

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

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

DEPARTMENT OF BUSINESS ADMINISTRATION

Date: 28-06-2019

Attention: Program Assessment committee members

A meeting of Program Assessment committee members is scheduled at 05:00 pm on 30.06.2019 at this Institute premises. All the members are requested to attend the same without fail.

Meeting Agenda:

Item No. 1: Analysis of 2016-2018 batch PO attainments

Item No.2: Fixing of target level for 2017-2019 batch for PO's

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

Item No.4: Student's management skills need to be improved.

Item No: 5: Student's leadership activities and entrepreneurial activities are to be enhanced.

Item No:6: Modifications in the course content of Information Technology lab.

Item No: 7: Elective subjects are to be modified as per requirements.

Item No: 8: Student related extra-curricular activities are to be added.

Item No: 9: Placement assistance and interview skills are to be enhanced.

Item No: 10: 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 Program Assessment committee members

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DEPARMENT OF BUSINESS ADMINISTARTION

Date: 30-06-2019

MINUTES OF MEETING

The chairman of Program Assessment Committee has conducted a meeting on 30th June 2019, 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 present:

1. Dr.P.SubramanyamHOD & Chairman
2. Dr.B.Abdul Azeem –Member
3. S.ParthaSarathi– 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 2016-2018 batch PO attainments :

The PO1,PO2 ,PO3 ,PO5 ,PO6, PO7 has attained the target and the remaining PO`s ie, PO4,PO8 has not attained the PO`s target value 1.7.

Item No.2: Fixing of target level for 2017-2019 batch for PO`s:

The committee has suggested that the target values for PO`s can be set to 1.9 for 2017-2019 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: 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: 5: 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: 6: 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: 7: 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: 8: Student related extra-curricular activities are to be added.

Based on the Feedback 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: 9: 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 Department Advisory Board (DAB) for further action.


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ACTION TAKEN REPORT


Date: 05-07-2019

Based on the discussions of Department Advisory Board meeting held on 04-7-2019, the following actions were taken by Board of Studies (BOS).

S. NO.	Suggestions by Stakeholders	Action Taken
1	Fixing of target level for 2017—2019 batch for PO's	The suggestion is forwarded to DAB.DAB has recommended to fix target as 1.9
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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