

**JNTUK Code: F0**

**NAAC 'A' Grade – 1st Cycle  
NAAC 'A' Grade – 2nd Cycle  
Valid upto Dec. 2027**



**Counseling Code : ANSN**

**Recognized Under Section  
2(f) & 12(B) of Ugc Act, 1956**

# **St.ANN'S COLLEGE OF ENGINEERING & TECHNOLOGY**

## **AUTONOMOUS**

(Approved by AICTE, New Delhi & Permanently Affiliated to JNTUK, Kakinada)

**ACCREDITED BY NBA & INSTITUTION OF ENGINEERS (INDIA)**

September 09, 2022

### **Minutes of Meeting of 1<sup>st</sup> Board of Studies – MBA Department**

(as per notice 2022-23/MBA/BOS/01 dated 9<sup>th</sup> September, 2022)

**Agenda Items 2022/MBA/BOS-1 (08-09-2022):**

1.1	Welcome of the members & invitees of the BOS Meeting of MBA Department
1.2	Address by the Chairman of the MBA - BOS, SACET
1.3	To confirm the minutes of the previous BOS Meeting - NA since this is the first one
1.4	To report the actions taken on the recommendations of the previous BOS Meeting - NA since this is the first one
1.5	To present the draft course structure of the MBA subjects of I Year – I & II Semesters for the 2022 admitted batch (Autonomous) for discussion and finalizations after due changes suggested
1.6	To present the draft syllabus of the MBA subjects of I Year – I & II Semesters for the 2022 admitted batch (Autonomous) for discussion and finalizations after due changes suggested
1.7	To finalize the evaluation procedures of the Continuous Internal Evaluation (CIE) and Semester End Examination (SEE)
1.8	Any other item with the permission of the Chair

### **Proceedings:**

The first Board of Studies (BOS) meeting of the department of MBA was conducted on 08.09.2022 through online mode (Microsoft Teams) at 2. 30p.m (IST).

Meeting Link: ou're invited to a Teams meeting! Meeting with Emmaniel Ramanadhula

<https://teams.live.com/join/9577529837000>



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List of participants (2022-2023/ Business Admn/BOS/01)

S. No.	Name of the Member	Designation	Affiliation	Constitution	signature
1	Dr. R. Emmaniel	HOD	Professor,SACET-Chirala	Chairman	[Signature]
2	Dr. A. Krishna Mohan	One expert to be nominated by the Vice-Chancellor - JNTUK	Expert - JNTUK-KAKINADA	Member	[Signature]
3	Dr. V. Tulasi Das	Subject expert from outside the Parent University	Assoc. Professor, Department of HRM Acharya Nagarjuna University, Guntur	Member	[Signature]
4	Dr. P. Subbaiah	Subject expert from outside the Parent University	Professor, Department of MBA, Vijaya College for Women, Vijayawada	Member	[Signature]
5	Dr. K. Siva Nageswara Rao	Meritorious PG Alumni	CEO,Analytics & AI Products, Hyderabad	Member	[Signature]
6	Mr. J.V. Tirupathi Rao	Industry Expert,(Managing Director)	MD,Stemped Capital LTD,	Member	[Signature]
7	Dr. S. Chand Basha	Dept. Subject Experts	Professor,SACET-Chirala	Member	[Signature]
8	Dr. B. Venkateswarlu	Dept. Subject Experts	Associate Professor,SACET-Chirala	Member	[Signature]
9	Mr. P V V Kumar	Dept. Subject Experts	Assistant Professor,SACET-Chirala	Member	[Signature]
10	Dr. K. Kiran Kumar	Dept. Subject Experts	Assistant Professor,SACET-Chirala	Member	[Signature]
11	Mr. T. Krishna Babu	Dept. Subject Experts	Assistant Professor,SACET-Chirala	Member	[Signature]
12	Mrs. K. Sarojini Devi	Dept. Subject Experts	Assistant Professor,SACET-Chirala	Member	[Signature]

Nayunipalli (V), Vetapalem (M). CHIRALA - 523 187 - Bapatla District, (Erstwhile Prakasam Dist),A.P.

Grams: "SACET" :: Tel.Nos.: 08594 - 247500,246100 :: FaxNo.: 08594 - 247300

E-Mail : [info@sacet.ac.in](mailto:info@sacet.ac.in), [principal@sacet.ac.in](mailto:principal@sacet.ac.in), [sacetchirala@gmail.com](mailto:sacetchirala@gmail.com) :: Website : [www.sacet.ac.in](http://www.sacet.ac.in)



## **THE MINUTES:**

### **Agenda Item1.1: Welcome of the members & invitees of the BOS Meeting of MBA Department**

**Dr. R.Emmanuel**, Chairman of BOS started the meeting by welcoming and introducing the external members to the internal members. The chairman placed the following agenda for the deliberations and discussions of the members. The following are the deliberations made during the meeting (as per the items of the circulated agenda).

