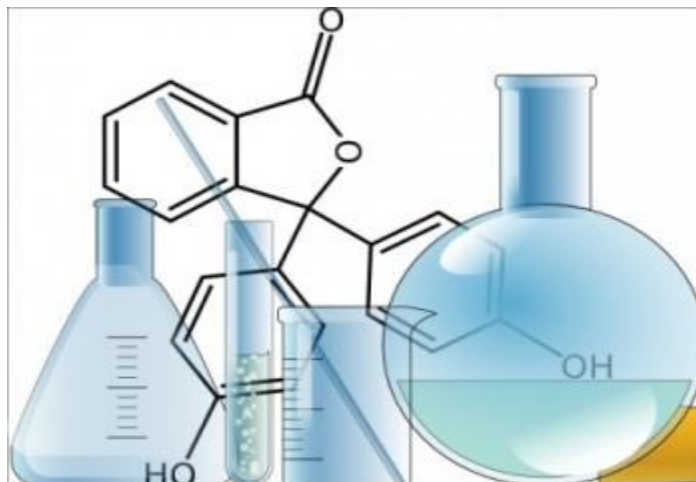


Research and Laboratories Committee's annual report (2012-2013)



1. **The Chair** :Dr. Tamer Shehata
2. **Coordinator** : Dr. Mohammed Abdou
3. **Members** :Dr. Kazem Yusuf
Dr. Maged Sayed
Dr. Anroop B. Nair
Dr. Mahesh Attimarad

The committee started its work from January 2013. Meetings were arranged to discuss different issues that are related to the research and labs in the College of Clinical Pharmacy, KFU. All decisions and actions are summarized in the following table. Also, some documents are attached for invitations, minutes, announcements and activities that were carried out.


Decisions

Date	Decisions	Responsibility [Member Name]
28-01-2013	<ul style="list-style-type: none"> • Confirming that all staff members should prepare and send the chemical lists using the attached format for students and research. • Preparation of instruments list required for all labs in the new building for students and 	All staff members


Date	Decisions	Responsibility [Member Name]
	research. All specifications for instruments should be written carefully and in details.	
2-02-2013	<ul style="list-style-type: none"> • Collecting chemical list from all staff. Members should send the chemical lists using the attached format for students and research in order to be revised and finalized. • Second call to prepare the instruments list required for all labs in the new building for students and research. All specifications for instruments should be written carefully and in details. Also, the name of each instrument together with its specifications should be translated into Arabic as well. 	All staff members
4-02-2013	<ul style="list-style-type: none"> • subcommittee for instruments has been formed and informed of its main roles • subcommittee for chemicals has been formed and informed of its main role • subcommittee for Glassware has been formed and informed of its main role • Concluding the final list of student instruments lists, Chemicals, and glass wares. 	Members of the committee were distributed to have different responsibilities.
9-02-2013	<ul style="list-style-type: none"> • Following up results of preparation of chemical lists for students and research • Following up results of preparation of instruments lists for students and research 	
11-02-2013	<ul style="list-style-type: none"> • A previous list of instruments has been accepted from last year budget. And it was necessary to write down all the specifications for these instruments. • Distribution of all instrument list items on all departments in order to write down the required specifications for each instrument related to that department • To discuss ‘‘How to write specifications’’ with all staff members in the activity hour 	Dr. Tamer, Dr. Omar, Dr. Majed
20-02-2013	<ul style="list-style-type: none"> • Call for proposals on ‘‘ insecticides effects and hazards of expired insecticides on human health’’, provided by DSR. • Preparation for movement of all labs and devices to the new building. • Discussion of common mistakes that were found in writing the chemicals list • Revising and writing the final specifications of the old instruments list 	Dr. Mohammed Abdou

Date	Decisions	Responsibility [Member Name]
4-03-2013	<ul style="list-style-type: none"> Central lab: an announcement to all staff to send a list of all required instruments to be supplied in the central lab of the KFU. 	Dr. Tamer Shehata & Dr. Mohammed Abdou
3-04-2013	<ul style="list-style-type: none"> Finalizing the glassware list for students 	Dr. Kazem Yousef
29-04-2013	<ul style="list-style-type: none"> Preparing the final list of all instruments that need special transportation for the new building. 	All members

