**COLLEGE HOUSE KEEPING COMMITTEE MEETING - Semester 1 2018-2019**

 **AGENDA**

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| **Date**  | **Time**  | **Venue**  |
| November 28, 2018 | 3.00pm  | MuttrahHall(N-214)   |

 **1. Introductions**

 **2. Apologies**

1. **Minutes of Previous Meeting**
2. **Parking:**
* Not enough space –F3, PA3, B1B, PB1A, B5A, B4A, BIC, A1A, B3B, A2A, B2A, A2A,B1A,T5N,T1N,T4N/T4A
* Blocking the car -1PTA, B5A
1. **Cafeteria:**
* Food too Expensive – F6, F3, B1B, B4A, A1A
* Not enough varieties to choose from more healthy food required – F23, F2,PB4, B5A, B3B, A2A
* A/C and smell – F2, B4A, B4A
* Poor quality of food– B5A ,F7, F2, PA3, PB1A, A1A
* Cafeteria is not big enough or well organized – F6, PB4
* Cleanliness – 1PTA, F2, B5A, B2B
* To have Girls and boys separate counters – F1
* Menu for the food – F1
* To keep more tables and chairs- F2
* More waiters – PA3
1. **Bathrooms:**
* No tissue paper available -2PTB, PB4, PA1,PA2
* Not clean enough –1PTA , 2PTB, B5A, PB4
* Bathrooms need to be repaired & maintained Al Nahda– B5A
* Extra bathrooms in Al Sahwa block second floor –F2
* Stand hangers are required in male bathrooms –B5A
* Bad smell –PB4
1. **Student Services:**
* Bus timings/ Bus not big enough/Not enough buses – B3B, B2A, F1, F3, T3N, T4A
1. **IT Facilities:**
* Improve Wi-Fi – F22, F5, F21, PA1, B1B, BIC, B3B,T5A,T5N,T1N
* Computers and Keyboards in Labs not working – F22
* New Computers in lab - PB1A
1. **Prayer Room:**
* Prayer room dirty– B4A
1. **Classrooms:**
* Uncomfortable tables and chairs –F6, 2PTB, F2
* Projector are not clear in classrooms- 2PTB
* Speakers – 2PTB
* A/C Maintenance / Leakage – F23, F21, B1C
* A/C Remote should be kept in classroom- PA2
* To fix Curtains – PA2
* Air Refreshers- A3
1. **College facilities:**
* Beautification of Campus- F23, B2B
* Good Images in the corridors –F23
* Repair the tea maker – F23
* More Cleaners to clean toilets – PA3
* Social and Study area – B5A
* Fancy Cafe- B5A,B5A,A2A
* Better furniture- PB1A
* Smoking area- B3B
* Renovation of common room- B2B
* Curtains in Al Bustan block- B1A
1. **Library:**
* Computers are very slow – 2PTB
* Chairs are uncomfortable- 2PTB
* Drinks (Tea, coffee) needs to be allowed –B5A

**HOUSEKEEPING COMMITTEE MEETING MINUTES OF MEETING HELD IN MUTTRAH HALL AT 3:00 PM ON 28TH, NOVEMBER 2018.**

**In Attendance:**

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| Mr. Khamis Al Ghafri  | Chair, Head of Student Services |
| Dr. Ahmad Najeh | Director of Learning Resources |
| Mr. Sami Al Yousfi | Head of Facilities and HR |
| Ms. Maryam Al Ansari | Asset Management coordinator |
| Mr. Hemanth Kumar  | Facilities Supervisor |
| Mr. Mohd Abdul Rahman | IT Systems Manager |

 **Apologies:**

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| Mr. Ian Mc Naught  | Associate Dean (Planning and Resources) |

The Chair welcomed the staff and the students present to the Housekeeping committee meeting for the semester September 2018 – January 2019.

The committee members introduced themselves to the class representatives present.

