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Approved by PCI & AICTE and Affiliated to MAKAUT, W.B., WBSCT&VE&SD Dr. Meghnad Saha Sarani, Bidhannagar, Durgapur - 713206, West Bengal

Date: 06.11.2022

### **NOTICE**

A meeting will be held on 7<sup>th</sup> November, 2022 at the S.I.T. room from 1 PM onwards. All members of the event management committee are hereby requested to attend the meeting.

Agenda: Alumni meet

In-Charge,

Event Management Committee, BCRCP.



# Dr.B.C.ROY COLLEGE OF PHARMACY AND ALLIED HEALTH SCIENCES, DURGAPUR

## EVENT MANAGEMENT COMMITTEE

# ALUMNI MEET -MEETING MINUTES

- 1. Meeting of the Event management committee was called by Mrs.Rituparna Chaki Ghosh (In charge) to order at 1:00pm on 7<sup>th</sup> November, 2022 in the SIT room.
- 2. Meeting participants

MRS.RITUPARNA CHAKI GHOSH (In charge)

MS SANCHAREE MONDAL

MS.MANAMI DHIBAR

MRS. JAYITA MONDAL

MRS.SUSHRUTA CHAKRABORTY

MR.SUTIRTHA PATRA

MR.SAROJ SINGHMURA

MR .ANIRUDHHA LAHIRI

MS.SURITA GHOSH

MS.TANUSHREE ROY

Prof. (Dr.) Samanta M. Pharm., Ph.D (J.U.) Principal

Dr. B. C. Roy College of Pharmacy & AHS Durgapur, West Bengal-713206



### 3. Agenda of the Meeting:

Discussion about Alumni meet.

#### 4. Minutes:

- Work distribution among the committee members by Mrs. Rituparna Chaki Ghosh.
- Creation of sub committee in collaboration with BCRCP ALUMNI ASSOCIATION.
- For the registration of alumni, a Google form would be prepared.
- Discussion of programme schedule of Alumni meet program.
- Creation of student volunteer committee for the celebration.
- Verify the number of alumni registered for the events.
- Discussion about the decoration & theme.
- Discussion about the cultural event & DJ night.

 A budget would be submitted by In-charge event management committee to the college authority.

5. Adjournment: Meeting ended at 1:30pm.

6. Minutes Submitted by: Mrs. Sushruta Chakraborty

7. Approved by: Mrs.Rituparna Chaki Ghosh









4<sup>th</sup> Alumni Meet 19<sup>th</sup> November 2022

#### **SCHEDULE**

Time	Details
09:30 am - 10:30 am	Registration
10:30 am - 10:35 am	Introduction of the BCRCP Alumni Association EC members to the dais
	along with the college authorities
	Inauguration by Lamp lighting
10:35 am - 10:40 am	Inaugural song
10:40 am - 10:45 am	Welcome address by Prof. (Dr.) S. Chakraborty, Director, BCRCP
10:45 am - 11:00 am	Address by Dr. Sumanta Kumar Ghosh, Founder Member
11:00 am - 11:15 am	Address by Mr. Swaraj Chatterjee, President, BCRCP Alumni
11:15 am - 11:20 am	Dance Performance
11:30 am - 01:00 pm	Interactive Session + Alumni Performance, Speech or Thought sharing
01:00 pm - 03:00 pm	Lunch Break
03:00 pm - 04:00 pm	Interactive Session + Alumni Performance, Speech or Thoughts sharing
04:00 pm - 04:30 pm	Cultural Session
04:30 pm - 05:00 pm	Tea Break
05:00 pm - 06:00 pm	Performance by Anirban Roy (DJ Anir)
06:00 pm - 06:10 pm	Vote of thanks by Dr. Sumanta Kumar Ghosh
END OF THE PROGRAMME $\mathcal{A}_{\Lambda}$	

College or of Durgapur College Or Ship Ship