

MINUTES OF MEETING -FACILITY MANAGEMENT COMMITTEE

Subject of the meeting – To Decide on Partitioning of Library and Faculty Room, Pest Control Measures and Library Stock

Date - December 20th 2024

Start time – 12: 30 pm

End time – 12:55 pm

Members of the meeting

1. Jaison James – Chair
2. Jibrán – Secretary
3. Richard Bart, Abdul Karim, Aleena Khan – 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 on or Before January 31, 2025.

- To fix the date for Pests control on the campus - Mr. Jaison James and Richard Bart
- Decide on the period for library and faculty office partitioning -Mr. Jaison James and Aleena Khan
- Inventory of library stock - Mr. Jibrán and Abdul Karim


Mr. Jaison James - Committee Chairman




Mr. Jibrán – Secretary