  
**HOUSE KEEPING COMMITTEE MEETING:**

**FACULTY OF ENGLISH LANGUAGE STUDIES (FOUNDATION PROGRAMME)**

**MINUTES OF MEETING NO.1 HELD IN AT 12:30 P.M. ON THURSDAY 4TH DECEMBER, 2014**

**In Attendance:**

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| Mr. Philip Barber (Chair)  Mr. Majid Shatery  Mr. Sami Al Yusufi  Mr. Hemanth Kumar  Mr. Khamis Al Ghafri |  |

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| |  |  | | --- | --- | | **Apologies:**  Mr. Ian McNaught  Mr. Ahmad Najha  Ms. Laila Al Kiyumi |  | |  |

**In Attendance (Student Representatives):**

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| **Student Name** | **Group** | **MCUC #** | **Student Name** | | **Group** | | **MCUC #** | |
| Halima Nasser Hamed Al Hinai | F1 | 14901025 | Hana Al Balushi | | F10 | | 2013581 | |
| Ali Nasser Al Rawahi | F2 | 14901064 | Aamal Mansoor Al Aamri | | F20 | | 14901133 | |
| Fatma Abu Hassan Al Balushi | F2 | 14901062 | Abdullah Al Rashdi | | F20 | | 2013858 | |
| Nadra Hamood Hassan Al Tooqi | F3 | 14901283 | Fatma Hamood Al Muqaimi | | F21 | | 2013680 | |
| Mazin Nasser | F4 | 14901203 | Ruqiya Al Amri | | F23 | | 2013772 | |
| Zahra Al Balushi | F6 | 14901101 | Amani Al Maashari | | F27 | | 2013665 | |
| Athir Matar Al Hinai | F6 | 14901100 | Samah Al Busaidy | | F27 | | 2013574 | |
| Hajer Al Balushi | F8 | 14901112 | Amal Al Wahabi | | 1PTA | | 14901106 | |
| Samah Al Harrasi | F8 | 14901139 | Khalid Al Balushi | | 2PTA | | 14901430 | |
| Samir Al Khusaubu | F9 | 14901277 |  | |  | |  | |
| **Absent (Student Representatives):** | | | | | | | | |
| Halima Saleh Al Maskari | F4 | 14901247 | | Nasser Ali Jafar Al Ubaidani | | F1 | | 14901008 |
| Najma Nasser Al Alawi | F5 | 14901264 | | Ruqiya Al Hajri | | F23 | | 2013828 |
| Abdullah Mohammed | F5 | 14901585 | | Badar Al Sulaimi | | 1PTA | | 14901306 |
| Maryam Amir Al Maamari | F10 | 2013795 | | Mohamood Al Wahaibi | | 1PTB | | 14901382 |
| Abdullah Al Araimi | F11 | 14901452 | | Samiya Abdul | | 1PTB | | 14901537 |
| Maryam Al Aufi | F11 | 14901089 | | Moosa Maula Al Balushi | | 2PTA | | 14901437 |
| Naoh Saleh Al Balushi | F21 | 14901250 | | Hamood Al Jardani | | 2PTB | | 2013925 |
| Abeer Al Balushi | F22 | 2013601 | | Muna Habibi Al Abri | | 2PTB | | 2013773 |
| Aisha Al Balushi | F22 | 14901021 | |  | |  | |  |

The Chair welcomed all present to the Housekeeping committee meeting for this semester (September – January 2015). There was a formal introduction of all Class Representatives (CRs).

The Chair emphasized on the importance of this forum and urged student representatives to always raise their concerns with staff immediately.

Class Representatives presented the following points for discussion:

