  
**HOUSEKEEPING COLLEGE COMMITTEE MEETING**

**MINUTES OF MEETING HELD IN RUWI HALL AT 3:00 P.M. ON 06th APRIL, 2015.**

**In Attendance:**

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| Mr. Philip Barber (Chair)  Mr. Ian Mc Naught  Mr. Ahmad Najha  Mr. Khamis Al Ghafri  Mr. Hemanth Kumar |  |

**Apologies:**

Mr. Sami Al Yusufi

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The Chair welcomed all present to the Housekeeping College committee meeting for the February 2015 – June 2015 semester, to discuss housekeeping issues related to the college and hostel. The panel members introduced themselves to all class representatives.

**Minutes of previous meeting:**

It was noted that there were no issues raised from the minutes of the previous course committee meeting held on 11th November, 2014. The Chair confirmed the minutes.

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 | A2A, PA1, B56A, T3A, P1E, F26, T3A | **Internet/Wifi**  Wifi very slow on Campus and in the Hostels | * This is mainly due to the increased number of users and there is no control on how many users connect to it through phones, tabs, laptops. * Students were informed that in the last couple of months there are meetings being held with the Omantel to negotiate better deal for internet and work is in progress to provide faster and uninterrupted internet service. * **ACTION: Mr. Ian to follow up** |
| 1.2 | PB4, PB5,6, T3A | **Library**  Increase the number of books that students can borrow.  LRC computers need to be cleaned.  Computers in the library are very slow and the library is really noisy and crowded. | * It was informed that the students may borrow 4 books at a time for a period of 2 weeks and can be further renew for a maximum of a further 2 weeks. Sometimes students borrow the books but do not return for more than a month. The students should make sure that they return the books on time so that they can be loaned to others. Students have access to online learning resources like electronic journals, e-brary, ProQuest, photocopy, scanning facility is also provided which can be utilised, so the number of books doesn't need to be increased. * The library and the PCs are cleaned on regular basis. Water, food and Tea/Coffee are not allowed in the Library. However, in spite of regular reminders and no food/ Beverages posters students still continue to carry food inside.   **ACTION: Mr. Hemanth to ensure that cleaning takes place 3 times a day, increase the number of dustbins and post more "No food/drinks" posters.**   * The students were informed that all the PC’s in the library were replaced with the new PC’s taken from the building that was closed down. If any PCs are not working, students are requested to inform the library staff immediately. * Most of the students are using the library for group study and it can be noisy. Students are requested to use the LRC to study/work in groups.   **ACTION: Mr. Hemanth to increase the number of "Silence Please" posters posted in the library.** |
| 1.3 | F24, T3B | **Student Services**  Not enough activities | * The students were informed that there are facilities provided and activities organised, but the students do not come forward to be a part of it. Only a small group actively participate in the activities organised.   **ACTION: Students need to approach the Majan Student Council with any ideas and encourage fellow students to take part in the activities being organised.** |
| 1.4 | B3A, PB5,6, A4 | **Sports Rooms**  No area put aside for sports  No sports area for girls  AC’s in table tennis room not working | * Table tennis facility is provided along with the schedule as to when the boys and girls can make use of it.   **ACTION: Students can request for any other indoor games, and they will be provided.** |
| 1.5 | T2A | **Staff Room**  Teachers name not displayed outside offices | **ACTION: Mr. Hemanth to arrange for the a name board for Muhammed Abdul Sajid to be put up immediately.** |
| 1.6 | T3A | **Module Fees**  Module fees are too high | Minutes of the previous meeting were referred too. Out of 28 private colleges in Oman, Majan college is ranked 21 in terms of fee structure; which means there are 20 colleges that are more expensive than Majan. There will be no changes. |
| 1.7 | PA5,6, T2A | **Registration**  Online registration required.  Blocked new registrations and ID cards.  No order followed while waiting for registration. | * The students were informed that the College expects to be providing an online registry system in the next couple of years. * Returning students are blocked from registering if fees from the previous semester have not been paid. * Students suggested a token issuing system be put in place.   **ACTION: Mr. Kasi to consider allocating registration days for particular modules and programmes.** |
