



HIRALAL MAZUMDAR MEMORIAL COLLEGE FOR WOMEN

Re-accredited by NAAC with A+ Grade (3rd Cycle) 2023

DAKSHINESWAR • KOLKATA - 700 035

E-mail : hmmcw35@gmail.com / Website : www.hmmcollege.ac.in

Ref. No.



Date

NOTICE

Subject: Laboratory Stock Audit Schedule

All concerned departments are hereby informed that the Laboratory Stock Audit for the academic year [2023-2024] will be conducted as per the schedule detailed below. Faculty members and laboratory staff are requested to ensure that all necessary documents, stock registers, and equipment are prepared and available for auditing.

Tentative Stock Audit Schedule

Date	Department
9.12.2024	Zoology, Environmental Science, Psychology
10.12.2024	Chemistry, Music
11.12.2024	Botany, Physiology
12.12.2024	Food and Nutrition, Geography
13.12.2024	Physics, Electronics

Items to be Audited:

Laboratory Stock Registers

Chemical Log Books

Instrument Log Books

Internal Laboratory Audit

An Internal Lab Audit will also be conducted as per the following schedule:

Date	Department
2.12.2024	Zoology, Environmental Science, Psychology
3.12.2024	Chemistry, Music
4.12.2024	Botany, Physiology
5.12.2024	Food and Nutrition, Geography
6.12.2024	Physics, Electronics

Science Coordinators, Dr. Amrita Banerjee and Dr. Indrajit Biswas will visit the Departments as per the above schedule.



HIRALAL MAZUMDAR MEMORIAL COLLEGE FOR WOMEN

Re-accredited by NAAC with A+ Grade (3rd Cycle) 2023

DAKSHINESWAR • KOLKATA - 700 035

E-mail : hmmcw35@gmail.com / Website : www.hmmcollege.ac.in

Ref. No.

Date

Instructions for Departments:

Ensure that all stock registers and log books are updated and verified before the audit date.

Keep instruments and chemicals in a ready-to-inspect condition.

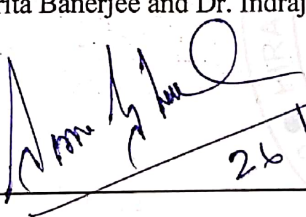
Staff members should be present during the audit to assist the committee.

Report any discrepancies or issues in the inventory before the scheduled audit.

Your cooperation in making this process smooth and efficient is highly appreciated.

For any queries or concerns, please contact:

Dr. Amrita Banerjee and Dr. Indrajit Biswas


26/11/24

Dr. Soma Ghosh

Principal

Hiralal Mazumdar Memorial College for Women

Principal

Hiralal Mazumdar Memorial College

For Women

Dakshineswar, Kolkata-700 035