1. **HOUSEKEEPING ISSUES :**

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| **S/No.** | **Class Groups** | **Concern raised by students** | **Response** |
| 1.1 | F2,F20,F21, 1PTA, 2PTB | Parking space in the campus is not enough. Most of the time cars are blocked and people find it difficult to get their cars out. | * If car park is full, students should park their cars outside the campus. Security guards will be assigned everyday from 4.00-5.00 pm to direct students and ensure systematic arrangement of the car park especially for part-time students.   **Action : Sami to speak to security staff.**   * The College is planning to erect a new building in place of the Sports hall and the Al -Wadi. This will also help sort out the parking issue. * The College is trying to purchase land the other side of the Sports Hall and Al Wadi Building for extra parking space. * **Action: Dr.Maha & Sami to follow this up.** |
| 1.2 | F1, F3, F4, F5 | Wifi is slow especially in the Hostel and College. | * It was suggested that CRs inform their classmates not to misuse the internet facilities in the campus. * Wifi in the hostel will be restricted for students for educational purposes only starting next semester; so certain websites will be blocked for downloading. This arrangement is mainly to improve internet speed. Students are requested to contact the IT Support (Helpdesk) for any issues related to the internet facility in the hostels. * Students were informed that a survey conducted in various college in Oman established that this is a common problem in HEIs all over Oman. The Research Council of Oman is working closely with Omantel to provide faster and uninterrupted internet service to educational institutions. * **Action : Dr. Maha & Ian to chase the Research Council to find out the progress with the OMREN project.** |
| 1.3 | F3, F2, F6, F9, F11, F5, F21 | Some of the students in the hostel very noisy and causing inconvenience to others.  Students requested for transport arrangements in the hostel, in case of emergencies.  Students informed that there is a leak in the roof of a 1st Floor flat.  Some of the chairs/Tables/Doors are broken and computers are also not working in hostel. TV is not working in Hostel.  The Kitchen and Toilets are very dirty.  During Weekends girls want to go shopping. | * Students are requested to discuss noise issues with their fellow students if they are being disturbing. If they still continue they should report the problem to the hostel warden and Ms. Laila. Students will be issued warning letters and they could be asked to leave the hostel. * Room and Bed arrangement is explained to students at the time of joining the College. * Students were informed that the college drivers attend to any emergencies in the hostel. However, the hostel security guard will substitute for the driver if required on urgent basis. * Any issues with furniture, computers and TVs should be reported to the Hostel Warden immediately, so they can be dealt with. * Students should not expect cleaners to clean up after them * Students can go shopping daily. However, at weekends drivers are not available. However there are weekend trips arranged.      * **ACTION: Laila to speak to Hostel Wardens ASAP.** * **ACTION: Hemanth to ensure the leaking roof is repaired ASAP, as well as, looking into replacing stained toilets.** |
| 1.4 | F1, F5 ,F3, F20, F21,F27,1PTA, 2PTA | AC not working in Prayer room. Girls' Prayer room needs curtains. The prayer area for girls is very small. Food smell in Prayer room. Prayer rooms must be cleaned thoroughly on daily basis. Carpet in the boys' prayer rooms is not in good condition.  Need more time for Prayer. Not to allow students to eat food in class.  Classrooms are not spacious.  ACs in Jibreen classrooms don’t work & small rooms have broken computers.  Proper arrangement of the Projector. Electricial Mains in classrooms and common rooms not working. | * Students were informed that the prayer room is for the convenience of students and there should be a common understanding among students to maintain silence while others are praying. It was also emphasized that it is the students reponsibilbity to maintain cleanliness in all public places provided by the College. The facilities department also assured students that prayer rooms are cleaned on a daily basis. * **Action: Hemanth check the AC in the girls Prayer room has been repaired and to fit curtains in that Prayer room ASAP. Also to have air fresheners fitted in all Common and Prayer rooms ASAP.** * **Action: The College will look into providing a better praying facility for female students and staff.** * **Action: Sami to investigate removing the carpet in Prayer and Common rooms and replacing them with tiles ASAP.** * **Action: Aziza & Majid to speak to teachers about making sure students have ample time to pray during the evening classes, and also telling them not to allow students into classes with food.** * **Action: The New Building will be providing more spacious classrooms.** * **Action: Cleaners are now checking classroom furniture on a weekly basis.** * **Action: Facilities Dept to speak to Ian about providing students with GSM charging facilities.** |
| 1.5 | F1, F2, F3, F20, F23, 2PTB | Boys and girls toilets need to be cleaned.  Requested Tissues in ladies toilets. Hand dryer doesn’t work and Hand Liquid should kept in each toilet. | * Maintaining clean toilets is student’s responsibility. The clearners are cleaning the toilets as per their rota. However, students are required to keepthese areas clean and tidy between times. * It is a standard policy across the college not to place tissues in toilets, as students throw tissues all over the place and even in the toilet to avoid flushing. * Hand dryers will be checked by Maintenance Staff. * **Action: Hemanth to check; Hand dryers, ensure Hand soap is available in all toilets.** |
| 1.6 | F1,F4,F6, F9,F20,F21, F22, F27,1PTA | Students requested an increase in the variety of food available in the Cafeteria. They also showed their dissatisfaction of there cafeteria facilities. | * A suggestion box will be placed in the cafeteria, students to suggest new menus or ideas for the cafeteria. The new building will have a new larger cafeteria. * The campus starts emptying from about 8pm. * **ACTION: Sami to ensure a Cafeteria Suggestion Box is in place by 20th Dec. and to speak to the Cafeteria Manager to make sure his staff are always wearing gloves.** |
| 1.7 | F2, F4, F21 | Students requested more social space should be made available with shaded areas. | * The College will be making more social space with social space will be available soon. * In the new building the caferteria will take up half the floor space of level 1 and a new social space area will be the same size on level 2. * **Action: New Building committee to meet soon and include CRs.** |
| 1.8 | F1, F3, F5 | Bus drivers are late. | * Bus drivers are on time but students are late. The schedule has already been given to students, they need to follow it. |
| 1.9 | F2, F4, F21, 2PTA, 2PTB | Vending Machine is not cooling properly. Need cupboards for keeping the books. | * In future Ms Jacintha should be told of any problems with the vending machine. * There are no plans to provide students with cupboards for their books.   **Action: Hemanth to ensure vending machine is repaired ASAP.** |

The college is planning to start facilities helpdesk and a student service helpdesk so that students can raise their concerns and requirements through this forum, rather than waiting for this committee to meet.

If students have any problem they are requested to contact Mr. Sami, Mr. Hemanth and Ms.Laila

for further Action.

1. **Date of next meeting**

The next course committee meeting will be scheduled during the 6th or 7th teaching week of the next semester (Feb 2015 – June 2015)

The Chair thanked all for attending the meeting and appreciated the CRs for representing their class groups in this forum.

The meeting was adjourned at 2:00 p.m. on December 4th 2014.