**HOUSEKEEPINGCOMMITTEE MEETING**

**MINUTES OF MEETING HELD IN MUTTRAH HALL AT 3:00 PM ON 12th APRIL, 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 |

**Apologies:**

Mr. Hemanth Kumar Facilities Supervisor

Mr.Sami Al Yousfi Head of Facilities and HR

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| Mr.Mohd.  | Abdul Rahman IT Systems Manager**In Attendance (Student Representatives):**

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| Kamil Khamis Mayoof Al Yarabi | PB3B | 2013792 |
| Haitham Abbas Murad Al Balushi | B3A | 14901255 |
| Zaid Said Mohammed Al Salmi | PB3A | 14901393 |
| Marwa Mohammad Dilmurad Al Balushi | B1B | 16201006 |
| Intisar Abdullah Al Wahaibi | A1A | 16201037 |
| Karishma Rajesh Asher | B2B | 16901179 |
| Ahmed Abdullah Sulaiman Al Zadjali | B2C | 16901423 |
| Zeba Rashid | T2N | 16901096 |
| Jawaher Said Hamed Al Mawali | T6A | 2013020 |
| Ahmed Rashid Sloum Al Shukairi | T6N | 2013434 |
| Al Khudhur Salim Al Maashari | T1A | 17201055 |

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The Chair welcomed all present to the Housekeeping committee meeting for the semester –February 2017 - June 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 29thNovember 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 committee.

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

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| **S/No.** | **Class Groups** | **Concern raised by students** | **Response** |
| 1.1 | B2D, PN4/PT4F27,PT2/PN2,T3B | **Computers**-Some computers not working well in Al-Nadha/Al Sahwa Block.-Some computers not working well, Wi-Fi is weak in some Labs.-Computers are very slow some require maintenance and some don't boot up at all. Users can't lock PC account because feature is disabled from the server. Increase the size of Z drive to 200mb so students can store more data during practical classes. | * It was informed that 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.
* Students were requested to read through the minutes of the previous meeting for more details concerning Wi-Fi connection.
* This matter has been discussed in the TAC meeting and it has been proposed that IT students will get the benefit of the increasing size of the S drive to 200 MB. Other students can use unlimited storage on Google. Drive. It can be easily accessible from home and mobile devices. It’s more protected and safe. It was also reported that more instructions on how to use google drive were uploaded to Move.
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| 1.2 | **A3,B2D, B2C,B4A, T4B** | **Library**- Library network very slow.**-** ACs not working properly.- Some PCs not working.- Login takes longer time.- More books required. | * Sometimes internet slows down due to misuse, main thing can do is blocking the site.
* Problems with ACs should be reported to Library staff.

 Any issues related to PCs, students can send email to above email address. It was agreed that setting up computers takes time, if the user has never logged into that workstation before, this is a common issue, but IT Support are working on a solution. Students were requested 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.** There are some rooms available above the library during the afternoon. 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. The college has 24,000 physical books and 1, 36,000 e-books available on e-brary. Academic staff request for new books every academic year and they are provided. If the student can't find books. They should ask library staff for help.**ACTION: If students identify that there is a problem with particular computers, they can email the IT helpdesk.** |
| 1.3 | **B1A,B2A,B2C, EL2** | **Student Services****-**Basketball for girls.-More extra-curricular activities.-Buses not arriving on time, difficult to match timetable to transportation. | * It was reported that the sports supervisor is available at any time. If students are interested in being involved in sports activities, they can meet sport supervisor. The Playground in the girl’s hostel is available for students to practice.

 It was reported that during induction day some students request sports activities to take place and if student numbers are good a team can be created. It was also stated that student’s with hobbies and talents are encouraged to participate in any kind of competition. Students were advised to meet the Head of Student Services or Majan Students Advisory Council for any kind of information on extra-curricular activities. It was reported that this has been on the agenda every semester, but whenever the college organizes 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 students.  It was informed that transportation timetable is prepared in consultation with hostel students. If anyone has a problem with transportation they can meet student services. The CR’s were informed that the bus takes 16 trips every day from the college to the hostel and back, the trips are scheduled 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 cameras. * At the beginning of every semester the warden gives a report on how many students are expected to catch the bus every hour. Cameras were installed outside the hostel to monitor the bus timings.
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| 1.4 | **All Class groups** | **Parking** | * 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.
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| 1.5 | **B2A, PA3, B1A, B2A, PA5, PB3B, 2PTB, PA2, F22, 1PTB, 2PTB, PT2/PN2** | **Prayer Areas****-**Mosque is dirty and not big enough-Girls eating in the Prayer room-Washing area for Ladies prayer room.-Prayer rooms dirty and smell-Curtains need replacing | * The College has no immediate plans to build a bigger mosque, but it will consider this once the new building has been erected.
* It was noted that 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.
* Washing area for ladies prayer is already provided in the foundation building.
* Daily cleaning schedule is drawn up and monitored.
* Students were requested to encourage their classmates to avoid eating in prayer rooms.

