

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

**MINUTES OF MEETING HELD IN RUWI HALL AT 3:00 P.M. ON 05thAPRIL, 2016**

**In Attendance:**

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| Dr. M. Umaselvi (Chair) | Ms. Arlin Rooshma |
| Mr. Tahseen Arshi | Mr. Surya Narayanan |
| Ms. Gargi Chugh | Dr. Nirmal Gunupudi |
| Mr. Ikram Ul Huq | Mr. Faisal Aziz |
| Dr. Veena Tewari | Mr. Kenneth Sam |
| Mr. Sam Sundar | Mr. Umar Farooq |
| Prof. Venkoba Rao | Dr. Orlando Eduria |
| Dr. Pappusamy Udayanan | Mr. Kiran Sawant |
| Ms. Amira Bashar | Mr. Muhammad Subayyal |
| Dr. Mohammed Hussein | Mr. Swapnil Morande |
| Ms. Sharmila Chitnis | Dr. Nisha Saha |
| Mr. Mohammed Maaly | Ms. Aziza Saghir |
| Mr. Abhay Joshi |  |

**Apologies:**

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| Mr. Muhammad Tanveer | Ms. Anita Teresa |
| Dr. Christopher Gnana |  |

**In Attendance (Student Representatives):**

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| **Student Name** | **Group** | **MCUC #** | **Student Name** | **Group** | **MCUC #** |
| Samira Sulaiman Ali Al Ghanami | PB5,6 | 27240 | Halima Salim Mubarak Al Lizki | B3A | 2013632 |
| Muna Abdullah Mohammed Al Balushi | B4B | 2011015 | Muataz Ali Mohammed Al Kindi | PB4 | 2013898 |
| Siham Abdullah Mohamed Al Balushi | B3B | 2012043 | Mohammed Suhail Amur Bait Fadhil | B5,6B | 2013918 |
| Huwaida Abdullah Hamood al Hinai | A5,6 | 2012288 | Sultan Abdullah Shamallan Al Samahi | B2A | 14901052 |
| **Student Name** | **Group** | **MCUC #** | **Student Name** | **Group** | **MCUC #** |
| Fatema Abu Al Hasan Abbas Al Balushi | B2D | 14901062 | Mahdim Khurshid Al Balushi | B2B | 15901365 |
| Salwa Ali Said Al Naamani | PB3A | 14901334 | Amena Sultan Arju | A3 | 15901438 |
| Ammar Mahir Yarab Al Barwani | B3B | 15201128 | Mohammed Nabeel Rasheed Al Balushi | A2A | 15901519 |
| Yaqoob Moosa Murad Al Balushi | B3A | 15201217 | Turki Taloot Said Al Said | B1A | 16201123 |
| Nabila Fadal Rehman Qudar Ullah | PA1 | 15901157 | Tabarek Rafique | B1B | 16201142 |
| Tamir Said Hamed Al Hinai | B2C | 15901321 | Faris Idris Abdullah Al Zakwani | B1B | 16201192 |

**Absent (Student Representatives):**

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| **Student Name** | **Group** | **MCUC #** | **Student Name** | **Group** | **MCUC #** |
| Wafa Abdul Shaheed Hassan Al Lawati | B5,6B | 2010318 | Eman Mohammed Nasser Al Saaidih | PB1B | 14901142 |
| Maryam Baqer Darwish Al Zadjali | PA4 | 2011661 | Mahmood Mohammed Ali Al Hinai | PB5,6 | 14901327 |
| Asaad Said Salim Al Ismaili | B4A | 2012094 | Muneera Saif Hamood Al Nabhani | PB2A | 14901355 |
| Raya Musallam Abdullah Al Khadhuri | PB3B | 2012166 | Sabah Haji Mohamed Al Bulushi | B2C | 14901435 |
| Najeena Vahab | B5,6A | 2012447 | Zainab Ali Abdullatif Al Raisi | PB2B | 14901499 |
| Mazin Hamood Mohamed Al Hinai | PA3 | 2012504 | Saleem Khalfan Sulaiyam Al Mabsali | PB3B | 14901543 |
| Hamed Mohamed Ali Al Qamshuii | PA5,6 | 2012865 | Farha Masoud Ali Al Aisari | B1A | 15201099 |
| Dana Bassam saleh Abuel Haija | A4 | 2013169 | Wadhah Said Khamis Al Siyabi | A1A | 15201145 |
| Mrawa Ali Said Al Amri | PB1A | 2013193 | Khalifa Ali Said Al Mughairi | PA1 | 15201174 |
| Shakti Ramesh Solanki | A5,6 | 2013239 | Aiman Marhoon Ali Al Wahaibi | PB1A | 15201304 |
| Arshad Ahmed | B5,6A | 2013866 | Mohamed Hamed Salim Al Wahaibi | B4B | 15201322 |
| Saleh Said Mohmood Al Zadjali | PB1B | 2013904 | Maimoona Abdullah Al Balushi | A1A | 15901317 |
| Hamood Ruziq Malik Al Jardani | PB2A | 2013925 | Sana Abdullah Mubarak Al Hadi | PA2 | 15901348 |
| Haitham Mohamed Humaid Al Naamani | PB3A | 2013926 | Mundhir Ali Sabil Al Hinai | B2B | 15901361 |
| Hashim Abdullah Awadh Al Hassan | A3 | 2013935 | Mohammed Masoud Khalfan Al Aisari | PB2B | 15901371 |
| Samah Sulaiman Masoud Al Harrasi | A2A | 14901139 | Qais Khalid Ahmed Al Aghbari | B2D | 15901539 |
|  |  |  | Hafsa Ali Sulaiman Al Abri | PA3 | 16201200 |

