



## **HND/ DET Team Meeting**

### **Minutes**

**Date of the meeting:** Sep 22 2021

**Duration of meeting:** 15:00 to 16:30

**Location:** Room 11

### **Agenda:**

No	Items
01	Minutes of the previous meeting
02	Matters Arising
03	Address by Ms. Areeba re employability and Business Angels
04	Recording of lectures for HND Online classes
05	Referral marking
06	Marking and IV for this semester- results to be shared with students only after IV is over as we did last semester
07	More focus on Jan 20 and Jan 21- as they are progressing to Top-up/ 2 <sup>nd</sup> year
08	APP
09	Any Other Business
10	Date of next meeting

**Attendance:**

Names	Department	Category of membership
Mrs Sayeda Zain	Dean of Studies	Chairperson
Mrs Samita Shukla	Lecturer - Business	Member
Mr Francis Marfo	Lecturer/ Internal Verifier - Business	Member
Mr Raj Desh Sharma	Programme Manager HND Business Marketing/ Lecturer	Secretary
Mr Christian Howusu	Lecturer - Hospitality	Member
Dr. Kwabena Frimpong	Lecturer - Business	Member
Ms Sanada Dola	Lecturer - Business	Member
Mrs Pratika Teyssedou	Programme Manager HND Hospitality Management/ Lecturer	Member
Mr Jahnazaib Irfan	Programme Manager HND Health and Social Care/ Internal Verifier	Member
Mr Tariq Mahmood	Lecturer - Business	
Ms Lakshani Mendis	Lecturer - Business	Member
Mr Gowher Malik	Lecturer/ Internal Verifier - Business	Member
Ms Piyumika Gamage	Lecturer - Business	Member
Mr Rizwan Tariq	Lecturer - Business	Member
Mr Joshua Olajide	Lecturer – Business	Member
Mr Sarkis Nehme	Lecturer/ Internal Verifier - Hospitality	Member
Mr Fabrice Teyssedou	Lecturer/ Internal Verifier - Hospitality	Member
Tanveer Ahmed	Lecturer - Hospitality	Member
Mr Henry Aluko	Lecturer - Hospitality	Member
Funmi Alalade	Lecturer - Hospitality	Member
Puremeluan Major	Lecturer – Health & Social Care	Member
Amina Ali	Lecturer – Health & Social Care	Member

Ayodele Aluko	Lecturer - Business	Member
Anastasia Ochieze	Lecturer – Health & Social Care	Member
Abigail Amponsah	Lecturer – Health & Social Care	Member

### **Apologies:**

The following staff member did not attend the meeting:

Name	Department
Mr. Steve Williams	Lead Internal Verifier/ Quality Assurance Manager
Mr. Yannick Fansi	Lecturer- Business
Mr. Syed Tariq	Lecturer – Business
Martin Oluleye	Lecturer - Hospitality
Funke Ogunjimi	Lecturer - Hospitality

### **1. Minutes of the previous meeting:**

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The minutes of the previous meeting were distributed, and everyone agreed to them

### **2. Matters Arising:**

The Dean reported that the costing for the Fashion Design course had been completed, and it is more than we anticipated; therefore, we have decided to put it on hold for the time being. The university refused the approval of the other course, BA (Hons) Marketing & Media Communication (with and without Foundation), because they decided not to franchise this course to anyone. The only approval received was for BSc (Hons) Business Management & IT (with and without Foundation). The information of this course has been posted on the college website.

### **3. Address by Ms. Areeba re employability and Business Angels:**

Ms. Areeba provided the following information concerning the MRC Angel completion to the teaching staff:

#### **MRC Angel Business Competition (2021/22)**

This year`s competition will be divided into 2 stages:

### **1<sup>st</sup> Stage – MRC Exhibition**

MRC Exhibition is open to all MRC students who are already running a business and/or have a business idea. The exhibition will take place on Nov 15 2021 at Mont Rose House, Gants Hill Campus. Students will have to register to participate. On the exhibition day, participants can merchandise their products and services and/or promote their business ideas. Judges will then select three finalists who will automatically qualify for the 2nd stage of the MRC Angel Business Competition 2021/22.

### **2<sup>nd</sup> Stage – MRC Angel Final Competition**

MRC Business Competition Finalists 2021/22 will work with industry and academic mentors who will prepare and groom them for the Final Business Competition, which will take place in May 2022 at Mont Rose College, Gants Hill Campus. External business and industry experts will facilitate various business-oriented workshops, which will develop and enhance the finalists' business skills and knowledge. The winner will be crowned on the final day of the MRC Business Competition.

### **The Judges**

The panel of judges will consist of academic staff, entrepreneurs, business development experts, entrepreneurs, and government officials from within and outside the College.

### **Judgment will be based on the following criteria:**

- The viability of the business or business idea
- Business strategy
- The operational factors
- Market and competition analysis
- The projected financials

### **DATE DESCRIPTION:**

Sep 13 to 15th October 2021 Call for Exhibitors

29th October Closing date for the call for exhibitors

15th November MRC Exhibition at Mont Rose College Gants Hill Campus.

19th November Announcing of the semi-finalists

25th January 2022 Workshop- How to market your business 10th February

2022 Workshop-(A) Digitalisation (B) Business plan formulation

4th March 2022 Workshop- Bookkeeping/Accounts

23rd March 2022 Workshop- (A) Awareness of Business Law (B) Business etiquette

Submission of Business plan

May 19 2022 MRC Angel Business Competition Day May to September 2022 Continuous mentoring for the winner

She mentioned that complete information is available on the college website. She also mentioned that she needs help from the teaching staff to motivate students to participate in the competition.

#### **4. Recording of lectures for HND Online classes:**

The Programme Manager Business Marketing mentioned to all staff to keep the recordings of the lectures on Moodle as we have moved to teach online due to the increase of the COVID cases.

**Action:** All HND Programme Managers to check on a fortnightly basis that all the recordings are available on Moodle till Dec 3 2021

#### **5. Referral marking**

The Dean also mentioned that all teaching staff has to complete the pending referral markings as soon as possible so the final result can be declared.

#### **6. Marking and IV for this semester- results to be shared with students only after IV is over as we did last semester**

The Programme Manager Hospitality mentioned that it was decided in the Academic/ Quality Assurance Board that the results will be shared with the students after the IV process is completed. This change is taking place because when the IVs change any grade, it becomes very difficult for the student to understand the change of grade, and they make lots of complaints.

#### **7. More focus on Jan 20 and Jan 21- as they are progressing to Top-up/ 2<sup>nd</sup> year**

The Programme Manager Hospitality mentioned to all teaching staff to focus on Jan -20 and Jan 21 cohorts approaching the Top-up. She mentioned that if required, provide more academic support to these students so they will be able to finish the course on time to join the university course.

#### **8. APP**

The Dean mentioned that it is very important that all departments have to complete their APP sheets so the data processing department can complete their APP evaluation report as per the regulatory requirement.

#### **9. Any other business**

None

#### **10. Date of next meeting**

The next meeting will be on 27 January 2022.

#### **List of Action Points Agreed.**

<b>Person responsible</b>	<b>Actions</b>
HND Programme Managers	To check on a fortnightly basis that all the recordings are available on Moodle till Dec 3 2021