| 1.8 | PB4, A5,6,PB3, B2E,B1A, 2A,PB2A, A1, F22, PTA, F25, F24, PTM, 2PTB, 1B, B5,6A,T3B, T6N,PN6, PT2/PN2,F1 | **Parking**  Not enough space for parking | * Students suggested to reorganise the area in front of the fountain so that this space can be utilised for parking. * The back gate will not be used as an entry point to the campus until the construction of the new building has been completed. * The students were informed that there are plans for an electronic parking system to be installed, whereby the car park will be closed once it is full. |
| 1.9 | PA5,6, PB1A, PA1  PA5,6, 1PTM,  PB5,6 | **Mosque**  Need for a bigger Mosque  Carpet needs to be changed  Mosque needs a speaker system. | * It was informed that with so much being invested in the new building there are no plans of building a bigger mosque, but may be sometime in the future * The carpet will be changed by the end of April, 2015. * A speaker system cannot be used so close to classrooms as it will distract students being taught.   **ACTION: Mr. Hemanth to ensure that the mosque is cleaned more frequently, especially prior to evening classes.**  **Hemanth to confirm that the carpet has been changed.** |
| 1.10 | PA3, 1PTB, PB5,6 | **Female Prayer Room**  Prayer rooms need to be bigger.  Carpet needs to be changed  Prayer room smells of food  Prayer room is dirty | * The students were informed that the college is looking into providing a bigger prayer room for female students. * The carpet will be changed shortly. * The prayer room is used for eating and relaxing which is not right and tell the fellow students if you find the same. * The room is used by a lot of students, and every student should make sure that they leave the room clean after the use.   **ACTION: Mr. Hemanth to make sure that 'No food or drinks' posters are posted in the prayer rooms, and to check on their cleanliness.** |
| 1.11 | B3B, PA3, A2A, PB2A, PA1, PA2, 1PTB, F1, 2PTA, PB5,6, T3A, T2A, PT2/PN2, F1 | **Classrooms**  Issues related to class room cleanliness, foul smell, uncomfortable chairs, AC's, lights, not enough chairs Mouse pads, AC remote, were raised. | * The students were informed of the facilities help desk email ID facility that is now open for the class reps to report about any issues related to facilities on the campus. * The AC's can break down often, whenever the students find that an AC is not functioning they need to report it immediately to the admin and facilities helpdesk facilitieshelpdesk@majancollege.edu.om   so that it can be repaired.   * Students were informed that the college has a lot of mouse pads in stock but the problem is with keeping them in place and the IT team is working on it. * It is the responsibility of teachers to make sure there are enough chairs and tables in their classrooms. * Students suggested changing the lightings to LED tube lights. * The AC remote will not be made available in the class rooms, if the class as a whole wished to change the temperature they can approach the faculty administrators for the remote. * Students suggested that the class room should be cleaned in between full time and the part time hours.   **ACTION: Mr. Ian to address mouse pad issue during the summer.**  **HoFs need to speak to teachers regarding the shortage of chairs in classrooms.**  **Mr. Sami to investigate the use of LED lighting in the College.**  **Mr. Hemanth to ensure that classrooms get cleaned prior to evening classes starting.** |
| 1.12 | F27, F26 | **Hostel**  Need a study area with computers, more single beds | * The students requested a study space with computers as not all the students have laptops. * As there were no students from the hostel there was no further discussion.   **ACTION: Mr. Hemanth to look into all these issues.**  **The suggestion is that in future all Hostel issues are dealt with by the Hostel Committee.** |
| 1.13 | 2PTA, F22, F24, PN5,6, B3A | **Social Space/Common Rooms**  No enough social space, more chairs in female common rooms, more space for the students to relax. | * Currently there are 2 common rooms for girls and 1 for the boys, besides prayer rooms. * Once the new building has been built it will provide a huge area for social space, and also a big theatre hall for student activities. |