**Apologies (Student Representatives):**

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| **Student Name** | **Group** | **MCUC #** | **Student Name** | **Group** | **MCUC #** |
| Suhaila Mohammed Khamis Al Zadjali | PA5,6 | 96018 | Juhaina Saleem Salim Al Shukairi | PB4 | 2013277 |
| Jamal Habib Obaid Al Zahli | A4 | 2011487 | Khulood Hassan Ahmed Al Zadjali | B2A | 14901046 |
| Hamood saleem Mohamed Al Hadi | PA2 | 2013147 | Naama Yaqoob Nasib Al Qarni | B4A | 15901410 |

The Chair welcomed all present for the course committee meeting (February–June 2016 Semester) to discuss academic issues.

The Chair informed the meeting that the course committee meeting to discuss housekeeping issues is scheduled on April 12, 2016. All CRs were requested to attend the same. The Chair requested students to communicate 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 November 2015. As there were no issues arising, the Chair confirmed the minutes.

Class Representatives presented the following academic issues for discussion:

**ACADEMIC ISSUES**

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| --- | --- | --- | --- |
| **S/No.** | **Class Groups** | **Concern raised by students** | **Response** |
| 1.1 | B4A, B2B, A3, B2A, PB5,6, PB1A, B4B, B1B, B2A, B3B, A4 | Assessment strategies: students requested for more Exams than assignments | * Assessment strategies are designed for students to learn different types of assessments and develop different types of skills. * It is designed to meet the learning outcomes of a module. Assignment is part of student learning experience, hence different assessment methods are essential. |
| 1.2 | PB2A, B5,6B, PA5,6, B4B, B2C, A2A, PA2, A4, A5,6, A4 | Assignment submission dates : Assignment submission dates are scheduled closely | * The faculty has taken care to pace assignment submission dates and has ensured that students do not have more than one assignment submission or in-class test scheduled on the same day. * The students were informed that assessments schedule will be displayed on the notice board and be available on MOVE during teaching week one. * Students were requested to manage their time effectively and resourcefully. |
| 1.3 | A1A | Reading list for modules | * The module handbook provides the students with all details about the module. The recommended reading list (books, journal, websites) are included in the module handbook. * A ‘reading list link' consisting of the text books that are available in the library will be set up for all the modules on the MOVE page. * Through the library portal the students can reserve a text book. |
| 1.4 | A4, B2C | Support classes | * The students were informed that support classes are scheduled twice a month for all level one modules. Support classes schedule will be made available on the notice board and on MOVE. * Currently very few students are attending support classes. It was emphasized by staff members on the importance of such classes. |
| 1.5 | PA4 | Attendance percentage: some students expressed concern regarding the attendance percentage of the college. They suggested to reduce the cut-off attendance percentage | * Students were referred to the attendance policy in the student handbook. * Students are expected to have 80% attendance in all modules irrespective if they are full-time or part-time students. * If students have medical or official reasons for not attending any particular class, they may discuss it with the module tutor and submit supporting documents. Tutors accept excuses with genuine reasons; however students must not take advantage of this provision |
| 1.6 | PB2A | Study leave for exams | Students were informed that the in course Assessment are a part of students’ learning process during their classes and there will be no study leave for these assessments. |
| 1.7 | B4B, PB4, A5,6 B3B, PA4 | Summer classes :Students suggested the college must consider offering modules at each level during summer semester, so that they can complete the programme faster | * MUC has only two main semesters: September to January and February to June. * Summer classes are only offered depending on availability of staff member during summer. |
| 1.8 | PB5,6 | Training opportunities for students | * Training opportunities are provided through “Employee Engagement office” of the College. * Student should have completed level one to avail the training opportunities. |
| 1.9 | PA5,6, A4 | On-line registration:  Most of the students requested for on line registration | MUC is working on this proposal and if systems are in place, on-line registrations will be introduced during Sept 2016 registrations. |
| 1.10 |  | Students appreciated the staff members | Class representatives appreciated and thanked all the tutors for their excellent inputs through their teaching and help extended outside class timings. |

**STAFF ISSUES**

Tutors requested students to:

* Be on time for the classes**,** especially in lab based classes as instructions have to be repeated again and again for late-comers,
* Avoid answering mobile phones during classes,
* Avoid bringing food and drinks inside the classrooms,
* Meet their academic advisor regularly
* Check the college email daily.

**ANY OTHER BUSINESS**

Students with individual problems can Meet Head of Faculty.

The meeting was adjourned at 4:30 p.m. on April 05, 2016.