



**ALVA'S INSTITUTE OF ENGINEERING & TECHNOLOGY**

**Shobhavana Campus, Mijar, Moodbidri, D.K - 574225**

**Phone: 08258-262725, Fax: 08258-262726**

**Department of Business Administration (MBA)**

**CIRCULAR**

It is hereby informed that the faculty meeting will be held on 10.06.2014 at 10.00 am in MBA Dean Cabin. Please make it convenient to attend the meeting.

**Agenda**

1. Subject Allotment
2. Lesson Plan, Framing of CO and CO-PO Mapping matrix
3. Identification of slow and fast learners
4. List of activities
5. Identification of coordinators
6. Feedback of previous semester

DEAN  
Dept. of Business Administration  
Alva's Institute of Engineering & Technology  
MIJAR - 574 225



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Phone: 08258-262725, Fax: 08258-262726

**Department of Business Administration (MBA)**

### **Minutes of Department Meeting**

**Date: 10-06-2014**

Department meeting was held on 10-06-2014 to discuss about the following agendas listed below.

#### **Agenda**

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1. The faculties were asked to opt for the subjects depending on their area of expertise or specialization to enable the preparation of the time table.
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Department of Business Administration (MBA)

5. Dean informed the faculty that he would call them individually to discuss the student feedback and also course feedback.
6. Faculty gave a list of interested coordinators for the department and Institute level activities.

**Faculty Present:-**

Sl. No	Faculty Name	Signature
1.	ALEXANDER MATHEW	
2.	GURUDATTA SOMAYAJI H	
3.	RAVINDRA U	
4.	DHARMANANDA	
5.	SHINY JOSEPH	
6.	DR. KUSHALAPPA	
7.	MR. JOHNSON FERNANDES	
8.	RAGHAVENDRA V	
9.	REEMA AGNES FRANK	
10.	PAVANA SHEREGAR C	
11.	NAVYA JAIN	

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**Department of Business Administration (MBA)**

**CIRCULAR**

It is hereby informed that the faculty meeting will be held on 05.01.2015 at 11.00 am in MBA Dean Cabin. Please make it convenient to attend the meeting.

**Agenda**

1. Subject Allotment
2. Lesson Plan, Framing of CO and CO-PO Mapping matrix
3. Identification of slow and fast learners
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Department of Business Administration (MBA)

## **Minutes of Department Meeting**

**Date: 05-01-2015**

Faculty meeting was held on 05-01-2015 to discuss the following agenda as listed below.

### **Agenda**

1. Subject Allotment
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**Department of Business Administration (MBA)**

**CIRCULAR**

It is hereby informed that the faculty meeting will be held on 15.06.2015 at 3.00 pm in MBA Dean Cabin. Please make it convenient to attend the meeting.

**Agenda**

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### **Minutes of Department Meeting**

**Date: 15-06-2015**

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### Faculty Present:-

S. No.	Name of the Faculty	Signature
1.	Mr.Alexander Mathew	
2.	Mr.Gurudatta Somayaji	
3.	Mr.Ravindra U	
4.	Mr.Dharmanand	
5.	Mrs. Shiny Joseph	
6.	Dr. Kushalappa	
7.	Mr. Johnson Fernandes	
8.	Mr.Raghavendra V	
9.	Mrs. Reema Agnes Frank	
10.	Pavana Shregar C	
11.	Navya Jain	

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### **CIRCULAR**

It is hereby informed that the faculty meeting will be held on 17.12.2015 at 10.00 am in MBA Dean Cabin. Please make it convenient to attend the meeting.

#### **Agenda**

1. Subject Allotment
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## **Minutes of Department Meeting**

**Date: 17-12-2015**

Department meeting was held on 17-12-2015 to discuss about the following agendas listed below.

### **Agenda**

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2.	Mr.Gurudatta Somayaji	
3.	Mr.Ravindra U	
4.	Mr.Dharmanand	
5.	Mrs. Shiny Joseph	
6.	Dr. Kushalappa	
7.	Mr. Johnson Fernandes	
8.	Mr.Raghavendra V	
9.	Mrs. Reema Agnes Frank	
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It is hereby informed that the faculty meeting will be held on 10.06.2016 at 10.00 am in MBA Dean Cabin. Please make it convenient to attend the meeting.

**Agenda**

1. Subject Allotment
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## Faculty Present:-

S. No.	Name of the Faculty	Signature
1.	Dr. G Y Vishwanath	
2.	Ramakrishna Chadaga	
3.	Dr. Ravi Kulkarni	
4.	Dr. Nagendra	
5.	Dr. Kushalappa	
6.	Mr. Sourav Ganguli	
7.	Mr. Gurudatt Somayaji	
8.	Mrs. Reema Agnes Frank	
9.	Mrs. Suhani Hegde	
10.	Mrs. Shiny Joseph	
11.	Mr. Dharmanand	
12.	Mr. Johnson Fernandes	
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**Department of Business Administration (MBA)**

**CIRCULAR**

It is hereby informed that the faculty meeting will be held on 05.01.2017 at 2.00 pm in MBA Dean Cabin. Please make it convenient to attend the meeting.