| 1.14 | PB2, B2E, A1A, PB1A, PA1, 1PTB, 2PTA, F24, T3A, F24, 1PTM, PTA, PB2, BSD, F22, 1PTM, T3A, PN6, F1 | **Bathrooms**  Bathrooms are not clean  No tissues in the bathrooms  Sometimes there are problems with water pressure.  Hand dryers not working.  Sink to wash feet in the girls wash rooms. | * Cleaning schedule of washrooms all over the college is maintained every three hours. * It is a policy across the college not to place tissues in toilets, due to students misuse. * Students complained of the change in water pressure.      * Hand dryers will be checked by maintenance staff, and if not working they will be repaired. * This request will be considered and will be arranged soon. Maintaining clean toilets is also the students responsibility, as well as the cleaners   **ACTION: Mr. Hemanth to check the following: the water pressure in the toilets of Al Sahwa block.**  **The hand dryers are being checked and maintained.**  **Fit a feet washing sink in the girls toilets on Level 1 of the Al Sahwa block.** |
| 1.15 | PB4, A4 | **Vending Machines**  Not enough vending machines around campus  Problems when money gets stuck | * There are 6 vending machines in the campus and this should serve the purpose. If the students find any of these not working they should report it to faculty administrators immediately. * It the money gets stuck in the vending machines please ring the telephone number on the vending machine. |
| 1.16 | T6N, A2A | **Smoking**  College needs to provide a smoking area  Students smoking just outside the entrance spoils the College's reputation | * It is the college policy not to provide smoking area within the campus. * This will be looked into and necessary action will be taken.   **Action: Mr Sami to speak to security staff to make sure students are not seen smoking near the College entrance.** |
| 1.17 | F22, T3B, PT3 | **Buses**  There should be two buses picking up students from the hostel. Buses are always late in the mornings as the hostel is now further away from the College. | **Action: Mr Sami to investigate these claims.** |
| 1.18 | F22 | **Campus**  Exterior campus walls need painting  Shades need to be put up throughout the campus | * Redecorating the exterior of the campus will be considered during the summer. * Shades can not be erected throughout the campus as it creates problems if emergency services have to visit the College. There are plans to provide a new shaded area for students during the summer.   **ACTION: Mr. Sami to investigate the possibility of redecorating the exterior of the campus during the summer.** |
| 1.19 | PB4, B3A, B2E, B2D,A2A, B2B, F26, F25, F24, 2PTB, B1B, A4, T2N, F1, T2N, T3B, F24, F25, PB3, PA3, PA1, PB1A, PB5,6, B1B, F26 | **Cafeteria**  Students requested for a coffee shop in the campus. The food is expensive, is not of good quality and requested for more variety.  Need separate seating area for girls and boys.  Not enough space in the cafeteria  Need separate section for boys and girls to order food.  Although it is a temporary setup a student requested to provide a high raised floor where they order and pick the food currently.  Students suggested installing tower AC’s in the cafeteria | * A Coffee shop with be a part of the new building. * The prices of the food will be looked into with the cafeteria manager. However, students were asked to encourage the rest of the student to make use of the suggestion box. * 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. * The new building will have a new larger cafeteria. * These points will be discussed and appropriate action taken.   **ACTION: Mr. Sami to look into the following: Check on prices being charged for food and drink with the Cafeteria manager.**  **Also to get the Cafeteria to display the prices at the counter.**  **Then create different areas at the counter for boys and girls to order food.**  **Next provide a ramp leading up to the counter or remove the stage during the summer.**  **Finally, investigate the possibility of hiring tower ACs during the summer months of April, May, June, Sept., and Oct.** |

1. **OTHER ISSUES**
   1. The students were informed of the new building committee that students will be involved in.
   2. The college has come up with ‘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. Currently only the class representatives have access to both these help desks. Students can raise any issue to these helpdesks through the CR’s
2. **DATE OF NEXT MEETING**

The next course committee meeting will be scheduled during the 6th or 7th teaching week of the next semester (September - January 2016)

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 6th April, 2015