are to be modified as per requirements.**

It is suggested by the members to change the order of the elective subjects as they are not in proper order. Retail marketing of Elective-1 should be moved to Core subject and consumer behavior is moved to elective 1. It is said that Retail Marketing subject is one of the up trending subject that all the management students should know irrespective of their specialization.

**Item No.6: Student related extra-curricular activities are to be added.**

Based on the Program Assessment committee report it is found that most of students expressed to provide more sports hours. For this a decision related to addition of sports hours in the Time Table is suggested.

**Item No.7: Placement assistance and interview skills are to be enhanced.**

It is suggested by members to conduct internal Campus recruitment Training Programs in the Department to enhance the interview skills among the students.

The above recommendations are forwarded to Board of studies (BOS) for further action.

  
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**DEPARMENT OF BUSINESS ADMINISTARTION**

**ACTION TAKEN REPORT**

**Date: 01-07-2019**

Based on the discussions of Program Assessment committee meeting held on 30-6-2019, the following actions were taken by DAB.

<b>S. NO.</b>	<b>Suggestions by Stakeholders</b>	<b>Action Taken</b>
1	Discussion on Finalization of POs target as 1.9 for 2017-19 batch.	POs target is recommended as 1.9 for 2017-19 batch
2	Students' management skills need to be improved.	The suggestion is forwarded to Board of studies. BOS has recommended to add time management activities like planning a day, Scheduling game, Business related case studies in personality development program (PDP).
3	Student Leadership activities and entrepreneurial activities are to be enhanced.	The suggestion is forwarded to Board of studies. BOS has recommended to conduct role plays, workshops, seminars and Guest Lectures on leadership and entrepreneurship to enhance leadership and entrepreneurial skills.
4	Modify the Course contents in Information Technology LAB	The suggestion is forwarded to Board of studies. BOS has recommended to upgrade lab contents in IT lab by adding SPSS and Tally in the course.
5	Elective subjects are to be modified as per requirements.	The suggestion is forwarded to Board of studies. BOS has recommended to change the elective subjects according to current requirement. Retail marketing is added as core subject. Consumer behavior is moved to elective 1. Green Marketing management subject has been added as elective.

6	Students related Extracurricular activities are to be added.	The suggestion is forwarded to Board of studies. BOS has recommended conducting more number of extracurricular activities like sports, games and other management events.
7	Placement assistance and interview skills are to be enhanced.	The suggestion is forwarded to Board of studies. BOS has recommended to provide special assistance for placement and to conduct internal Campus Recruitment programs to enhance interview skills among students.

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

  
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