

**COURSE COMMITTEE MEETING: FACULTY OF BUSINESS MANAGEMENT**

**MINUTES OF MEETING HELD IN RUWI HALL AT 3:00 P.M. ON 10thNovember, 2015**

**In Attendance:**

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| Dr. M. Umaselvi (Chair) | Mr.Ikram U lHaq |
| Ms.GargiChugh | Mr.Suryanarayanan |
| Mr.TahseenArshi | Mr.Abhay Joshi |
| Mr. Sam Sundar | Mr. Faisal Aziz |
| Dr.VeenaTewari | Dr.Venkoba Rao |
| Mr.KasiViswanathan | Mr. Umar Farooq |
| Ms.ArlinRooshma | Dr.NirmalGunupudi |
| Ms.SharmilaChitnis | Dr. P. Udhayanan |
| Dr. Mohammed Hussein | Mr. Kenneth Sam |
| Mr. Mohammed Maaly | Mr.KiranSawant |

**Apologies:**

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| Mr. Armstrong Jeyakumar | Ms. Anita Bouggo |
| Ms. Amira Bashar | Dr.LarysaNikolayeva |
| Dr. Orlando Eduria | Mr. Muhammad Tanveer |
| Mr. Muhammad Subayyal | Mr.SwapnilMorande |

**In Attendance (Student Representatives):**

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| --- | --- | --- | --- | --- | --- |
| **Student Name** | **Group** | **MCUC #**  | **Student Name** | **Group** | **MCUC #** |
| Noor Salim Bait Bahuraisah | A4 | 2012075 | Sabah MuneerMoosa | A3 | 14901137 |
| Taghreed Khalid Al Balushi | B1E | 2012193 | Parvinder Singh Parmar | B3A | 14901243 |
| FatmaSaif Al Wardi | B2C | 2012521 | Talib Omar Al Maadi | PB3B | 14901326 |
| Aliya Yaqoob Al Sanadi | PA4 | 2012623 | Zaid Said Al Salmi | PB1A | 14901393 |
| Baha Nooreddeen | B4A | 2013427 | SaleemKhalfan Al Mabsali | PB2B | 14901543 |
| Khalifa Abdullah Al Hosni | B3B | 2013500 | Naema Aziz Al Khatri | B2B | 15201046 |
| Sobia Nasir Iqbal | A5,6 | 2013526 | Mundhir Ali Al Hinai | B1D | 15901361 |
| FatmaHammod Al Muqaimi | A2A | 2013680 | Akash Kumar Kanojia | A1A | 15903005 |
| Khulood Hasan Al Zadjali | B1A | 14901046 |  |  |  |

**Absent (Student Representatives):**

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| **Student Name** | **Group** | **MCUC #** | **Student Name** | **Group** | **MCUC #** |
| Abbas Hussain Al Lawati | PA5,6 | 2010243 | TaghreedHarron Al Zadjali | PA3 | 14901280 |
| Fatma Said Al Zadjali | PB4 | 2012620 | Marwah Mohammed Awadh | PA5,6 | 14901513 |
| ShakirGhamtilBatshah | PB5,6 | 2012857 | Samir Abdullah Mohamed Al Toqi | B1B | 14901564 |
| Muna Said Al Sharji | PB1B | 2013401 | Shahad Hassan Al Raisi | B2A | 15201087 |
| Khatar Mohammed Al Makhmari | PA3 | 2013630 | Hamza Saleh Al Abri | B3C | 15201121 |
| Ali Salim Al Maamari | PA1 | 2013732 | Naser Nasser Al Hadhrami | B2D | 15901142 |
| Sulatan Majid Al Mahrouqi | PB3A | 2013847 | SamahHilmi Al Barwani | B1C | 15901171 |
| Hashim Abdullah Al Hassan | PA2 | 2013935 | Mohammed Obaid Al Washahi | PB1A | 15901412 |
| Mohamed Salim Al Ghammari | PB2A | 14901144 |  |  |  |

**Apologies (Student Representatives):**

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| **Student Name** | **Group** | **MCUC #** |
| Ali Mohamed Al Kindi | B5,6A | 2012720 |
| Asma Sultan Al Harthi | B4B | 14901307 |
| Azza Ahmed Al Rawahi | B1D | 15901532 |

The Chair welcomed all present for the first course committee meeting (Semester September 2015 –January2016) to discuss academic issues. All Class Representatives (CRs) and faculty members gave their introduction.

The Chair informed the meeting that the course committee to discuss housekeeping issues is scheduled on November 24, 2015. All CRs were requested to attend the same. The Chair requested students to take the discussions of the meetings to their class groups.

**Minutes of previous meeting:**

The Chair read through the minutes of the previous course committee meeting held in March 2015. As there were no issues arising, the Chair confirmed the minutes.

Class Representatives presented the following academic issues for discussion:

1. **ACADEMIC ISSUES**

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| --- | --- | --- | --- |
| **S/No.** | **Class Groups** | **Concern raised by students** | **Response** |
| 1.1 | PA4,PA5,6A4, B1D, B4A, PB4 | Assignment submissions dates according to the students were not well spread out. | * The schedule of assessment was displayed on the notice board in the second week of teaching.
* Care was taken to ensure that students belonging to a particular class group, did not have tests or assignment submissions very closely paced. Maximum time given for submission of assignment is 4 or 5 weeks.
* Students were advised not to keep submission pending till last minute and to manage their time effectively.
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| 1.2 | A4 | Students showed the concern that assignments similarity percentages increase after few days of submission.  | * The similarity increases because of plagiarism from another student.
* Students were advised not to share their own work and to be careful of their assignments to delete it from common computer if they work on it in a common lab.
* In case of high percentage of similarity the student will be informed for academic offence meeting where he or she can be allowed to present an argument to the panel in person.
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| 1.3 | PA4,PA5,6 | The students expressed the desire for peer learning | * The committee welcomed the suggestion and supported the students by informing that:
* Students can talk to the faculty regarding resources.
* Students who are interested in peer learning can practice it in the class.
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| 1.4 | A4 | The students expressed the desire for more exams than assignments | * Students learn different kind of assessments to develop and improve their skills, hence different assessment methods are essential.
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| 1.5 | PA4 | The students requested three semesters in one academic year | * The academic year is divided into two semesters (Sep and Feb). Each semester consists of fourteen weeks of teaching followed by one week of revision, and two weeks of end-of-semester examinations.
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| 1.6 | A4 | The students inquired if the duration of case based examinations can be increased. | The students were assured that time is allotted based on the rigor of the exam. In accordance with the University regulations, all assessments are reviewed by External Examiners, who moderate it to ensure fairness and international standards. |
| 1.7 | PB4 | Part time students requested to register for more than three modules each semester.  | As per the Colleg’s regulations, part time students normally register for 3 modules only. If the student in the last semester to graduate and 4 modules is reaming the college will allow the student to take the four remaining modules. |

**STAFF ISSUES**

Tutors requested students:

* To meet their academic advisor regularly
* To come early to the class
* Should not disturb the class if they are late
* Prohibit the use of mobile phones during classes
* Check the college email daily
* Should return on time after the prayer break

**ANY OTHER BUSINESS**

* Student’s dress code was discussed: all students are expected to dress in an appropriate manner that reflects the local culture and traditions.
* Students should report to the tutors immediately if they find difficulties in understanding.

**DATE OF NEXT MEETING**

The next meeting will be in the teaching week six of the next semester (Feb - Jun 2016).

The meeting was adjourned at 4:30 p.m. on November10, 2015.