**Agenda**

1. Subject Allotment
2. Lesson Plan, Framing of CO and CO-PO Mapping matrix
3. Identification of slow and fast learners
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**Department of Business Administration (MBA)**

### **Minutes of Department Meeting**

**Date: 05-01-2017**

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6.	Mr. Sourav Ganguli	
7.	Mr. Gurudatt Somayaji	
8.	Mrs. Reema Agnes Frank	
9.	Mrs. Suhani Hegde	
10.	Mrs. Shiny Joseph	
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12.	Mr. Johnson Fernandes	
13.	Mr. Raghavendra V	

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**Department of Business Administration (MBA)**

**CIRCULAR**

It is hereby informed that the faculty meeting will be held on 08.06.2017 at 10.00 am in MBA Dean Cabin. Please make it convenient to attend the meeting.

**Agenda**

1. Subject Allotment
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### **Minutes of Department Meeting**

**Date: 08-06-2017**

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2.	Ramakrishna Chadaga	
3.	Dr. G V Joshi	
4.	Mr. Sourav Ganguli	
5.	Dr. Wranton Perez	
6.	Dr. Claret Mendonca	
7.	Dr. Nagendra	
8.	Mr. Gurudatt Somayaji	
9.	Mrs. Reema Agnes Frank	
10.	Mr. Vidhyadhara	
11.	Mr. Gurubasava Aradhya	
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15.	Mr. Yogish Dixit	

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Department of Business Administration (MBA)

**CIRCULAR**

It is hereby informed that the faculty meeting will be held on 07.06.2018 at 3.00 pm in MBA Dean Cabin. Please make it convenient to attend the meeting.

**Agenda**

1. Subject Allotment
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3. Identification of slow and fast learners
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## **Minutes of Department Meeting**

**Date: 07-06-2018**

Department meeting was held on 07-06-2018 to discuss about the following agendas listed below.

### **Agenda**

1. Subject Allotment.
2. Lesson Plan, Framing of CO and CO-PO Mapping matrix.
3. Identification of slow and fast learners.
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7.	Mr. Dharmanand	
8.	Mrs. Reema Agnes Frank	
9.	Mr. Johnson Fernandes	
10.	Mr. Yogish Dixit	
11.	Mrs. Maithri	
12.	Mrs. Priya Sequiera	

Dept. of **Dean MBA** Administration  
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**Department of Business Administration (MBA)**

**CIRCULAR**

It is hereby informed that the faculty meeting will be held on 07.01.2019 at 2.00 pm in MBA Dean Cabin. Please make it convenient to attend the meeting.

**Agenda**

1. Subject Allotment
2. Lesson Plan, Framing of CO and CO-PO Mapping matrix
3. Identification of slow and fast learners
4. List of activities
5. Identification of coordinators
6. Feedback of previous semester

DEAN  
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## **Minutes of Department Meeting**

**Date: 07-01-2019**

Department meeting was held on 07-01-2019 to discuss about the following agendas listed below.

### **Agenda**

1. Subject Allotment.
2. Lesson Plan, Framing of CO and CO-PO Mapping matrix.
3. Identification of slow and fast learners.
4. List of activities.
5. Identification of coordinators.
6. Feedback of previous semester.

### **Minutes of the Meeting**

1. The faculties were asked to opt for the subjects depending on their area of expertise or specialization to enable the preparation of the time table.
2. Dean guided the faculty regarding framing of the COs and mapping the COs with POs given by the department. The faculty were asked to prepare the lesson plans for their subjects.
3. The faculty were asked to make a list of slow and fast learners based on previous academic performance so that they could be appropriately mentored.
4. Dean discussed the various departmental activities such as Management talks, certification courses, industrial visits, SDP, forum activities, for the semester and drew up a tentative calendar of events for the MBA department.



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5. Dean informed the faculty that he would call them individually to discuss the student feedback and also course feedback.
6. Faculty gave a list of interested coordinators for the department and Institute level activities.

**Faculty Present:-**

S. No.	Name of the Faculty	Signature
1.	Ramakrishna Chadaga	
2.	Dr. G V Joshi	
3.	Dr. Wranton Perez	
4.	Dr. Claret Mendonca	
5.	Dr. Nagendra	
6.	Mrs. Shiny Joseph	
7.	Mr. Dharmanand	
8.	Mrs. Reema Agnes Frank	
9.	Mr. Johnson Fernandes	
10.	Mr. Yogish Dixit	
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Dean, MBA  
Capt. of Bus. Administration  
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