### **Agenda Item1.2: Address by the Chairman of the MBA - BOS, SACET**

**Dr. R.Emmanuel**, Chairman of Bos Addressed the highlights of MBA department to external BOS members and addressed the Overview of the Institution/Department, Courses offered in the institution, Student and Faculty strength and also about the growth and development of the Institution/Department.

### **Agenda Item1.3: To confirm the minutes of the previous BOS Meeting**

NA since this is the first one

### **Agenda Item1.4: To report the actions taken on the recommendations of the previous BOS Meeting**

NA since this is the first one

### **Agenda Item1.5: To present the draft course structure of the MBA department's I Year – I & II Semesters for the 2022 admitted batch (Autonomous) for discussion and finalizations after due changes suggested.**

**Dr. R.Emmanuel** presented the draft course structure of the I Year -I & II semesters for the 2022 admitted batch for discussion and finalizations

- Dr.P.Sbbaiah Professor, Dept. of MBA, Vijaya Institute of Technology for Women, Vijayawada suggested to merge Management Theory and Practice with Organizational Behaviour.
- Dr. A. Krishna Mohan Professor and Director of SMS, JNTUK, suggested including case studies in each every unit of the course.
- Dr. A. Krishna Mohan Professor and Director of SMS, JNTUK, advised to include R programming lab in the II semester.
- Dr.K.Siva Nageswara Rao , CEO of Analytics and AI products . Suggested to include Advanced Excel , Tally and Statistical Tools in the II semester course.
- Dr V.Tulasi Das , Associate Professor , Acharya Nagarjuna University suggested to include report writing and interview techniques in the Managerial Communication course and to provide communication lab.
- Based on the suggestions given by the members, the Chairman of BOS said that those fruitful suggestions would be incorporated appropriately in the Curriculum.

- BOS resolved to recommend the draft course structure of the MBA subjects of I Year – I & II Semesters for the 2022 to the Academic Council for further approval.

**Agenda Item1.6: To present the draft syllabus of the MBA subjects of I Year – I & II Semesters for the 2022 admitted batch (Autonomous) for discussion and finalizations after due changes suggested.**

The chairman presented draft syllabus of the MBA subjects of I Year – I & II semesters to members. The members Reviewed the syllabus and resolved to approve the same.

**Agenda Item1.7: To finalize the evaluation procedures of the Continuous Internal Evaluation (CIE) and Semester End Examination (SEE)**

The Chairman presented the evaluation procedures of the Continuous Internal Evaluation (CIE) and Semester End Examination (SEE) for **Theory** subjects CIE:40 Marks and SEE:60 Marks. For **Lab** CIE:40 Marks and SEE:60 Marks and the members finalized the evaluation procedures.

**Agenda Item1.8: Any other item with the permission of the Chair**

NIL

**Dr. R.Emmanuel** proposed the vote of thanks to all the external and internal BOS members and the meeting adjourned





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**DEPARTMENTAL CIRCULAR**

**2023/MBA/BOS-2 (12-03-2023):**

**06<sup>th</sup> March, 2023**

**Notification of 2<sup>nd</sup> Board of Studies Meeting Department of Business Administration**

- Subject:** Intimation for 2<sup>nd</sup> Meeting of the Board of Studies - MBA
- Day & Date:** SUNDAY, March 12, 2023
- Time:** 10:30 AM – 12:30 AM
- Venue:** Online/Offline – Boardroom, SACET
- Participants:** All Members and Invitees of BOS Meeting as per list enclosed
- Annexure:**
1. Draft Course Structure of MBA subjects of II Year – III & IV Semesters for the 2022 admitted batch (Autonomous)
  2. Draft Syllabus of MBA subjects to be taught to B.Tech program common to all branch 2022 admitted batches

**Agenda Items:**

1.1	Welcome of the members & invitees of the BOS Meeting of MBA Department
1.2	Address by the Chairman of the MBA - BOS, SACET
1.3	To confirm the minutes of the previous BOS Meeting - NA since this is the first one
1.4	To report the actions taken on the recommendations of the previous BOS Meeting -
1.5	To present the draft course structure of the MBA subjects of II Year – III & IV Semesters for the 2022 admitted batch (Autonomous) and Management subjects in B.Tech program common for all branches , for discussion and finalizations after due changes suggested.
1.6	To present the draft syllabus of the MBA subjects of II Year – III & IV Semesters for the 2022 admitted batch (Autonomous) Management subjects in B.Tech program common for all branches for discussion and finalizations after due changes suggested
1.7	To finalize the evaluation procedures of the Continuous Internal Evaluation (CIE) and Semester End Examination (SEE)
1.8	Any other item with the permission of the Chair

