

**COLLEGE HOUSE KEEPING COMMITTEE MEETING - Semester 2 2017-2018**

**A G E N D A**

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|  **Date**  | **Time**  | **Venue**  |
| Wednesday 4th April | 3.00pm  | Ruwi Hall   |

 **1. Introductions**

 **2. Apologies**

1. **Minutes of Previous Meeting**
2. **Parking:**
* Not enough space – A4, B2B, A2A, B4C, B4B, B3C, B2A, B1A, B4D, B1A, B3A, A56, B3B, PA4, B3A, F11, F3, F2, F23, F23, T3N, T2N, F1, EL2, F20, T4A, T3A, PN4, T4B, T5A

1. **Cafeteria:**
* Good service – A4
* Food too Expensive – B2B, B4C, B4B, B3C, B2A, B1A, B3B, F11, F3, F24, F2, F23, T2N, F1,EL2, F20, T3A, F21,
* Not enough varieties to choose from more healthy food required – A3, F11, T2N, F26, 1PTB
* A/C and smell – B2B, B3C, B1A, F3, F24, F23, T3N, EL2, F20
* Change contractor poor quality of food– B4C, B3B, PA4, F2, F24, T3A
* Cafeteria is not big enough or well organized – B4B, B4C, B4D,
1. **Bathrooms:**
* No tissue paper available – A4, A2A, B4C, B3C, B1A, B3A, A56, B3B, PA4, B3A, F11, F3, F24, 2PTA, F26, 1PTA, T5A
* Sanitizer needs to be regularly checked – A2A, A56,
* Bathroom doors need to be changed – T3N
* Not clean enough – B2B, B4C, B2A, PB2B, F3, PA4,
* Bathrooms need to be repaired & maintained Al Nadha & Al-Salwa blocks – A2A,
* Cleaners should be available in the evening – PA4
1. **Student Services:**
* Not enough activities etc. – B3C
* Bus timings/No bus for boys/Bus not big enough/Not enough buses – B4C, F11, F27, F20, T4B
1. **IT Facilities:**
* Improve wifi – PA4, F24, T6N,
* Computers in Labs not working – PA4, T5A
1. **Prayer Room:**
* Carpets need to be washed – A56,
* Prayer rooms dirty/too small - PB2B, 1PTB
* Prayer room for students with Special Needs – B4B,
1. **Classrooms:**
* Lighting is poor **–** PA4, PB24
* Uncomfortable tables and chairs – BAC, PA4, F3, 2PTA, 1PTA, PN4
* Bad Smell – B4C, PB2B
1. **College facilities:**
* Sun Roofs – F11
* Lack of Space on the Campus – F11
* Carpets need to be changed in the Rest Room – T3N
* Lockers required for study materials – T3N
* No cups for free water – F1
* Coffee shop is very expensive – 2PTA
* Campus requires a saloon/ Car cleaning service – PA4
1. **Library:**
* The Library is good – A1A
* Increase printing limits – PA4
* New Computers for the Library/ Computers not working – T3N, T3A


**HOUSEKEEPINGCOMMITTEE MEETING MINUTES OF MEETING HELD IN RUWI HALL AT 3:00 PM ON 04, April, 2018**

**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 Ansari | Asset Management coordinator |
| 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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| Mr. Ian Mc Naught  | Head of Library & Computing Services |

The Chair welcomed the staff and the students present to the Housekeeping committee meeting for the semester – February 2018 – June 2018.

The committee members introduced themselves to the class representatives present.

**Minutes of previous meeting:**

The minutes of the previous meeting held on 23rd November 2017, were uploaded on MOVE as well as being sent by email to all class representatives. It was noted that there were no issues raised from the minutes of the previous meeting. Thus 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** | A4, B2B, A2A, B4C, B4B, B3C, B2A, B1A, B4D, B1A, B3A, A56, B3B, PA4, B3A, F11, F3, F2, F23, F23, T3N, T2N, F1, EL2, F20, T4A, T3A, PN4, T4B, T5A  | **Parking:**Not enough space | * Parking space will be available once the new building is ready.
* MUC is also considering construction of multi-level parking to accommodate as many cars as possible.
* Once the new building is ready, there will be two separate gates for entry and exit which will ease the traffic within the campus.
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| **2** | A4B2B, B4C, B4B, B3C, B2A, B1A, B3B, F11, F3, F24, F2, F23, T2N, F1,EL2, F20, T3A, F21, – A3, F11, T2N, F26, 1PTB – B2B, B3C, B1A, F3, F24, F23, T3N, EL2, F20 – B4C, B3B, PA4, F2, F24, T3A– B4B, B4C, B4D,  | **Cafeteria:** Good service Food too Expensive A/C and smellNot enough varieties to choose from more healthy food requiredChange contractor poor quality of food Cafeteria is not big enough or well organized | * The Chair thanked the CRs for appreciating the good service.
* The new building will have a much larger cafeteria. The current cafeteria is a temporary arrangement until the construction of the new building has been completed.
* The prices of the food offered in the cafeteria are checked regularly and are considered reasonable. If the cafeteria further reduces the prices, it will affect the quality of the food.
* All restaurants and cafeterias smell of food.
* CRs were asked to encourage students to make use of the suggestion box, so a better service could be provided.
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| **3** | – A4, A2A, B4C, B3C, B1A, B3A, A56, B3B, PA4, B3A, F11, F3, F24, 2PTA, F26, 1PTA, T5A– A2A, A56, – T3N– B2B, B4C, B2A, PB2B, F3, PA4, – A2A,– PA4  | **Bathrooms:**No tissue paper availableSanitizer needs to be regularly checkedBathroom doors need to be changedBathrooms need to be repaired & maintained Al Nadha & Al-Salwa blocksCleaners should be available in the evening | * Two industrial tissue paper dispensers have been installed in some of the washrooms. And depending on how the students maintain the cleanliness in the washrooms with regards to the tissue paper, the management will decide whether to install them in all the washrooms around the campus.
* This issue will be addressed.
* A review of such facilities takes place every summer
* Students requested for washing area for the girls.
* It is not possible to have the cleaners working in the evening due to their contract.

