
**HOUSEKEEPINGCOLLEGE COMMITTEE MEETING**

**MINUTES OF MEETING HELD IN MATRAH HALL AT 3:00 P.M. ON 12th APRIL, 2016**

**In Attendance:**

|  |  |
| --- | --- |
| Mr. Philip Barber, Chair | Head of Quality Enhancement |
| Mr.Ahmad Najeh | Director of Learning Resources |
| Mr.Mohd Abdul Rahman | IT Systems Manager |
| Mr. Khamis Al Ghafri | Head of Student Services |
| Ms. Maryam Al Ansari | Asset Management Coordinator |

**Apologies:**

|  |  |
| --- | --- |
| Mr.Sami Al Yousfi | Manager-Administration & Facilities |
| Mr. Ian McNaught | Head of e-Learning & Information Systems |

The Chair welcomed all present to the Course Committee Meeting (Housekeeping) forthe current semester - February - June 2016.

The Chair introduced the committee members to the class representatives.

**Minutes of previous meeting:**

The minutes of the previous meeting were uploaded on MOVE as well as sent by email to all class representatives.

The Chair confirmed the minutes of the meeting.

The following housekeeping issues were presented for discussion:

|  |  |  |  |
| --- | --- | --- | --- |
| **S/No.** | **Class Groups** | **Concern raised by students** | **Response** |
| 1.1 | 1PTB, T5A | **Internet / Wifi**Wifi is very slow  | * MUC has increased the bandwidth to 100 mbps for staff and student use. However, the speed is affected as students are misusing the internet facility in the college for large downloads.
* Students were requested to read through the minutes of the previous meeting for more details concerning wifi connectivity.
 |
| 1.2 | 1PTB, B1B, B4A, B2B | **Library**Computers are not working.Story books in the library.Requested for hand sanitizers in the library.Requested to increase the number of free prints from 100 to 200 pages.Library books should be shelved in the right place. | * Each computer has approximately 100 users logging in and out. When a system is switched on, the profiles / database of all users logged into that system are processed before starting and thus it takes time for computers in the labs and library to start.
* Students were requested to inform the Library staff or the IT Support staff of the computers that are not working.
* It was confirmed that there are approximately 583 story books in the library.
* MUC is checking the on the possibility of placing hand sanitizer dispensers in the library, reception areas, cafeteria and toilets. This will be implemented from next semester.
* Students were informed to be careful with the use of paper and avoid taking prints, unless its unavoidable. It was suggested to make use of online resources.
* Library staff are arranging books twice a day. At times students leave books in different categories, rather than placing it back on the shelf where it was taken from.
* The Chair suggested that the different catergories of books must be included in the library induction for students. This will guide students to identify the codes and return books to the specific category.
 |
| 1.3 | B1B | **Student Services**More activities for students. | * The students were informed to meet the Student Services or Majan Students' Council for information on extra-curricular activities.

**ACTION: Mr. Khamis and the Coach to plan more rigorous campaign for awareness of extra-curricular activities in MUC.** |
| 1.4 | B3B, A3, B4B, B1B, PB5,6, PA4, PB4, T2A, T1A, T3N, T2N, T2B, T2A, F24, 1PTA, 2PTB, F27 | **Parking**Not enough space. | * Parking space will be available once the new building is ready.
* MUC is also considering construction of multi-level parking and is looking for land around the college area.
* Students suggested installing more cameras in the parking area to identify drivers and car owners in case of accidents.
 |
| 1.5 | PA4, PB4, 1PTB | **Mosque**Lack of praying area.Carpet needs to be changed as well as the mosque must be cleaned daily. | * The College has no immediate plans to build a bigger mosque, but may consider once the new building has been erected.
* Daily cleaning schedule to be drawn and monitored. The mosque must be thoroughly cleaned before the evening prayers. It was also suggested to burn incense to keep insects away.
 |
| 1.6 | 1PTB, T4N, PA4, B1B, T4N, T3N, PB1A | **Female Prayer Room**The prayer room should be cleaned regularlyNew blinds in the prayer room.Female prayer rooms to be carpeted. | * It was emphasized that it is the student's responsibility to maintain cleanliness in all public places in MUC.
* Daily cleaning schedule will be drawn and monitored by the female staff of the college.
* Similar to the mosque, it was decided to thoroughly clean the room before the evening prayers and burn incense.
* All maintenance jobs will be carried out during the summer break.
* There is no carpet in the female prayer room for hygiene reasons. However the request will be considered.
* Students requested air freshners in the prayer room as well as the common room.
 |
| 1.7 | B1B, T4N, PA4, T4N, T3N, PB1A, 1PTA, 2PTA, PA4 | **Classrooms**Broken furniture to be repaired, especially chairs in S-112Blinds in N-206 to be changed.Classroom lights to be changed to LED.S-108 classroom smells bad.  | * Students were informed that broken furniture is repaired on weekends. However, if there are issues that require immediate action, they can be reported to the Faculty Administrators.
* This will be done during the summer break.
* MUC is considering this option and if finalised will be done during the summer break.
* Students were requested to encourage their friends to avoid eating in classrooms, due to which classrooms are smelling bad.
 |
| 1.8 | B5,6B, TUA, T2A, B1B,  | **Social Space / Common Rooms**Rest room for bus passengers. More chairs and sofas in the rest room and suggested to change the design of the rest roomA/Cs are not working | * N-104 is converted as a waiting room for bus passengers.
* This will be considered after the new building is constructed.
* This will be attended on priority basis as it was reported in the last course committee meeting as well.

