



Raja Narendra Lal Khan Women's College(Autonomous)
Estd. 1957; (Govt. Sponsored; Under section 2(f) & 12 (b) of UGC Act 1956;
Affiliated under Vidyasagar University)
[Reaccredited with "A" grade by NAAC,]
Gope Palace, Midnapore-721102, Dist-PaschimMedinipur, West Bengal

NOTICE
10.05.23

All HoDs/Departmental Incharges, ex officio Deputy Controller, Librarian, Incharges of Research Laboratories and Coordinator, Career Advancement Centre [CAC] are hereby requested to inform the ex-officio Head Clerk regarding any occurrence of broken slabs/damaged infrastructure/facilities/ electrical problems etc in their respective departments/sections/in the vicinity in the given format as and when it happens:

Srl. No.	Nature of Damage	Exact Location details	Date when observed	Date of Informing College Authority

The ex-officio Head Clerk will inform the IQAC Coordinator and the Convenor of the Building Committee upon the completion of the necessary repaired work. The account of such events and outcome shall be reported to the Governing Body in its subsequent meetings.

Henceforth, the Building Committee shall visit all the buildings/infrastructure/facilities quarterly in a year to monitor the various facilities and submit a report to the Principal.


Dr. Jayasree Laha
Principal

Copy to:

1. All HoDs and Departmental Incharges [UG & PG]
2. Deputy Controller, COE
3. Librarian
4. Incharges of Research Laboratories
5. Coordinator, IQAC
6. Coordinator, CAC
7. Convenor, Building Committee

Principal
Raja Narendra Lal Khan Women's College
(Autonomous)
Midnapore