  
**HOUSEKEEPINGCOLLEGE COMMITTEE MEETING**

**MINUTES OF MEETING HELD IN RUWI HALL AT 3:00 P.M. ON 11th NOVEMBER, 2014 and 18th NOVEMBER, 2014**

**In Attendance:**

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| Mr. Philip Barber (Chair)  Mr. Ian Mc Naught  Mr. Sami Al Yusufi  Ms. Laila Al Kiyumi  Mr. Ahmad Najha  Mr. Khamis Al Ghafri  Mr. Hemanth Kumar |  |

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The Chair welcomed all present for the first course committee meeting (Semester September 2014 – January 2015) to discuss housekeeping issues related to the college and hostel. The panel members introduced themselves to all class representatives.

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 | PN1, T2B, T6N, T6A, B5,6A, A1A | The car park space in the college is not sufficient as well as requested for guidance from security guards to organise the car park space inside and outside the college. Students also suggested shades in the parking area. | * Security guards will be assigned special duty every day 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 ASAP**   * The car park space outside the college is not the college’s property and hence the college cannot control the parking space there. * Students were also informed that last semester students faced problems with the parking space on Sunday and hence care was taken this semester to ensure that part-time classes are equally distributed on all days.   **ACTION: Kasi & Programme Managers - on going**   * The whole parking area cannot be covered with shades due to fire and safety issues. * The college is planning to construct a new building in place of the Sports Hall and Clinic area. 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. * **ACTION: Dr. Maha & Sami to follow this up.** |
| 1.2 | T1N, PB1B | Some of the chairs are broken and monitors are not clean. Students are also facing problem with the PCs in lab N-206 | * The Facilities department confirmed that repairs are being carried out in all labs and the task will be completed by the end of this month. * **ACTION: Hemanth to ensure this work has been completed.**   **ACTION: Ian, Sami & Hemanth to have a Facilities Helpdesk available to students by the start of next semester**   * Mr. Ian informed students that lab N-206 is a virtual lab and there was a problem with the server configuration and he assured them that the problem is now sorted. |
| 1.3 |  | Wifi is too slow especially in the library | * It is mainly due to the number of users. The college has blocked some sites during peak hours to ease internet traffic. * Students were informed that a survey conducted in various colleges in Oman established that this is a common problem in HEI 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.** |
| 1.4 | A1A, T3N, TN3, T2B | Some of the students in the hostel are very noisy after 10:00 pm causing inconvenience to others.  Students also requested for separate beds, rather than bunk beds. They want A/C remotes to be provided in all rooms.  Some students also requested for starting a shop inside the hostel premises.  Students requested for information on the status of transport arrangements in the hostel, in case of emergencies.  Wifi in the hostel is very slow and students are unable to work on their assignments, etc. | * Students are requested to discuss with their colleagues if they are disturbing them. However, if there is no improvement, they are required to report them to the hostel warden and Ms. Laila. Students will be issued two warning letters and yet if there is no improvement, they will be asked to leave the hostel. * Parties can be conducted in the hostel only with prior permission and within the prescribed time limit.   **ACTION: Laila to speak to Hostel Wardens ASAP.**   * Room and bed arrangement is informed to students at the time of joining the hostel. Separate beds are provided to students only on special request and if the reason is genuine. * A/C remotes were provided to all rooms in the hostel, however most of the remotes are missing now, hence it was decided to keep the remote controls only with the wardens. * The Muscat Municipality does not permit to open a shop within the hostel premises due to security reasons. It was confirmed, that students are taken to Lulu and City Centre Qurum based on rota during the week. * Students suggested if a few emergency items can be kept with the hostel wardens and they will purchase it from them.   **ACTION: Laila to speak to students to identify emergency items. Hostel Wardens to have 'emergency' items available from the start of next semester.**   * 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. * 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 internet facility in the hostels. * **ACTION: Ian & Khamis to have created a 'Student Services Helpdesk' by the start of next semester.** |
| 1.5 | T6N, T6A, T3N, T1N, A2A | The library is closed most of the times.  Most of the PCs are not working, printers need to be repaired.  The library is very noisy compared to before. | * Library is open for students from 8:00 am to 8:30 pm from Sunday to Wednesday and from 8:00 am to 3:00 pm on Thursday. Students also have access to proquest, ebrary and digital library all the time. * PCs are checked on regular basis and if any PCs are not working, students are requested to inform Mr. Ahmad.   **ACTION: Amad to make sure this is happening.**   * Most of the students are using the library for group study, while students are supposed to maintain silence while inside the library. Students are requested to use the LRC where there are more number of PCs as well as students can have group study.   However, students are not comfortable with the position of the PCs and tables in LRC.  **ACTION: Ian to investigate the possibility of moving some furniture from the Library to the LRC and replacing the boxed computer consoles in the LRC.** |
