

**HOUSEKEEPINGCOMMITTEE MEETING MINUTES OF MEETING HELD IN RUWI HALL AT 3:00 PM ON 22, NOVEMBER, 2017**

**In Attendance:**

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| Mr. Philip Barber, Chair | Head of Quality Enhancement |
| Dr.Ahmad Najeh | Director of Learning Resources |
| Mr. Khamis Al Ghafri | Head of Student Services |
| Ms. Maryam Al AnsariMr. Ian Mc Naught  | Asset Management coordinatorHead of Library & Computing Services |
| Mr.Hemanth Kumar  | Facilities Supervisor |
| Mr.Mohd Abdul Rahman | IT Systems Manager |

 **Apologies:**

Mr.Sami Al Yousfi Head of Facilities and HR

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The Chair welcomed all present to the Housekeeping committee meeting for the semester – September 2017 – January 2018.

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 2017, 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 committee.

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

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| **S/No.** | **Class Groups** | **Concern raised by students** | **Response** |
| 1.1 | T4A, T6N, T3A, T6N, M1S, B1C, A3, A2A, B2A, B4B, B1B, A1A, B1A, ILSB, A1B, B4C, B3A, PB3B, B3B, EL1, F6, F1, 1PTA, 2PTA, 1PTB, | **Parking**- No enough space- Install cameras to record-Coordination with ROP regarding blocked cars at the parking area | * When the new building has been erected there will be a separate entrance and exit to the campus. It was reported that 200 new car parking will be available once the new building has been erected.
* 65 cameras are available around the compose Students were advised to inform the security for any emergency to do the needful.
* The students were informed temporary solutions which helps student to solve park shortage issue until the construction of the new building has been completed.

**Action Plan: Head of Admin & HR to present plan of new parking facilities to the next Housekeeping meeting**  |
| 1.2 | T4A, T1N, T3A, B1C, A3, A2A, B2A, A5,6 , B1B, A1A, B1A, A1B, B4C, B3A, PB3B, B3B, F6, F22, F4,PA56, B1B, B2C ,ILSBM1S, A4, B4B,  | **Cafeteria**- Food in the cafeteria is too expensive.**-** No varieties to choose (Different options, vegetarian option)- No Trash bins available and other facilities such as A/C and smell. | * The prices of items offered in the cafeteria are monitored and there is improvement in quality and variety of food, also student can ask for certain type of food to be offered.
* The suggestion box is available near cafeteria. Students were requested to comment and give suggestions.
* There is a trash bin near the door next to the Student Services office. Cafeteria workers are well instructed in maintaining a clean environment within the cafeteria.

**Action Plan: Head of Student Services to support SAC in conducting a survey amongst students regarding Cafeteria Services**  |
| 1.3 | **A3, B1A, B56A, PA1, PB3B, F25, F22, F23, 1PTB, 2PTB, F3, T3N, A3, A4, B1C, B3B, B4A, B5,6A, PA1, PA2, PB3B, PB3A, F21, F22, 2PTB, T4B, PB3B, PB3A, 2PTB** | **Bathrooms**-Bathrooms require tissues.- Bathrooms run out of hand soap.-Air Fresher sometimes runs out. | * CRs were informed that it is College policy not to provide tissues in bathrooms because of misuse.

Since the Housekeeping committee meeting the SP&RM committee has met. During this meeting it was decided that two commercial paper towel dispensers and additional bins will be installed in both the downstairs bathrooms in the Al Nadha block. If by the end of the second semester students have managed to keep these bathrooms relatively tidy then all bathrooms will eventually have all this type of paper towel dispenser installed * The students were informed that the air fresheners are available everywhere but not in class rooms

**Action Plan: Facilities Supervisor to get quotes for 2 industrial hand paper dispensers to be fitted in the Male and Female bathrooms in Al Nadha block** |

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| 1.3 | T4A, T6N, T3A, T6N, M1S, B1C, A3, A2A, B2A, B4B, B1B, A1A, B1A, ILSB, A1B, B4C, B3A, PB3B, B3B, EL1, F6, F1, 1PTA, 2PTA, 1PTB,A5,6 ILSB,  | **Student Services****-** No enough activities - Students should be aware of cleaning after they eat, smoke, and drink.- No proper table tennis racket |  It was reported that a lot of activities take a place during the year and Majan student’s council takes initiative and conducts activities, but there is not much participation from students.  Students were encouraged to share their ideas by meeting/mailing the Head of Student Services or Majan Students Advisory Council.* It was reported that sports supervisor is available at any time. If Students are interested in getting involved in sports activities they can meet sport supervisor.