**ACTION: The Asset Management and Transportation Officer to continue to visit the Female Prayer rooms and monitor student behaviour.** **ACTION: The curtain needs to be replace in Foundation prayer room. - Facilities****Action: The Head of student services will talk to students in class about prayer rooms.** |
| 1.6 | **B4A, F1, F21, F3, F26, T4B, A3, F25, F10, TN4, PA2, PB3B, 1PTB, T1A, PT2/PN2, F25, F10, F3** | **Classrooms**-ACs not working effectively i.e. S106, N301.-Lighting needs to be improved-Some projectors need cleaning or replacing.-Labs are too small and chairs are uncomfortable.-Chairs are uncomfortable and some are broken and need to be changed.-Curtains need to be replaced-There is a bad smell in classrooms.-Electric sockets not always working.-Not enough chairs in the classroom. | * 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.
* LED lights have been fixed in the classrooms and corridors of Al Nahda building.
* Students were informed to report it to the respective teacher and it will be dealt with.
* If there are any issues regard to facilities Students can send email to facilitieshelpdesk@majancollege.edu.om with more details i.e. photos can be clicked and attached with the email.
* Teachers are responsible for ensuring there are enough resources in their classroom before they start teaching

**ACTION: IT support to check Projectors**  |
| 1.7 | **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 not clean enough.-Bathrooms require tissues.-Cleaners need to be present during the evening.- 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. They were requested to refer to the minutes of the previous meeting for discussions regarding this issue.
* There is a schedule for the cleaners and the cleaning does take place before the part time classes start. It was also reported that cleaners are not available after 6.00pm., but all classrooms and bathrooms are cleaned prior to the start of evening classes
* The students were informed that the air fresheners will be made available in the corridors but not in classrooms.

**Action: Facilities to fit air fresheners in corridors and hand soap will also be monitored.** |
| 1.8 | **A3, B1A, B1C, B2A, B2D, B16A, F27, F22, F21, F23, F24, A2A, B4B, B2C, A1A, F25 B1A, B2A, PA2 B1A, B1C, BIA, B2A,B2C, B3A, PA2 B3A A2A F22, EL1, F24, T1A** | **Cafeteria****-**There is a lack of tasty, fresh, healthy food available from the cafeteria, and the variety and quality of food needs to improve.- The Cafeteria is too small.**-** ACs not efficient enough.-There is not enough ventilation in the cafeteria leading to a stale smell.- Food in the cafeteria is too expensive.**-** ACs not efficient enough.-There is not enough ventilation in the cafeteria leading to a stale smell.-Poor service from Cafeteria Staff.-No bathrooms near the Cafeteria.**-** The cafeteria is dirty.  | * The plan for the new cafeteria, which will be part of the new building, was presented to the class representatives.
* There is a suggestion box available inside the cafeteria. Students were requested to comment and give suggestions
* The students were informed that the current cafeteria is a temporary arrangement, until the construction of the new building has been completed.
* 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. If the cafeteria further reduces the prices, it will affect the quality of food.
* The cafeteria workers will be instructed to maintain cleanliness at all times in the cafeteria and also to clean the tables thoroughly with soap every day.
* **ACTION: Security, Health and Safety Officer to continue to monitor the cleanliness of the cafeteria daily.**
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| 1.9 | **A4, B34, B4B, B1A, B2A, B3A, A2A, A3, T4B, T1A, B2C, A5,6, B2D, B4A, T4B, T4NB5,6A B4A B3A PA5,6 PA5,6 F25 A1A** | **Miscellaneous****-** On-line Registration- The Campus needs a Gym- Coffee Shop too expensive-Number of outdoor seating with shades needs to increase.- More seating around the inside of the College required ie. N100 corridor- Smoking area- Buildings need to be refurbished- Develop a security system for the College-Clinic is not helpful to students.- Discounts on fees. | * Online Registration has already been tested with new and returning students.
* It was reported two rooms in J block will be used as Gyms for girls and boys once the new building has been erected i.e. Cycling machines and tread mills.
* The "Fancy Cafe" was introduced as an alternative food outlet to the Cafeteria and the quality of the coffee is very good. For cheaper coffee students can go to the cafeteria.
* Outdoor seating with shades will be considered after the new building has been erected.
* Facilities to consider placing chairs in N100's corridor.
* Omani law forbids smoking in public places.
* This is documented in the College's Strategic plans.
* 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.
* 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. The clinic does have a first aid kit.
* There are discounts for early registration, disabled students and for family members of students currently registered.
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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 (September 2017 - January 2018)

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 12th April, 2017.