**ACTION: Facilities Coordinator to arrange for a washing area (to clean before prayers) to be provided for the girls in the washrooms. Facilities Coordinator to ensure sanitizer dispensers are regularly checked.** |
| **4** | – B3C– B4C, F11, F27, F20, T4B | **Student Services:**Not enough activities etc.Bus timings/No bus for boys/Bus not big enough/Not enough buses | * Student Services conducts a lot of activities over the semester. Students can be a part of the clubs that are available through the Majan student council.
* Students can approach the Student Services staff and the Sports Supervisor if they want to be a part of any sports team and also if they want any other activities to be included.
* All the activity details are posted on the Instagram, students can look up and meet the MSC if interested.
* The College provides a list of private bus drivers from which students can choose. These private bus drivers are approved by the Ministry of Higher Education.
* Bus facility for the boys is not provided by the college, and students are informed of this during registration.
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| **5** | – PA4, F24, T6N,– PA4, T5A  | **IT Facilities:**Improve Wi-FiComputers in Labs not working | * The internet speed has now been upgraded to 600 mbps speed.
* If a student finds a PC that is not working, they should report it immediately to the IT support for immediate action.

**ithelpdesk@majancollege.edu.om*** Sometimes the PC’s don’t seem to be working, but the issue will be a minor one such as, sometimes the students unplug the PC in order to plug in their laptops and then they leave without reconnecting the PC.
* Students were briefed on the chrome lab that has been set up at B211.
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| **6** | –A56,- PB2B, PTB– B4B, | **Prayer Room:**Carpets need to be washed Prayer rooms dirty/too smallPrayer room for students with Special Needs  | * The carpet will be cleaned ASAP.
* The prayer room is also used for eating and relaxing by the students which is not right. The room is used by a lot of students, and every student should make sure that they leave the room in a clean condition.
* It was also emphasized that it is the student's responsibility to develop sense of belongingness and maintain cleanliness. The facilities department assured that prayer rooms are cleaned on a daily basis.
* Prayer room for students with special needs will be looked into as there are not many students. This will be discussed further with the senior management.

**Action: Facilities Co-ordinator to ensure Prayer room carpet is cleaned. ASAP**  |
| **7** | **–** PA4, PB24– BAC, PA4, F3, 2PTA, 1PTA, PN4 – B4C, PB2B | **Classrooms:**Lighting is poorUncomfortable tables and chairsBad Smell | * The class reps were informed of the ‘facilities help desk’ email ID facility

facilitieshelpdesk@majancollege.edu.om that is now open for all the students to report about any issues related to facilities on the campus. Student needs to report the problem and the exact room number. * Class reps were informed that broken furniture is repaired on weekends. Staff and students can place the damaged/ unclean furniture outside their class room so that it can be replaced. However, if there are issues that require immediate attention, they can be reported to the module lecturers / faculty administrators.
* The bad smell is because of the food that the student carry into the class rooms. At times the food is spilt or the waste is disposed in the dustbins within the class rooms, and when there are back to back classes it is not possible to clean classrooms or empty the bins.
* Students are advised not to carry food into class. If a student is found bringing food into a classroom, the lecturer should not allow the student into the classroom.

**Action: HQE to email HoFs to remind their staff not to allow students to enter classrooms with food.**  |
| **8** | – F11– F11– T3N– T3N– F1– 2PTA– PA4 | **College facilities:**Sun RoofsLack of Space on the CampusCarpets need to be changed in the Rest RoomLockers required for study materialsNo cups for free waterCoffee shop is very expensiveCampus requires a salon/ Car cleaning service | * Due to safety reasons, the fire department does not permit sun roofs on the campus, as it will create problems if the emergency services have to visit the campus.
* Once the new building is completed there will be enough space around the campus.
* Change of carpets will be looked into by the facilities department.
* Practically it is difficult to provide a locker to every single student, but the possibility will be investigated once the new building is operational.
* The drinking water facility is offered so cups are not required.
* There will be no changes to the prices at the fancy café. Those students who cannot afford to buy coffee from there, can make use of the cafeteria, where prices are nominal.
* The possibility of providing a hair salon and car cleaning facility in the campus will be investigated once the new building is operational.

**Action: Facilities Coordinator to investigate the need to replace carpets in the Common rooms**  |
| **9** | – A1A– PA4– T3N, T3A | **Library:**The Library is goodIncrease printing limitsNew Computers for the Library/ Computers not working | * The Chair thanked the students for appreciating the library and the facilities it provides.
* All students have been credited with RO1 credit, enough to print 100 sheets per semester. If a student consumes their limit they can purchase more credit from the library staff, by buying vouchers available at the counter. CRs present at the meeting stated that they were happy with the printing limit.
* Use the MyMajan PC availability feature to find a free PC across the campus.

If a student finds a PC that is not functioning properly, they should report it immediately to the IT Helpdesk. **ithelpdesk@majancollege.edu.om** |

1. **DATE OF NEXT MEETING :**

The next Housekeeping committee meeting will be scheduled during the 7th or 8th teaching week of the next semester. The Chair thanked all for attending the meeting. He encouraged more students to participate in college committees.

The meeting ended at 4:10 pm on 4th April, 2018.