| 1.6 | A2A, PA1, PB3, T2B B5,6A | Carpet in the boys’ prayer rooms is not in a proper condition.  A/Cs are not working in the prayer room.  The prayer area for girls is very small and dirty and not appropriate for praying  Prayer rooms must be cleaned thoroughly on daily basis | * The facilities department assured students that prayer room will be cleaned on daily basis. * Students are using the prayer rooms for eating and relaxing and hence the carpet is stained. Students were made to understand the investment involved in replacing new carpet in the prayers rooms which is not advisable for the college management. * **ACTION: Sami to investigate removing the carpets and replacing them with tiles. ASAP.** * It was also suggested that senior students must take the responsibility of informing and educating new students on maintaining the college property in the campus as well as the hostel. It is the students’ responsibility to take care of the facilities provided by the college. * The cleaners’ follow a schedule to clean the prayer rooms and toilets and the task is recorded in each of these rooms. * **ACTION: Hemanth to check that this practice is being carried out.** |
| 1.7 | T1N, T3N, B1F | The girls’ rest room is not clean and full of ants.  The rest room is dark, A/Cs are not working.  Students requested for new and bigger rest room, shoe racks and for air fresheners. | * As mentioned earlier, girls must know how to maintain cleanliness in these rooms. Students use the rest rooms for eating and don’t clear the place which results in staining the carpets and makes home for insects, ants and cockroaches. * Maintenance staff will check the A/Cs.   **ACTION: Sami to get shoe racks and automatic air fresheners fitted in all the student prayer rooms and rest rooms ASAP.** |
| 1.8 | A2A, T4N, PA4, B1C, PA4, T6N, T6A, A1A, T1N, PN1 | Washrooms are not maintained properly. They need to be cleaned more often. The toilet floors are always wet. Requested for tissues. Hand dryers are not working | * Cleaning schedule of washrooms all over the college is maintained every three hours. * It is a standard policy across the college to not place tissues in toilets, as students throw tissues all over the place and even in the toilet to avoid flushing. * Maintaining clean toilets is students’ responsibility. The cleaners are cleaning the toilets as per their rota; however students are required to keep toilets clean after use. * Hand dryers will be checked by maintenance staff.   **ACTION: Hemanth to check that all the above is being carried out.** |
| 1.9 | T6A, T6N | Security guards are rude to students | * If students have any issues with Security staff they should speak to Mr. Sami directly (Rm B202). |
| 1.10 | B1A | Students requested for reduction in fees. Level 3 students requested for reduction on fees for P1 and P2 as there are no classes for these modules. Registration fees have been increased. | * Out of 28 private colleges in Oman, Majan College is ranked 21 in terms of fee structure; which means that there are 20 colleges more expensive than Majan College. * Weekly workshops are conducted for project students on various stages of completing their project. * It is up to students how they utilise this valuable time they can spend with their Project supervisors to ensure they get value for money. Just because there are no 'classes' does not mean that learning is not taking place, but how much is learnt is up to the student. * Registration fees have not been increased. However, sometimes a student joining from another College has to register at Level 1 & Level 2, which means they have to pay twice the registration fee, compared to a student who is just registering for all their modules at the same level. |
| 1.11 | B1A | Requested for SMS reminders for events in the college. | * It is students’ responsibility to check schedules and attend meetings, assessments and other activities in the college. * Availability of SMS service for final exam time-table will start this semester. (In-class test and exam time-table is uploaded on MOVE. Exam time-table is sent by email to all students) * **ACTION: Kasi to follow this up** |
| 1.12 | T3N, T5N | Students requested for social space within the college campus, as there is no space for students to relax or to go during class breaks | * The Chair, showed students the structure of the new building planned by the college. Highlighting the new cafeteria, which will take up half the floor space of level 1 and a new social space area which will be the same size as the new cafeteria on level 2. * **ACTION: New Building Committee to meet soon and include CRs.** |
| 1.13 |  | Students requested for umbrellas in the sitting area | * This request will not be considered as there is enough shaded area in the college campus. |
| 1.14 | B1D, PA1, B1C, T4N, A1A, T3A, T3N, T5N, B1F | Students requested for more choice of food. The food provided is not healthy and quality of food is not good. There should be choice of vegetarian and healthier foods. Requested for separate seating area for girls and boys. Sometimes stale food is served. | * It is not possible to keep separate seating areas for boys and girls, as there are more girls and most of the students sit in groups. * 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. * **ACTION: Sami to ensure a Cafeteria Suggestion Box is in place by 15th Dec.** |
| 1.15 |  | Students requested for entertainment | * The college open day is scheduled on Sunday November 23, 2014; information of all activities will be circulated to all. |

1. **OTHER ISSUES**

* The college is planning to start ‘facilities help desk’ 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 or Ms. Laila for immediate 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 (February - 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 4:30 p.m. on November 18, 2014.