Example of Research & Laboratory Committee meeting minutes:



Kingdom of Saudi Arabia
Ministry of Higher Education
King Faisal University
College of Clinical Pharmacy
[Research and Laboratories Committee]



Minutes of Meeting
Research and Laboratories Committee

Ref : KFU/COCP/RLC/3rd meeting Dated : Monday 4/2/2013

TO: All Members of the Committee
CC: Secretary to the Dean.

Subject: Minutes of the 3rd Meeting

Date & Time: 4 February, 2013; 12: 30 PM
Venue: Meeting Room, College of Clinical Pharmacy

Present(P) 11 Regrets(R) 2 Leave(L) 0 Attendance Level 84.6%

Agenda:

- Minutes of previous meeting
- Subcommittees distribution
- Second call for preparing the instruments list for students

Decisions

S.No	Agenda Item & Decisions	Responsibility [Member Name]	Deadline	Status
1.	A welcome word and summarizing the last meeting	Dr. Tamer Shehata	One week	Open/Status
2.	subcommittees of instruments has been formed and informed by its main role	Dr. Omar Mohafez (Head), Dr. Mohammed Abdou, Dr. Majed, Dr. Anroop, Dr. Asia. Mr. Tameem.	One week	Open/Status
3.	subcommittees of chemicals has been formed and informed by its main role	Dr. Tamer (Head), Dr. Mahesh	One week	Open/Status
4.	subcommittees of Glassware has been formed and informed by its main role	Dr. Kazem (Head), Dr. Morsi	One week	Open/Status
5	Finalizing of the final list of student instruments lists, Chemicals, and glass wares.	All faculty members	11-2-2013	Wednesday 6-2-2013

Chair: Dr. Tamer Shehata
Coordinator: Dr. Mohammed Abdou
Members:

1. Dr. Mohamed Morsy	8. Fahd Almulhim (1 st year student)
2. Dr. Omar Mohafez	9. Mr, Tamim Alyhian
3. Dr. Mahesh Attimard	10. Fatimah Alhrehri (3 rd year student)
4. Dr. Anroop Nair	11. Mr. Abdulaziz Aljhani
5. Dr. Kazem Yousef	
6. Dr. Asia Taha	
7. Dr. Majed Alsayed	

Attendees:

- Dr. Tamer Shehata (Chair)
- Dr. Mohammed Abdou (Coordinator)
- Dr. Mohamed Morsy
- Dr. Omar Mohafez
- Dr. Mahesh Attimard
- Dr. Anroop Nair
- Dr. Kazem Yousef
- Dr. Asia Taha
- Mr, Tamim Alyhian
- Fahd Almulhim (1st year student)



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 Ministry of Higher Education
King Faisal University
College of Clinical Pharmacy
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[Research and Laboratories Committee]



Attendees	Signature
Dr. Tamer Shehata	<i>Tamer</i>
Dr. Mohammed Abdou	<i>M. Abdou</i>
Dr. Omar Mohafez	<i>Omar Mohafez</i>
Dr. Mohamed Morsy	<i>M. Morsy</i>
Dr. Mahesh Attimard	<i>Mahesh Attimard</i>
Dr. Anroop Nair	<i>Anroop Nair</i>
Dr. Kazem Yousef	<i>Kazem Yousef</i>
Dr. Asia Taha	<i>Asia Taha</i>
Mr. Tamim Alyahian	<i>Tamim Alyahian</i>
Fahd Almulhim (1 st year student)	<i>Fahd Almulhim</i>
Fatimah Alhrehri (3 rd year student)	<i>Fatimah Alhrehri</i>

Dean's Approval/comments:

good organization

Head of Committee: for further action Plan (internal/External) and for record

Note: Please don't hesitate to contact QAU, if you need any assistance

