  
**HOUSEKEEPING COMMITTEE MEETING**

**MINUTES OF MEETING HELD IN RUWI HALL AT 3:00 PM ON 29th NOVEMBER, 2016**

**In Attendance:**

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| 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 |
| Mr.Sami Al Yousfi  Ms. Maha Al Zadjali  Mr. Hemanth Kumar | Head of Facilities and HR  Asst. Librarian  Facilities Supervisor |
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**Apologies:**

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| Mr. Ian McNaught  **In Attendance:**  Ms. Lizwin Roche | Head of Computer and Library Services  Faculty Administrator - FoIT |

The Chair welcomed all present to the Course Committee Meeting (Housekeeping) for the semester – September 2016 - January 2017.

The Chair introduced all the committee members to the class representatives present.

**Minutes of previous meeting:**

The minutes of the previous meeting held on 12th April, 2016 were uploaded on MOVE as well as sent by email to all class representatives.

The minutes of the previous meeting were confirmed and approved by the chair.

**The following housekeeping issues were presented for discussion:**

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| **S/No.** | **Class Groups** | **Concern raised by students** | **Response** | |
| 1.1 | A1B  AIB, PTA, PN4, PB4, T1N  B3B  B3B,B4B,F5  PTA, PN4, PB4, T1N | **LIBRARY:**  Clear instructions for level 1 students on how to search for books  Control noisy students  Replace the computers with new ones  Add new books to the library -  Printers doesn’t work properly | * It was informed that at the beginning of each semester the Director of Learning Resources delivers library induction to all the new as well as the returning students.   **ACTION: From the next semester onwards handouts with instructions on how to search for books in the Library, on the library portal and on MOVE will be provided to the students. Director of Learning Resources to produce**   * The class reps were instructed that they are given the class representatives badge as they are the appointed class reps and have the right to show the leadership quality and politely instruct fellow students to keep the noise down in the Library to let everyone else study. * Students were requested to avoid group study in the library. * The students were informed that except the computers in the virtual lab all other computers in the college have same configuration of 8GB RAM and 500 GB hard disk and are up to date to run any latest applications. * As per the college policy all the computers are replaced every 4 years and each year all the computers are updated with the latest versions of the applications.   **ACTION: If students identify that there is a problem with particular computers they should inform the Library staff so problems can be resolved.**   * The college has 24,000 physical books and 1, 36,000 e-books available on e-brary. Academic staff request for new books ever academic year and they are provided. * New arrival books are available next to the printing station in the library. * Students can access the UoB digital library with their UoB ID# as username and the date of birth as password.   **ACTION: If the student can't find books that they are looking for they should inform the library staff who will help them.**   * Students were informed that there are altogether 7 MYQ printers across the college which the students can make use of. * If students can't find that any of the printers are not working they should inform the library staff. | |
| 1.2 | B1D  PB3B | **STUDENT SERVICES:**  Not enough activities at college  Outdoor leadership activity for CRs | * It was reported that this has been on the agenda every semester, but whenever the college organises any activities for the students there are hardly any students who get involved. * Majan student’s council takes initiative and conducts activities but there is not much participation from the students.   **ACTION: The student reps were encouraged to be a part of the plan for next semester and give their suggestions after discussion with their class groups.**   * This idea was much appreciated. The class representatives interested were asked to coordinate with the head of student services. **ACTION: Dr Orlando to prepare for such activities** | |
| 1.3 | B3C,  B3C, B1C,A5,6 ,T5N, A5,6 | **PARKING:**  Addition of a gate (In and Out Gates), Expansions of parking slots, Provide car parking shades, Students who block others car should put their class & phone number, Put gate opposite Al Nasser Block, need to park far from college. | **The chair thanked all for their patience with regard to the parking problem in the college.**   * It was informed that the college has plans to have an in and out gate but it will be operational only after the completion of the new building. * A piece of land has been identified for purchase adjacent to the campus to help ease parking issues, with plans to have a multi storey erected. * One the new building has been erected there will be a separate entrance and exit to the campus. * Students do not wish to post their phone numbers on the car as they are personal. Once the completion of the new building the students will be made to put up stickers with student ID on the cars. If a student has blocked a car with the student # displayed on the car the class room of the student will be tracked down from the system. * As security measures the college cannot have more than two gates. * Students suggested installing more cameras in the parking area to identify drivers and car owners in case of accidents. Students were informed that there are 15 indoor and 4 outdoor cameras, currently all the cameras are being replaced by high definition cameras and more cameras are being installed which will cover the entire campus. | |
| 1.4 | PB5,6 , B4C | **MOSQUE:**  Dirty and no proper place to wash (Udhu), Too small | **The students thanked the committee for the renovation of the mosque.**   * Students requested for a bigger mosque to accommodate the growing no. of students and staff. Students were informed that once the new building is completed an expansion of the Mosque will be considered. | |