**Action Plan: Head of Student Services to ensure that a calendar of student activities is posted on MOVE and uploaded on to MyMajan** |
| 1.4 | T4A, B1A, | **Vending Machines****-** Coffee machine needed- Not always working/out of order- Provide Water machines with paper cups | * It was informed that no more coffee machines will be provided now that the “Fancy café” facility is available.
* Students were informed that Vending Machines issues can be reported to Ms. Maryam or call immediately to supplier’s number which is on the machine.
* Students were advised to fill bottles with filtered water.

**Action plan:** **Asset Management Officer to investigate the possibility of offering new water Vending Machines that provide paper cups. As well as providing paper cups for dispensers already in use.**  |
| 1.5 | T1N, T3A, T3B, T4N, B1B, A1A, B3A, 1PTA,T1A, T5N,T2N | **IT Facilities****-** Weak WIFI- Computers do not work in Labs-Labs do not have good lighting | * Wi-Fi signal connection cover all the college, student were requested to use WIFI for academic purpose particularly and use their PCs for downloads.
* Students are unplugging Lab PCs, so they can charge their phones. More USB compatible plug sockets will be provided to help resolve this issue.
* It was reported that a schedule was set up for IT staff to regularly check the computers on a weekly basis. Every single computer in labs has a label. If students identify which computer has a problem in more details it will help to tackle the issues quickly. For any IT related issues students can send an email to ithelpdesk@majancollege.edu.om.
* LED lights have been fixed in all the classrooms and corridors of the Al Nadha building.

**Action Plan: IT Systems Manager to produce a plan for the introduction of new USB plug sockets.** |
| 1.6 | T3A, A2A,B2D,1PTB, | **Prayer Areas****-** Occupied for long periods and used for socializing- Need for male prayer room- No prayer carpets available in the female room | * Two prayer rooms are enough, Students should be aware of keeping them clean.
* It was informed that Students were using praying mats outside the prayer room, for that it was suggested by the students to keep fix carpet in the mosque as the public places, this will be considered once the new building has been erected.
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| 1.7 | T1A, ILSB,T2N, T5N, PA56, B4B, B212, 2PTA,  | **Classrooms****-** Install Air fresheners- Chairs are damaged A/C is not working properly- Require more chairs and tables. | * Air fresheners cannot be installed in class rooms, windows can be opened for freshen up the atmosphere.

 * The AC remotes are available in the Faculty Administrators offices and If there are any issues regard to facilities Students can send email to facilitieshelpdesk@majancollege.edu.om with more details of room number.
* Students were informed to report it to the respective teacher and it will be dealt with.
* Teachers are responsible for ensuring that there are enough resources in their classroom before they start teaching
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| 1.8 | B1C, B4C, A5,6 , ILSBA4, EL1, | **College facilities** **-** Need for smoking zone- Unlocking the exit door in Foundation building opposite the male prayer room- Install additional lifts around campus- Install sunshades outside for students.- Provide lockers for each student- Create a gym at the college. | * Students were informed that Smoking zone will not be provide, that to not encourage student to smoke, if they wish them it should be out the college area.
* Exit door should be locked because of safety reasons.
* Lifts will be available in the new building, but currently there are enough.
* More fixed sunshades will probably be available once the new building has been erected.
* We need more space to provide lockers but this may be considered in the future.
* Plans are being drawn up to provide separate Male and Female gyms in J Block

**Action Plan: Sports Supervisor to deliver plans for the Gym development to the next Housekeeping meeting** |
| 1.9 | PA56,F6, PB3B, | **Mosque****-** Too small- Requires maintenance | * No need for a bigger mosque as it is only busy at a specific time.
* Students were informed that maintenance is regularly being carried out.
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| 1.10 | B4B, A5,6 B5,6 | **Library**-Too noisy- Drinks like coffee should be allowed- Computers not working |  Students were asked to avoid group study in the library, because at the moment there is limited space. After the new building has been erected there is a plan to create one room for **silent study.** * Students were informed that Drinks like coffee should not be allowed, to keep books safe and the environment clean.
* Students were requested to install MyMajan App to check near availability PC, if students identify that there is a problem with particular computers, they can email the IThelpdesk.ithelpdesk@majancollege.edu.om.
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1. **DATE OF NEXT MEETING :**

The next Housekeeping committee meeting will be scheduled during the 7th or 8th teaching week of the next semester (February 2018 - June 2018)

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

The meeting was adjourned at 04:00 p.m. on 22.November 2017