



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

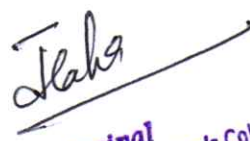
All HoDs/Departmental Incharges are hereby informed to conduct periodic inspection [twice a year/per semester] of instruments/equipment by service providers if required. All are requested to follow the below mentioned inspection check sheet for each instruments/equipment in the Department and submit a copy to the office within **13-05-23** for this semester:

NAME OF THE INSTRUMENT/EQUIPMENT-				
QUANTITY-				
Srl. No.	Check/test types	If Yes, mention the details/ reasons	If No,mention the details/REASONS	Remarks by HoD
1	Check for MAKE/MODEL/TAG NUMBER			
2	Whether callibrated			
3	Inspect and account for all parts			
4	Accessories if applicable			
5	Assess for structural damage			
6	Inspect the instrument for grime/lime scale/rust/calcium build up/other dirt/debris			
7	Whether fully functional			
8	Inspect indicators light system			
9	Accuracy			
10	Repeatability if applicable			
11	Range if applicable			
12	If required, name and details of service provider who inspected the instrument.			

Signature of Faculty Incharge of Instrument:

Signature of HoD/Department Incharge:

Attested by The Principal:


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