| 1.5 | B3A, B3A, T4N,F4,EL1,F4,F23, 2PTB | **FEMALE PRAYER ROOM:**  Air condition not working, Notice for not bringing foods inside, Stop sitting in prayer room for chatting and studying, Hygiene of prayers room , bad smell and shoes rack is needed, Praying direction (Qibla Sign), Thanks to modify prayer room- | * AC’s can breakdown at times, and it is the responsibility of students to bring to the notice of Faculty Administrators. * In spite of the food and drink not allowed notices, students still continue to do so. It was emphasized that it is the student's responsibility to maintain cleanliness in all public places in MUC.   **ACTION: The Asset Management and Transportation Officer to continue to visit the Female Prayer rooms and monitor student behaviour.**  **Facilities Supervisor to get quotes for suitable shoe racks to be used in the Female Prayer rooms.** | |
| 1.6 | PA, 56 ,B2A, 2PTA, F5, EL1, S 107, 108 F4, F23 | **Classrooms:**  AC remote is missing and Conflict on controlling AC during class time  Air fresheners in all the classrooms  J Block rooms do not have enough chairs,  Cleaning required before class starts  Water and coffee should be allowed in class | * The AC remotes are available in the Faculty Administrators offices, they are not placed in the class rooms for the very reason of conflict in controlling the AC by students in the class. * The students were informed that the air fresheners will be made available in the corridors but not in class rooms. * This should have been brought to the notice well in advance and not wait for this meeting to happen. Students were informed to report it to the respective teacher and it will be taken care. * There is a schedule for the cleaners and the cleaning does take place before the part time classes start. * Students are allowed to take bottled water into class rooms but not food. However, water or food is not allowed in any of the Labs. |
| 1.7 | T3N, F3 | **Social Space/Common Rooms**  Basketball court is used as parking area, More rest rooms in the college.  Umbrella at college square | * The students were informed that it is a temporary arrangement until the construction of the new building is completed. * It was informed that this is not permitted by the ROP for security reasons, it can be provided only at the corners of the campus. | |
| 1.8 | B2B, PN4,1PTA | **Bathrooms**  No hygiene, no tissue, no hand-wash  Automatic hand drier not working  Bad smell, No air freshener | * CRs were informed that it is College policy not to provide tissues in bathrooms. They were requested to refer to the minutes of the previous meeting for discussions regarding this issue, to fully understand why. * Students were requested to report this issue to the Faculty Administrators, so it can be resolved. * All the washrooms in the College have been fitted with new air fresheners. | |
| 1.9 | T1N , A2APA4 | **Vending Machines** | * One of the CR suggested to give opportunity to young Omanis to start up small business by allowing them to operate the wending machines, which can also be a CSR for the college. * **ACTION: Head of Facilities and HR to contact DoS Business Management** | |
| 1.10 | B4C | **Smoking**  Smoking area within the college campus | * The CR’s were informed that this is college policy following the introduction of a Government law. | |
| 1.11 | F6 | **Buses**  Bus driver do not come on time. Bus drops girls outside. | * The CR’s were informed that the bus takes 16 trips every day from the college to hostel and back, the trips are scheduled for every hour. It is the student’s responsibility to be ready on time and catch the bus. The arrival time of the bus is also monitored using the cameras. * At the beginning of every semester the warden gives a report on how many students are expected to catch the bus every hour.   **ACTION: cameras will be installed outside the hostel to monitor the bus timings. Head of Facilities and HR** | |
| 1.12 | B4C, T2N | **Computers**  Some computers are not working in the Library, Computers are very slow to load | * The students were informed that except the computers in the virtual lab, all the other computers in the College have the same configuration of 8GB RAM and 500 GB hard disk and are up to date to run all the latest applications. As per the college policy all the computers are replaced every 4 years and each year all the computers are updated with the latest versions of the applications. * CR’s requested to provide a printer in the LRC lab.   **ACTION: Students need to inform the IT support if they find any computer that is not working. IT Dept to consider installing a printer in the LRC - IT Systems Manager** | |
| 1.13 | B3C, 1PTA, F22, F2 | **CAFETERIA:**  Expansion of Restaurant, Canteen painting not good, Chairs and tables are not enough,  Food is expensive, Varity of food and choices, Fancy Café’ is very expensive.  Food not fresh, Healthy food is needed. Improve menu and quality, Bad smell in Canteen,  Tables should be cleaned thoroughly, | * The students were informed that the current cafeteria is a temporary arrangement until the construction of the new building has been completed. * The "Fancy Cafe" was introduced as an alternative food outlet to the Cafeteria. * The prices of items offered in the cafeteria are more or less the same as available outside. The prices are also monitored by a Government consumer group. * One of the class representative suggested to have a contract with the Muscat bakery or the Al Meera bakery to provide ready packed food. Student requested for healthy, oil free food and fresh fruits.      * The cafeteria personnel will be instructed to maintain cleanliness at all places in the cafeteria and also to clean the tables thoroughly with soap every day.   **ACTION: Head of Facilities and HR to consider outsourcing bread products through Muscat or Al Meera Bakeries**  **Security, Health and Safety Officer to continue to monitor the cleanliness of cafeteria daily.** | |
| 1.14 | B3C,B4C,B2A ,F23,A2A, 2PTB | **Miscellaneous:**  Student’s lockers  General medical attention and emergency and require first aid kits  Partitions between boys and girls in coffee shop | * It was informed that as of now there is no space to place the lockers, once the construction of the new building is completed it will beconsidered. * The CR’s were informed of the availability of the clinic facility within the campus and that there is a procedure in place should a student need to be taken to hospital at night. Each hostel has a first aid kit. * The students were informed that the current cafeteria is a temporary arrangement until the construction of the new building is completed. * The possibility of providing partition will be considered. | |

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 2017 - June 2017)

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

The meeting was adjourned at 04:35 p.m. on 29th November, 2016