
**HOUSEKEEPINGCOLLEGE COMMITTEE MEETING**

**MINUTES OF MEETING HELD IN RUWI HALL AT 3:00 P.M. ON 25 NOVEMBER, 2015.**

**In Attendance:**

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| Mr. Philip Barber (Chair) Mr. Ian Mc NaughtMr. Ahmad NajhaMr. Khamis Al GhafriMr. Hemanth Kumar |  |

**Apologies:**

Mr. Sami Al Yusufi

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The Chair welcomed all present to the Housekeeping College Committee meeting for the September 2015 – January 2016 semester, to discuss housekeeping issues related to the college. The panel members introduced themselves to all class representatives.

**Minutes of previous meeting:**

It was noted that there were no issues raised from the minutes of the previous Course Committee meeting held on 6th April, 2015. The Chair confirmed the minutes.

The following issues were presented for discussion:

1. **HOUSEKEEPING ISSUES**

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| **S/No.** | **Class Groups** | **Concern raised by students** | **Response** |
| 1.1 | T4N, T6N, L3, B3A, PT5,6 | **Internet/Wifi**Wifi is very slow on Campus  | * It was reported that this semester, the internet access is 20 times faster than last semester in terms of Wifi and its available local bandwidth.
* Students were informed that wifi speed is reduced when there is an increased number of users connected in Labs and Classrooms.
* The college has blocked some sites during peak hours to ease internet traffic.
* **ACTION: Ian to consider blocking more sites during peak times**
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| 1.2 | T4B, B3CL3, PB4, F8, A4, B3C, B5, 6A | **Library**Requires more computers.Not enough books, on certain topics.Not enough books on the same subject.Library to impose a financial penalty on students when books are returned late.Some keyboards in the Library don't work and need to be repaired.Library staff are not too helpful when a student wants a book they provide date and title and have to find it themselves.Some students use the the LRC as a social areaCan the Library opening hours be extended during the weekend, especially during assignment submissions.Foundation books arrived late. | * 20 more computers will be available in the library by the end of December 2015.
* It was informed that students should utilize online books. For English Language more than 1000 books and 5000 e-brary books are available in the library.
* Students may borrow 4 books at a time for a period of 2 weeks and can renew the loan for a further 2 weeks. Students can renew loan periods over the phone.
* Sometimes students borrow the books but return them well after the due date. The students should make sure that they return the books on time so that they can be loaned to others. Imposing financial penalities on students who return books late, is a common practice in Libraries.
* Students have access to online learning resources like electronic journals, e-brary, ProQuest, Academic articles.
* If students need specific books in the Library they have to speak to the tutors, because they are responsible for the books that are available in the Library.
* Printer, photocopy, Easy scanning facility is also provided.
* Students were informed food and Tea/Coffee is not allowed in the Library.
* The students were informed that if PCs are not working, students are requested to inform the library staff immediately. They can send email to ithelpdesk. IT staff will check the PCs every week.
* Library Staff are not responsible for locating books on the book shelves for students. They do however provide the 'call number' and direct students to the correct shelf.
* **ACTION: Ahmad to erect signs on selves to make the location of books easier for students.**
* **ACTION: Hemanth to introduce signs reminding students that the LRC should be primarily used for Group Study.**
* The library is open for students from 8:00am to 8:30pm from Sunday to Thursday. During the weekend from week 8 until the end of the semester exams, Saturday 10:00am to 5:00pm. Whenever there are w/e postgraduate classes taking place the library will be open.
* **ACTION: Ahmad to make available to u/g students on MOVE the dates when p/g w/es will take place.**
* **ACTION: Nabila to ensure these new weekend Library timings are updated in the Student Handbook.**
* This semester, books arrived late because of the publisher. It was assured that it will not happen again.
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| 1.3 | PB4, B3A | **Student Services**Not enough activities | * The students were informed that there are facilities provided and activities organized, but the students do not come forward and participate.