  
(HOD)  
Chairman

cc: Hon' Secretary, Hon' Correspondent, Principal, Manager, COE, All Members

**Nayunipalli (V), Vetapalem (M). CHIRALA - 523 187 - Bapatla District, (Erstwhile Prakasam Dist), A.P.**

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**E-Mail : [info@sacet.ac.in](mailto:info@sacet.ac.in), [principal@sacet.ac.in](mailto:principal@sacet.ac.in), [sacetchirala@gmail.com](mailto:sacetchirala@gmail.com) :: Website : [www.sacet.ac.in](http://www.sacet.ac.in)**

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**ACCREDITED BY NBA & INSTITUTION OF ENGINEERS (INDIA)**

March 12, 2023

### **Minutes of Meeting of 2<sup>nd</sup> Board of Studies – MBA Department**

(as per notice 2023-24/MBA/BOS/02 dated 12<sup>th</sup> March, 2023)

#### **Agenda Items 2023/MBA/BOS-2 (12-03-2023):**

1.1	Welcome of the members & invitees of the BOS Meeting of MBA Department
1.2	Address by the Chairman of the MBA - BOS, SACET
1.3	To confirm the minutes of the previous BOS Meeting - NA since this is the first one
1.4	To report the actions taken on the recommendations of the previous BOS Meeting -
1.5	To present the draft course structure of the MBA subjects of II Year – III & IV Semesters for the 2022 admitted batch (Autonomous) for discussion and finalizations after due changes suggested.
1.6	To present the draft syllabus of the MBA subjects of II Year – III & IV Semesters for the 2022 admitted batch (Autonomous) for discussion and finalizations after due changes suggested
1.7	To finalize the evaluation procedures of the Continuous Internal Evaluation (CIE) and Semester End Examination (SEE)
1.8	Any other item with the permission of the Chair

#### **Proceedings:**

The Second Board of Studies (BOS) meeting of the department of MBA was conducted on 12.03.2023 at 10. 00 AM. (IST) at Board Room Of ST.Anns College Of Engineering and Technolgy, Chirala.



## **THE MINUTES:**

### **Agenda Item 1.1 Welcome of the members & invitees of the Second BOS Meeting of MBA Department**

**Dr. R.Emmanuel**, Chairman of BOS started the meeting by welcoming and introducing the external members to the internal members. The chairman placed the following agenda for the deliberations and discussions of the members. The following are the deliberations made during the meeting (as per the items of the circulated agenda).

### **Agenda Item 1.2: Review of previous BOS minutes of the meeting**

**Dr. R.Emmanuel**, Chairman of BOS address the highlights of Business Administration department and reviewed previous minutes of BOS meeting, specialization offered in the department, students and faculty strength of the department.

### **Agenda Item 1.3: To confirm the minutes of the previous BOS Meeting**

The suggestions and instruction given by the members of BOS in the previous meeting were incorporated and members express their satisfaction.

### **Agenda Item 1.4: To report the actions taken on the recommendations of the previous BOS Meeting.**

Implemented the guideline and suggestion given by honorable BOS members in the previous meeting.

### **Agenda Item 1.5: To present the draft course structure of the MBA department's II Year – III & IV Semesters for the 2022 admitted batch (Autonomous) for discussion and finalizations after due changes suggested.**

**Dr. R.Emmanuel HOD and Chairman Board of Studies** presented the draft course structure of the II Year – III & IV semester for the 2022 admitted batch for discussion and finalizations.

- **Dr.P.Sbbaih** Professor, Dept. of MBA, Vijaya Institute of Technology for Women, Vijayawada suggested to introduce the subject and frame the syllabus according to industry requirement.
- **Dr. A. Krishna Mohan** Professor and Director of SMS, JNTUK, suggested including communication related topics in each and every semester. He strongly recommended implementing the project internship at the end of second semester instead of third semester. The suggestion is implemented.
- **Dr.K.Siva Nageswara Rao**, CEO of Analytics and AI products. Suggested to include marketing topics and improve the skills of students related to sales and promotion. Based on his suggestions included sales management related topics included.

- Dr V.Tulasi Das, Associate Professor, Acharya Nagarjuna University suggested to include the topics of grooming skills, Green HR. He recommended change the subject title international HRM (IHRM) instead of GHRM.
- Mr. J Venkata Tiruapathi Rao, MD, Stamped Capital LTD has suggested implementing the case study method of teaching like premier business schools. Case studies are included in each and every subject and make it as compulsory question in end semester examinations.