**Minutes of previous meeting:**

The minutes of the previous meeting held on 8th April 2018, 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** | F3, PA3, BIB, PB1A, B5A, B4A, BIC, A1A, B3B, A2A, B2A, B1A, T5N,T1N,T4N/T4A, 1PTA, B5A | **Parking:**Not enough spaceBlocking the Car | * 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.
* 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.
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| **2** | F6, F3, BIB,B4A,A1A, F23, F2, PB4, B5A,B3B,A2A, F2, B4A, B4A, B5A, F7, F2, PA3, PB1A, A1A, F6, PB4,1PTA, F2, B5A, B2B, F1, F2, PA3 | **Cafeteria:**Food too Expensive Poor quality of FoodA/C and smellNot enough varieties to choose from more healthy food required (Fruits)Cafeteria is not big enough or well organizedTo keep more tables and chairsCleanlinessTo have girl’s and boy’s separate countersMenu for the foodMore waiters | * The prices of the food offered in the cafeteria are checked frequently and are considered reasonable. If the cafeteria further reduces the prices, it will affect the quality of the food.
* All restaurants and cafeterias do smell of food.
* The class reps were informed of the ‘facilities help desk’ email ID facility facilitieshelpdesk@majancollege.edu.om
* It was mentioned that survey was conducted in order to see the quality and condition of the cafeteria. Most of the feedback was good.
* **Action: To ask cafeteria to provide more fruits.**
* The new building will have a much larger cafeteria. The current cafeteria is a provisional arrangement until the construction of the new building has been completed.
* Cafeteria workers are well instructed in maintaining a clean environment within the cafeteria.
* It was informed that already (Male and Female) counters are available in the cafeteria.
* Menu for the food (laminated sheets) is available in the Cafeteria and also menu for the week’s presented in the meeting. Student were asked for any certain type of food to be offered.
* Five waiters are available in the cafeteria.
* CRs were asked to encourage students to make use of the suggestion box, so that better service could be provided.
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| **3** | 2PTB, PB4, PA1, PA2, 1PTA, 2PTB, B5A, PB4, B5A, F2, B5A, PB4 | **Bathrooms:**No tissue paper availableNot clean enoughExtra bathrooms in Al Sahwa block second floor Stand hangers are required in male bathroomsBad SmellBathrooms need to be repaired & maintained Al Nahda | * 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.
* Cleaners are cleaning regularly. However, student’s responsibility to maintain the place tidy and handy.
* **Action: To ensure the cleaner regularly cleans in Al Sahwa block girl’s toilets.**
* One bathroom is available in ground floor in Al Sahwa block.
* **Action: The stand hangers will be fixed in all the bathrooms.**
* The class reps were informed of the ‘facilities help desk’ email facilitieshelpdesk@majancollege.edu.om to directly report to any repairs and bad smell to mentioned specific blocks.
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| **4** | B3b, B2A, F1, F3, T3N, T4A | **Student Services:**Bus timings /Bus not big enough/Not enough buses | * The college provides different trips for the students starting from 7:30a.m., 7:45 and Most of the students wants to come at 8:00a.m. Students can give their concerns related to Bus timings to Student Services.
* If any students have problem related to hostel they can report it to hostel committee.
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| **5** | F22, F5, F21, PA1, BIB, B1C, B3B, T5A, T1N,T5N | **IT Facilities:**Improve Wi-Fi(Hostel)Computers and Keyboards in Labs not workingScratches in computer screensNew Computers in Lab | * It was informed that for girl’s hostel college subscribe for 25Mbps line. The students are downloading the movies and other stuffs and there is no control. The main omantel dB to the hostel cable recently got damaged. Omantel not replaced yet. This is the main reason for weak Wi-Fi. The college is paying for 25Mbps line but getting connection of 14Mbps. The College is chasing to the omantel contractor.

Students were instructed to use Wi-Fi for educational purposes only.* If a student finds a PC that is not working, they should report it immediately to the IT support for immediate action. 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*** Sometimes the students unplug the PC in order to plug in their laptops and then they leave without reconnecting the PC.
* New computer now installed in four labs even have new projector screen.
* In library computers are replaced and two more labs also planning to replace the computers.
* The College has a policy for every five to six years to change the computers.
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| **6** | B4A | **Prayer Room:**Prayer rooms dirty | * 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 ownership and maintain cleanliness. The facilities department assured that prayer rooms are cleaned on a regular basis.
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| **7** | F6, 2PTB, F2, 2PTB, F23, F21, BIC, PA2, PA2, A3 | **Classrooms:**Uncomfortable tables and chairs (S108/ S109)Projector are not clear in classroomsSpeakersA/C maintenance / leakageA/C Remote should be kept in classroomAir Refreshers | * **Action: It was informed that S108/ S109 room chairs will be replaced by the end of December.**
* Most of the projector screen were replaced.
* The class reps were informed of the ‘facilities help desk’ email ID facility

 facilitieshelpdesk@majancollege.edu.omthat 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 also mention the room number. * **Action: N 312 A/C Leakage needs to be fixed.**
* A/C remote will not be kept in classrooms. It will be available with respective Faculty Administrators.
* Air fresheners they will not installed in class rooms, windows can be opened for freshen up the atmosphere. Therefore, Air refreshers in the classrooms is not good for the students.
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| **8** | F23, B2B, F23, PA3, B5A, B5A, B5A, A2A, PB1A, B3B, B2B, B1A | **College facilities:**Beautification of CampusGood images in the corridorsRepair the tea makerMore Cleaners to clean toiletsSocial and Study areaFancy café, Umbrella to sit near the library areaSmoking areaRenovation of Male common roomCurtains in Al bustan Block | * This is documented in college strategic plans.

 * The problem has been fixed.
* It was informed that a total 13 cleaners are available in the college.
* Once the new building is completed there will be enough space for Social, Study Area and a Fancy cafe.
* Students were informed that a Smoking zone will not be provided, in order not encourage students to smoke, if they wish them it should be out the college area.
* Change of furniture will be looked into by the facilities department.
* **Action: The curtains needs to be fixed in Al bustan block- Facilities.**

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| **9** | 2PTB , B5A | **Library:**Computers are very slowChairs are uncomfortableDrinks (Tea, Coffee) needs to be allowed | * Most of the library computers are replaced with new ones. If a student finds a PC that is not functioning properly, they should report it immediately to the IT Helpdesk. **ithelpdesk@majancollege.edu.om**or they can meet Head of Libriarn for any issues.
* The chairs are comfortable to sit in library.
* Students were informed that Drinks like coffee /tea should not be allowed, to keep books safe and the environment clean.
* A group of Students were asked to meet the libriarn to choose the designated place to drink tea and coffee.
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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. 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 28th November, 2018.