**ACTION: Mr. Sami and Mr. Hemanth to check and do the needful.** |
| 1.9 | B3B, B1B, PA4, PA1, B4A, T2A, T3N, F24, 1 PTA, 1PTB,  | **Bathrooms**No tissues in the bathrooms.Bathrooms are not cleanBad smell in the bathrooms.Hand-wash dispensers to be refilled | * CRs were requested to refer to the minutes of the previous meeting for discussions regarding this issue.
* The cleaners are following a cleaning schedule and this is monitored by the Facilities Department of MUC.
* It was agreed to replace air-freshners more frequently.
* The cleaners must check the hand-wash dispensers and refill them promptly.
 |
| 1.10 | B3B, B1B, 1PTB, T2A, T4N | **Computers**Electronic issues in the classrooms.Not enough computersMonitors are scribbled.Computers are slow | * Students are requested not to charge their mobile phones and laptops in classrooms as this disrupts the electrical supply.
* Students were also warned on disconnecting the electrical connections of podiums and other teaching resources of the college, as it causes inconvenience to the lecturers.
* There are 73 PCs in B-100 and 48 PCs in the library. In addition to this students may also use the labs, if there are no classes conducted.
* Cleaners will be instructed to clean the monitor screens thoroughly.
* Addressed earlier in the start of this meeting (section 1.2)
 |
| 1.11 | 1PTB, B1B, PB4, T1A, T3A, T4A, B4B, B2B, B5,6B, F1, F24 | **Cafeteria**Not enough spaceFood should be cheaperOffer buffet for lunchMore fresh and healthy foodSeparate male and female seating areas.Cafeteria isn't always clean. | * The current cafeteria is a temporary arrangement until the construction is over.
* The prices of products offered in the cafeteria were checked by the consumer group. If the cafeteria further reduces the prices possibly it will affect the quality of food.
* Buffet will be expensive / not afforable for most of the college students and is hence not offered.
* Initially fruits will be made available for students and depending on the demand further additions will be made to the menu in this catergory.
* Most of the students prefer sitting together. CRs were requested to refer to the minutes of the previous meeting.
* The cafeteria will be cleaned thoroughly, daily after lunch hours and incense will be burnt as well. MUC will check the possibility of fixing air freshners in the cafeteria.

Students are requested to use the suggestion box in the cafeteria. |
| 1.12 | B3B, B1B, F1, B4A, T2A, T1A, T2B, 1 PTB, 1PTA | **Miscellaneous**ATM is not working.Students need lockersShades for footpathsWater cooler in Al Bustan BlockPlanting of more trees.Fines for incorrect parking | * It is newly installed in MUC. As of April 12, 2016 the ATM is operating.
* Poviding lockers for all students is not economical as well as will occupy a lot of space that can be utilised for other student activities.
* Due to safety and security reasons shades cannot be fixed in the campus area.
* This is being considered and will be done on priority basis.
* This suggestion will be considered once the new building is ready.
* CRs were informed that MUC cannot impose fines, only the ROP can, hence requested the students to create campus awareness among friends to park correctly and not cause inconvenience to others.
* It was suggested to conduct guest lectures for students on Fire Safety Training, Traffic Safety, etc.
* Students requested that buses should not be allowed to park in front of the gate, especially in the evening, as it causes inconvenience for students coming in for part-time classes.
 |

1. **DATE OF NEXT MEETING**

The next course committee meeting will be scheduled during the 7th or 8th teaching week of the next semester (September 2016 - January 2017)

The Chair thanked all for attending the meeting. He encouraged more students to participate in college committees.

The meeting was adjourned at 4:30 p.m. on 12th April, 2016