

## **Equipment mentoring committee (EMC) Terms of Reference**

The Research Institute for Medical and Health Sciences (RIMHS) at the University of Sharjah (UoS) have several high-end equipments for cutting-edge biomedical research. These equipments have been used by several research groups in SIMR and thereby helped to produce several high-impact international publications. However, inappropriate use of such equipment can severely affect the work of other researchers. Therefore, this committee is formed to ensure that all the equipments in RIMHS are used appropriately and responsibly by the users.

The committee aims to ensure the proper functioning of all major equipment without hindrance and any emergency accidents that might affect the experiments for users in RIMHS.

### **Committee Members:**

The Equipment mentoring committee is composed of the following members:

1. Balachandar Selvakumar (Chair)
2. Wafaa Ramadan
3. Abdul Khader Mohammed
4. Rakhee K. Ramakrishnan

In case of inappropriate use of any equipment at RIMHS, the committee will be reporting to Prof. Taleb Al Tal, Director of RIMHS, UoS, for regulatory actions.

### **Responsibilities:**

Common equipment and their Primary in charge Personnel:

Equipment's Location	Primary in charge	Committee member
DG 42-45/ 47-48	Bala, Rakhee, Muath, Hamza, Priya, Vidhya, Soumya and Jasmin	Dr. Balachandar Selvakumar Dr. Rakhee Ramakrishnan
DF 71-72, 74-75, 77-78	Dinesh, Varsha, Fatima, Agila, Burcu, Vidhya, Abdul Khader	Dr. Wafaa Ramadan Dr. Rakhee Ramakrishnan
DF 49-51	Hezlin, Ashna, Poorna	Mr. Abdul Khader Dr. Wafaa Ramadan
DF 41	Jobi	Mr. Abdul Khader
DF 35	Abdul Khader and Narjes	Dr. Rakhee Ramakrishnan Mr. Abdul Khader
DF 22, 24 and 27	Abdallah, Amir, Noha, Bahgat	Dr. Wafaa Ramadan Dr. Balachandar Selvakumar
DF 73	Manju	Dr. Balachandar Selvakumar
Animal Facility	Mohamed Musa	Dr. Balachandar Selvakumar
Blood collection room	Vidhya	Dr. Balachandar Selvakumar
Cold room & darkroom	Soumya, Bahgat and Vidhya	Dr. Wafaa Ramadan

**The primary in-charge must:**

- Overlook for any mishandling/ defect in the respective equipment.
- Expected to take good care of the equipment for its appropriate usage and log usage records in the logbook.

**Users must:**

- Make a prior booking of the required equipment to ensure availability.
- Log into the logbooks and let the primary in-charge personnel assist you whenever needed.
- NOT use any equipment without proper training in operating them; always take help from the primary in charge whenever required.

The primary responsible person will be interrogated first in case of an issue arised. Committee members may patrol and check any log book randomly for any inappropriate usages. In case of misuse found in logbook or usage of equipment, a very strict regulatory actions will be taken that includes even a Warning letter.

### **Other lab-specific equipment:**

Each lab must provide a list of instruments (that are usually shared with other groups) and the responsible person to the committee. The lab in-charge person will be fully accountable for the lab-specific equipment.

The deep freezers and fridges must be labeled with the responsible person's name and contact number. In the case of sharing, one person per group must be on the label.

For. Eg.,

Group name/s:

Primary contact:

Secondary contact:

The committee will make sure that all the types of equipment in RIMHS are used appropriately and responsibly by all the users. To make this happen, the committee requests all users to strictly follow all the regulations imposed by the committee for a better working scientific environment