**ACTION: Students have to approach the Majan Student Council with any ideas and encourage fellow students to take part in the activities being organized.**  |
| 1.4 | T1A, B3A/T4A, PT5,6, T1N, T4B, L3,F1, F22, F10,B2B, B4A, PB2B, PB4, A2A, B1E, B3A, A1A, A3, B5, 6A | **Parking**Not enough space.Provide a Park & Ride Facility. | * The Basketball court was converted into a car parking area as was the area where Al Maha used to stand. There are now only nine less car parking spaces than before construction work started.
* This idea may be considered if land is available and if students agreed to use thsi facility.
* **ACTION: Sami and Hemanth to distribute a questionnaire to all students regarding their use of a Park & Ride Facility**
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| 1.5 | 15901276PT5,6 | **Mosque**Water Abolutions are slow.Need a bigger Mosque. Carpet needs to be changed  | * The College is waiting for the Muncipality to sort out this problem of low water pressure.
* **ACTION: Sami to follow up with the Municipality**
* The College has no immediate plans to build a bigger mosque, but may consider it once the new building has been erected.
* The carpet will be changed in the Mosque by the end of December 2015.
* **ACTION: Sami and Hemanth to complete this task ASAP.**
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| 1.6 | PB2B, A4PB2B, B1DA1A, F24, T2N, F4B2E, F22, 2PTB, B5,6 - 2012623 | **Female Prayer Room**AC not working. Prayer Rooms are dirty. Prayer Room needs to be bigger.Bad Smell in the Prayer room. Students eating in the Prayer Room.Allocating an area to the rear of each classroom for praying instead of using the prayer rooms  | * 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.
* **ACTION: Hemanth to check that the AC in the girls prayer room has been repaired, ASAP.**
* It was also emphasized that it is the student's responsibility to maintain cleanliness in all public places provided by the college. The facilities department assured that prayer rooms are cleaned on a daily basis.
* **ACTION: Maryam to check the ‘No food or drinks ‘posters to be posted in the Prayer rooms, and their cleanliness to be checked regularly. Natascha.**
* Although at first hand this sounds like a good idea, in reality it is impractical as the College would lose too much teaching space. There are currently two Female prayer rooms in the Al Salwa and Al Nahda blocks.
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| 1.7 | T1A, PB2B, A4, B1D, A1A, F24, T2N, F4, B2E, F22, 2PTB, PB5,6 2012623 | **Classrooms**ACs don't always work.The Chairs are uncomfortable. (IT). Chairs in the LRC and classroms are broken.Sometimes classrooms are unclean.Some whiteboards need replacing.Some classrooms need curtains.Some classrooms are too small for the number of students allocated to it. Students shouldn't be allowed to eat in classrooms.Bad smell in some classrooms.In some classrooms clocks don't work. | * ACs can often break down, however when students find that an AC is not functioning they need to report it immediately to their Faculty Administrator.
* Students need to speak to the Head of IT Faculty about this issue.
* **ACTION: Hemanth to ensure repairs to the tables in Ruwi and Mattrah Halls are carried out.**
* **ACTION: Sami/Hemanth gradually replace the chairs in S107 and N100.**
* **ACTION: Hemanth to ensure that classrooms get cleaned every three hours.**
* **ACTION: Hemanth to check all classroonm whiteboards**
* Curtains need to be fixed inB214. Students complain about not being able to clearly see the Projector screen.
* **ACTION: Hemanth to change the curtains in B214 ASAP**
* Students should speak to the lecturers to change the room, if there is not enough space.
* Class representatives will be provided badges with Majan Logo.
* **ACTION: Hemanth to order class respresentative badges. Philip to produce guidelines on class representatives responsibilities and authority.**
* 10 Expensive sample wall clocks have been ordered.
* **ACTION: Hemanth to ensure new clocksare in place for the end of semester exams that start on 3rd Jan '16.**
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| 1.8 | T1A | **Social Space/Common Rooms**Common Rooms are too small. Girls Restroom is not clean. | * Currently there are 2 common rooms for girls and 1 for the boys.
* Once the new building has been built a large area will be available for student social space.

 * **ACTION: Every two hours restrooms will be cleaned. Hemanth to check that this happens.**
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| 1.9 | T4N, B3A/T4A, F22, B3A, F7, A4, PB2BT6NA3, A1A, B3A, A4,F8, F2, F10, PT5, 6, F1, F4, B1D | **Bathrooms**Bathrooms are not clean.Ablutions for girls bathrooms.Congestion in the bathroom.Shortage of Hand cleaner. Improper cleaning materials used.Dryers not working properly.No tissues in girls bathrooms. No air fresheners in bathrooms. | * Cleaning schedule of washrooms throughout the college is maintained every two hours. Maintaining clean toilets, is also the student's responsibility, as well as the cleaners.
* **ACTION: Sami/Hemanth to fit an ablutions area in the female bathroom in Al Salwa block during the semester break**

