



**ANJUMAN-I-ISLAM'S  
KALSEKAR TECHNICAL CAMPUS, NEW PANVEL**

Approved by : All India Council for Technical Education, Council of Architecture, Pharmacy Council of India New Delhi,  
Recognised by : Directorate of Technical Education, Govt. of Maharashtra, Affiliated to : University of Mumbai.

- SCHOOL OF ENGINEERING & TECHNOLOGY
- SCHOOL OF PHARMACY
- SCHOOL OF ARCHITECTURE

Ref: AIKTC/SoP/Office Order/2024/

Date: 6/8/2024

**OFFICE ORDER**

**(This Office order supersedes earlier applicable orders if any)**

To ensure optimal functioning of laboratories and classrooms, the following faculty members have been appointed as lab/classroom In charge for their respective labs: -

Sr.No	NAME OF LAB/CLASSROOM	NAME OF INCHARGES
1.	Lab I (Pharm Biotech) A-302	PROF. FOORKAN FAKKI
2.	Sophisticated Instrument Lab A-307	PROF. SHOEB QAZI
3.	Lab II DP A-303	PROF. MOHAMMAD ABUZAR
4.	Lab III (Pharm Analysis) A-304	PROF. ZIYAU HAQUE
5.	Lab IV (Pharm Chemistry) A-305	PROF. TABREZ KHAN
6.	Lab V Physical Pharmacy A-306	DR. SALMAN BAIG
7.	Lab VI (APP Lab) A-403	DR. MARYAM AHMAD
8.	Lab VII (Pharmacology) A-404	PROF. SABA SHAIKH
9.	Lab VIII (Animal House) A-405	PROF. TAHSEEN ATTAR
10.	Lab IX (Pharmacognosy) A-406	PROF. AJAZ SAYED
11.	Lab X (Cosmetics) A-103	PROF. BHAGYASHREE PATIL
12.	Machine Room A-104	PROF. MARIA LAL
13.	Learning Hall A-202	PROF. RESHMA YERUNKAR
14.	Learning Hall A-203	
15.	Learning Hall A-204	
16.	Learning Hall (A-302)	

All In charges shall conduct their duties as per departmental procedures of **ILC committee** as applicable. A detail roles/responsibility document is attached along.

**(DR. SHARIQ SYED)**

I/C, Dean, SoP

**Innovative Teaching - Exuberant Learning**

Vision : To be the most sought after academic, research and practice based school of Pharmacy that others would wish to emulate.



## RESPONSIBILITIES OF A LABORATORY INCHARGE

### **1. Management of the Laboratory**

- Familiarize oneself with the specific requirements of the laboratory.

### **2. Laboratory Operation**

- Ensure that all reagents and supplies inventories are regularly updated and readily available when needed.
- Maintain up-to-date records of all dead stock in the registers on a regular basis.

### **3. Maintenance/Housekeeping**

- Ensure that the laboratory is consistently cleaned and sanitized, maintaining an orderly environment.
- Verify the proper functioning of all instruments and equipment, including eyewash/safety showers, and promptly report any malfunctions or need for maintenance/repair to the maintenance coordinator.