

**Minutes of Meeting – Facility Management Committee**

**Date:** 20<sup>th</sup> January 2026

**Time:** 12:30 PM to 01:00PM

**Attendees:**

- Mr. Jaison James – Chair
- Mr. Mohammed Abdul Nadeem - Secretary
- Mr. Richard Bart, Mr. Joel Thomas, Mr. Abdullah Imdad – Student council Member

**Agenda:**

1. Review of facility maintenance status
2. Safety and compliance updates
3. Housekeeping and hygiene standards
4. Transport and logistics arrangements
5. Utilities and infrastructure concerns
6. Any other business

**Discussion Points:**

**1. Facility Maintenance:**

- Reviewed current maintenance activities and pending issues, Identified areas requiring urgent repair and follow-up

**2. Safety & Compliance:**

- Discussed fire safety measures and emergency preparedness
- Ensured compliance with regulatory requirements and inspection readiness

**3. Housekeeping:**

- Evaluated cleanliness standards across campus
- Emphasized regular monitoring and supervision

**4. Utilities:**

- Discussed electricity, water supply, and maintenance issues
- Action plan created for resolving disruptions

**Decisions Taken:**

- Immediate action to be taken on critical maintenance issues
- Regular safety inspections to be conducted
- Improved monitoring of housekeeping services
- Strengthening coordination between departments

  
**Mr. Jaison James – Committee Chairman**



**Mr. Mohammed Abdul Nadeem – Committee Secretary**