Based on the suggestions given by the members, the Chairman of BOS said that those fruitful suggestions would be incorporated appropriately in the Curriculum.

BOS resolved to recommend the draft course structure of the MBA subjects of II Year – III & IV semester for the 2023-24 to the Academic Council for further approval.

**Agenda Item 1.6: To present the draft syllabus of the MBA subjects of II Year – III & IV semester and Management related subjects in B Tech Courses for the 2022 admitted batch (Autonomous) for discussion and finalizations after due changes suggested.**

The chairman presented draft syllabus of the MBA subjects of II Year – III & IV semester and Management related subjects in B Tech Courses to members. The members reviewed the syllabus and resolved to approve the same.

**Agenda Item 1.7: To finalize the evaluation procedures of the Continuous Internal Evaluation (CIE) and Semester End Examination (SEE)**

The Chairman presented the evaluation procedures of the Continuous Internal Evaluation (CIE) of III & IV Semester End Examination (SEE) for **Theory** subjects CIE:40 Marks and SEE:60 Marks. For Industrial Based on summer internship **Projects Work** CIE:50 Marks and SEE:50 Marks and the members finalized the evaluation procedures.

**Agenda Item 1.8: Any other item with the permission of the Chair**

NIL

**Dr. R.Emmanuel HOD and Chairman Board of Studies** proposed the vote of thanks to all the external and internal BOS members and the meeting adjourned



**The following members were present.**

S. No.	Name of the Member	Designation	Affiliation	Constitution
1	Dr. R. Emmaniel	HOD	Professor SACET-Chirala	Chairman
2	Dr. A. Krishna Mohan	JNTUK Nominee	Expert JNTUK- KAKINADA	Member
3	Dr. V. Tulasi Das	Subject expert from outside the Parent University	Associate Professor, Department of HRM Acharya Nagarjuna University , Guntur	Member
4	Dr. P. Subbaiah	Subject expert from outside the Parent University	Professor, Department of MBA, Vijaya College for Women , Vijayawada	Member
5	Dr. K. Siva Nageswara Rao	Meritorious PG Alumni	CEO, Analytics & AI Products, Hyderabad	Member
6	Mr. J.V. Tirupathi Rao	Industry Expert,(Managing Director)	MD, Stemped Capital LTD,	Member
7	Dr. S. Chand Basha	Dept. Subject Experts	Professor, SACET-Chirala	Member
8	Dr. B. Venkateswarlu	Dept. Subject Experts	Associate Professor, SACET-Chirala	Member
9	Dr . P V V Kumar	Dept. Subject Experts	Associate Professor, SACET-Chirala	Member
10	Dr. K. Kiran Kumar	Dept. Subject Experts	Assistant Professor, SACET-Chirala	Member
11	Mr. T. Krishna Babu	Dept. Subject Experts	Assistant Professor, SACET-Chirala	Member
12	Mrs. K. Sarojini Devi	Dept. Subject Experts	Assistant Professor, SACET-Chirala	Member

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**ACCREDITED BY NBA & INSTITUTION OF ENGINEERS (INDIA)****2023/MBA/BOS-2 (12-03-2023)****LIST OF PARTICIPANTS**

S. No.	Name of the Member	Designation	Affiliation	Constitution	
1	Dr. R. Emmaniel	HOD	Professor SACET-Chirala	Chairman	
2	Dr. A. Krishna Mohan	JNTUK Nominee	Expert JNTUK- KAKINADA	Member	
3	Dr. V. Tulasi Das	Subject expert from outside the Parent University	Associate Professor, Department of HRM Acharya Nagarjuna University, Guntur	Member	
4	Dr. P. Subbaiah	Subject expert from outside the Parent University	Professor, Department of MBA, Vijaya College for Women, Vijayawada	Member	
5	Dr. K. Siva Nageswara Rao	Meritorious PG Alumni	CEO, Analytics & AI Products, Hyderabad	Member	
6	Mr. J.V. Tirupathi Rao	Industry Expert, (Managing Director)	Managing Director, Stemped Capital LTD, Hyderabad	Member	
7	Dr. S. Chand Basha	Dept. Subject Experts	Professor, SACET-Chirala	Member	
8	Dr.B.Venkateswarlu	Dept. Subject Experts	Associate Professor, SACET-Chirala	Member	
9	Dr . P V V Kumar	Dept. Subject Experts	Associate Professor, SACET-Chirala	Member	
10	Dr. K. Kiran Kumar	Dept. Subject Experts	Assistant Professor, SACET-Chirala	Member	
11	Mr. T. Krishna Babu	Dept. Subject Experts	Assistant Professor, SACET-Chirala	Member	
12	Mrs. K. Sarojini Devi	Dept. Subject Experts	Assistant Professor, SACET-Chirala	Member	