* **ACTION: Sami/Hemanth - The two Bathrooms on the Ground floor of Al Salwa block will be swapped during the semester break. ie the Female bathroom will become the Male bathroom and the Male bathroom the Female bathroom. This is because there are more cubicules in the Male bathroom than the Female bathroom, yet there are more female students (52%) than male students (48%) studying at the College**
* **ACTION: Sami/Hemanth to ensure more Sanitizer is available in Females bathrooms.**
* Bathrooms get cleaned regularly every day. However, when the College is empty at the w/e all bathrooms are thoroughly sanitised.
* If Dryers are not working students need to inform their Faculty administrator.
* It is a policy across the college not to place tissues in toilets, due to students misuse.
* Air freshners are installed in Bathrooms.
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| 1.10 | T1N, PA4, A2A | **Vending Machines**Al-Salwa coffee machine not always working. Coffee machines do not always work well.Low availability of drinking water and other beverages, coffee, and snacks.Allowing small counters for tea makers on 1st & 2nd Floors. | * There are 6 vending machines in the college. If students find any of these not functioning they should report it to Faculty Administators.
* If money gets stuck in the vending machines, students need to contact the number on the vending machine.
* A Coffee/Tea shop with be a part of the new building.
* **ACTION: Sami/Hemanth to investigate the possibility of using another supplier.**
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| 1.11 | B3B | **Smoking**There should be a smoking room to reduce stress - B3B | * Smoking is banned in public places. When this issue was raised last semester it referred to students smoking by the College gates, this semester it refers to staff.
* **ACTION: HoFs/HoDs to inform staff that if they have to smoke, they do so well away from the College entrance.**
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| 1.12 | F25, A3 | **Buses**The College bus comes late to College and we are late to class sometimes.The Hostel bus is good. | * Bus drivers are on time, but students are late. The schedule ismade available to all students. They need to plan their journeys more effectively.
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| 1.13 |  | **Computers**Create an open lab for students.Not enough computers or charging points for laptops.Slow computers in Al-Salwa block.Computers very slow. | * The LRC is available most of the time, it is only during exam time that it is not available.
* The new computers that will be installed in the library they will each have a charging point. When students want to charge their laptop they need to use a three pin plug.
* **ACTION: Al Salwa block PCs to be checked by IT staff ASAP.**
* All the computers in the college have now unlimited wifi and 8 GB ram facility.
* The maximum life spam of a Majan computer is four years. If students have issues with specific computers in a Lab they should email the ithelpdesk with the computer number.
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| 1.14 | A3 T4N, B3A, T1A, F7, F4, PB4F22, F2, B1D, B1E, T1A, A2A,L3, F2, B3C, A3 | **Cafeteria**The Cafeteria food is better than last semester.Quality and variety of food.The cafeteria is not well ventilated.Can pasta dishes be served in the cafeteria. Can special food for diabetics be made available. Cafeteria staff do not always wear gloves.Not enough space and not enough chairs. There is an issue with houseflies.No designated areas for girls and boys to queue.  | * CRs were asked to encourage all students to make use of the Suggestion box. Talk to classmates to find out the kind of meals they would like to see on the Cafeteria menu.
* Cafeteria Staff were closing the doors near the counter, these doors will now remain open which will improve ventilation.
* **ACTION: Sami/Hemanth to speak to the Cafeteria Manager about introducing pasta dishes from next semester**
* The College can not be held responsible for serving 'special' food for diabetic students. Diabetics should be aware of what is and is not 'safe' for them to eat.
* **Action: Sami/Hemanth to continually check that all Cafeteria staff are always wearing gloves**.
* The new building will have a much larger cafeteria.
* This issue has been dealt with by the Cafeteria management.
* **Action: Sami/Hemanth to speak to the Cafeteria manager to resolve this issue ASAP.**
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| 1.15 | F22, B1D, B3A,2012623,B1D | **Miscellaneous**Internal walls of Al Salwa Block need repainting. Rewarding students who help keep the campus clean. Students need lockers.Plant more trees and provide more benches.  Decent dress code for students.  | * Redecorating the internal walls will be considered during the summer.
* This idea needs to be submitted in writing to the Housekeeping committee Chair for consideration.
* Poviding lockers for all students is very difficult, as a lot of space is required.
* This will take place once the new building has been completed
* Guidelines for students' dresscode can be found in the Student Handbook 6.5.1.5
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1. **DATE OF NEXT MEETING**

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

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 5:00 p.m. on 25thNovember, 2015