

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

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

DEPARTMENT OF BUSINESS ADMINISTRATION

Date: 14-06-2021

Attention: Program Assessment Committee members

A meeting of Program Assessment committee members is scheduled at 05:00 pm on 15.06.2021 at this Institute premises. All the members are requested to attend the same without fail.

Meeting Agenda:

- Item No. 1:** Analysis of 2018-2020 batch PO attainments
- Item No.2:** Fixing of target level for 2019-2021 batch for PO's
- Item No.3:** Discussion on stakeholder feedback on PO's
- Item No.4:** Removal of outdated courses in the curriculum.
- Item No.5:** Introduction of updated courses.
- Item No.6:** Modification in subject contents.
- Item No.7:** Changing the order of subjects.
- Item No.8:** Revision of statistics syllabus.
- Item No.9:** Add current issues in goods and service tax and customs law subject.
- Item No.10:** Conduct of guest lectures and symposiums.
- Item No.11:** Revision of 4th semester subjects.
- Item No.12:** Any item 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 Program Assessment committee members.

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ACTION TAKEN REPORT

Date: 20-06-2021

Based on the discussions of Program Assessment committee meeting held on 15-06-2021, the following actions were taken by DAB.

Agenda:

S. NO.	Decision about	Action Taken
1	Fixing of target level for 2019-2021 batch for PO's	The suggestion is forwarded to DAB. DAB has recommended to fix target as 2.1
2	Remove outdated courses in the curriculum	The suggestion is forwarded to Department Advisory Board. (DAB) has recommended to remove Business Ethics and Corporate Governance subject.
3	Introduce updated courses	The suggestion is forwarded to Department Advisory Board. (DAB) has recommended changing the contents of Operations Management subject.
4	Modify subject contents	The suggestion is forwarded to Department Advisory Board. (DAB) has recommended upgrading lab contents in IT lab by introducing more Excel related concepts.
5	Change order of the subjects	The suggestion is forwarded to Department Advisory Board. (DAB) has recommended to change Entrepreneurship Development course to the First semester.
6	Revise statistics syllabus	The suggestion is forwarded to Department Advisory Board. (DAB) has recommended to keep only limited contents in the syllabus by considering student knowledge levels.
7	Add current issues in GST & Custom Law subject	The suggestion is forwarded to Department Advisory Board. (DAB) has recommended to incorporate more updated topics in GST & Customs Law subject

8	Guest lectures and Symposia	The suggestion is forwarded to Department Advisory Board. (DAB) has recommended to conduct more number of guest lectures and symposia.
9	Fourth semester subjects	The suggestion is forwarded to Department Advisory Board. (DAB) has recommended to add more advanced subjects like Business analytics in the fourth semester.

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


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DEPARTMENT OF BUSINESS ADMINISTRATION

Date: 15-06-2021

MINUTES OF MEETING

The chairman of Program Assessment Committee has conducted a meeting on 15 June 2021, at 5:00 pm in the Department of MBA with the Program Assessment Committee members for discussing, addressing and reviewing of the data collected from Feedback Committee Members.

Members present:

1. Dr.P.Subramanyam - HOD & Chairman
2. Dr.B. Abdul Azeem - Member
3. V.Mouneswari- Member
4. P.Venkata Subbaiah - Member
5. V.Vedavathi Member
6. Dr.T. Navaneetha - Member

Resolutions:

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

Item No. 1: Analysis of 2018-2020 batch PO attainments :

The PO1,PO6 has attained the target and the remaining PO's i.e. PO2, PO3, PO5, PO7, PO8.has not attained the PO's target value 2.0.

Item No.2: Fixing of target level for 2019-2021 batch for PO's:

The committee has suggested that the target values for PO's can be set to 2.1 for 2019-2021 Batch with approval of PO's

Item No.3: Discussion on stakeholder feedback on PO's :

The committee has resolved to accept the feedback of student, parent, Alumni & faculty with to regard to PO's.

Item No.4: Removal of outdated courses in the curriculum.

The members of Program assessment committee has recommended to remove Business ethics and corporate governance in the 1st semesters and suggested to add one ethics related concepts in the core subjects of 2nd semester.

Item No.5: Introduction of updated courses.

Few members have suggested to update the courses as per Business Demands. The concepts of Operations management has been updated and new concepts like Kanban System, ISO, Six Sigma are suggested to introduce in the course.

Item No.6: Modification in subject contents.

Members of Program Assessment committee has suggested to introduce more advanced Excel tools in the IT lab syllabus in order to make the students to cope up with the outside environment.

Item No.7: Changing the order of subjects.

Entrepreneurship development subject has been shifted to 1st semester from 3rd semester as the members suggested that it is one of the basic subject to be known at inception stage of curriculum.

Item No.8: Revision of statistics syllabus.

From the report generated from the Feedback committee, the syllabus in statistics is lengthy and it is advised to do revision of the syllabus as per student convenience.

Item No.10: Add current issues in goods and service tax and customs law subject.

Program assessment committee has suggested to add new topics in GST and Customs Law course in order to get more clear insight into taxation policies and procedures.

Item No.11: Conduct of guest lectures and symposiums.

The committee member has suggested to conduct more guest lectures and symposiums to impart updated knowledge among the students.

Item No.12: Revision of 4th semester subjects.

In the meeting suggestions related to introduction of new courses in the IV semester like Business Analytics and Digital Marketing has been raised.

The committee member has forwarded the report to Department Advisory Board (DAB) for further action.

New Boyanapalli, Rajampet, Krishna District, Andhra Pradesh 516 126

DEPARTMENT OF BUSINESS ADMINISTRATION

P/S/O

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.

MINUTES OF MEETING

The Director of Program Assessment Committee met on 15/06/2021 at the Department of MBA with the Head of the Department for discussing, reviewing and reviewing of the data collected for the Department.

- Members present:
- 1. Dr. P. Subramanyam, HOD & Chairman
 - 2. Dr. Anand Kumar - Member
 - 3. Dr. Subramanyam - Member
 - 4. Dr. Venkata Subrahmi - Member
 - 5. Dr. ... - Member
 - 6. Dr. ... - Member

At the meeting the following points were discussed and deliberations of meeting were as follows:

- Item No. 1: Analysis of 2018-2021 batch PO's performance. The PO's have attained the target and the percentage PO's are PO1, PO2, PO3, PO4, PO5, PO6, PO7, PO8, PO9, PO10, PO11, PO12, PO13, PO14, PO15, PO16, PO17, PO18, PO19, PO20, PO21, PO22, PO23, PO24, PO25, PO26, PO27, PO28, PO29, PO30, PO31, PO32, PO33, PO34, PO35, PO36, PO37, PO38, PO39, PO40, PO41, PO42, PO43, PO44, PO45, PO46, PO47, PO48, PO49, PO50, PO51, PO52, PO53, PO54, PO55, PO56, PO57, PO58, PO59, PO60, PO61, PO62, PO63, PO64, PO65, PO66, PO67, PO68, PO69, PO70, PO71, PO72, PO73, PO74, PO75, PO76, PO77, PO78, PO79, PO80, PO81, PO82, PO83, PO84, PO85, PO86, PO87, PO88, PO89, PO90, PO91, PO92, PO93, PO94, PO95, PO96, PO97, PO98, PO99, PO100.
- Item No. 2: Status of target level for 2018-2021 batch for PO's. The committee has suggested that the target values for PO's can be set to 2.1 for 2018-2021 batch with approval of PO's.
- Item No. 3: Discussion on standards for PO's. The committee has resolved to accept the standards for PO's as per the standards of the Department.