

**Facility Management Committee - Minutes of Meeting**

**Subject of the meeting** – Review and Upgrade Campus Furniture, Air conditioners and Library Stock

**Date** - December 4<sup>th</sup> 2019

**Start time** – 12:30 Pm

**End time** – 1.15 Pm

**Members of the meeting.**

1. Jaison James – Chair
2. Fazeen Taj – Secretary
3. Omer Ilyas, Rifaqat Ali, Yogesh Kumar – Student council members

**Agenda**

- Decide on the necessary furniture for library
- Plan and fix date for taking inventory of all campus furniture
- Plan and fix date to invite technical team to check all air conditioners and undertake necessary maintenance procedure
- To plan to take inventory of all library books

**Notes of the meeting/Functions and Responsible Persons**

Various members in attendance were assigned tasks accordingly .


In the meeting the activities were decided to be completed by January 31, 2020.

1. Necessary furniture for library - Mr. Jaison James and Ms. Fazeen Taj
2. Checking all air conditioners and undertake necessary maintenance procedure-Fazeen Taj and Yogesh Kumar
3. Inventory of Library Stock -Omer Ilyas
4. Inventory of Campus furniture -Rifaqat Ali

**Sign**

  
**Mr. Jaison James - Committee Chairman**



  
**Fazeen Taj – Secretary**

**Facility Management Committee - Minutes of Meeting**

**Subject of the meeting** – To Decide On Partitioning Of Library And Faculty Room, Pest Control Measures And Library Stock

Date - March 20<sup>th</sup> 2023

Start time – 12: 30 pm

End time – 12:55 pm

**Members of the meeting**

- 4. Jaison James – Chair**
- 5. Fazeen Taj – Secretary**
- 6. Mohammad Fazal & Yaqoob Mohammed– Student council members**

**Agenda**

- To fix the date for Pests control on the campus
- Decide on the period for library and faculty office partitioning
- Decide on date to take inventory of library stock

**Notes of the meeting/Functions and Responsible Persons**

Various members in attendance were assigned tasks accordingly .

In the meeting the activities were decided to be completed by May 31, 2023.

- To fix the date for Pests control on the campus - Mr. Jaison James and Mohammed Fazal
- Decide on the period for library and faculty office partitioning -Mr. Jaison James and Yaqoob Mohammed
- Inventory of library stock - Ms. Fazeen and Aimal Iqbal

**Sign**



**Mr. Jaison James - Committee Chairman**



**Fazeen Taj – Secretary**