



Date: 30.03.2023

NOTICE

A meeting will be held on 31st March, 2023 at the Computer lab from 11:30 AM onwards. All members of the event management committee are hereby requested to attend the meeting.

Agenda:

- *Fresher's welcome*

Rituparna

In-Charge,

Event Management Committee, BCRCP.


Prof. (Dr.) Samir Kumar Samanta
M. Pharm., Ph.D (J.U.)
Principal
Dr. B. C. Roy College of Pharmacy & AHS
Durgapur, West Bengal-713206



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

EVENT MANAGEMENT COMMITTEE

MEETING MINUTES

1. Meeting of the Event management committee was called by Mrs. Rituparna Chaki Ghosh (In charge) to order at 11:30am on 31st March, 2023 in the computer lab.

2. Meeting participants

MRS. RITUPARNA CHAKI GHOSH (In charge) *Phosh*
31/03/2023

MS SANCHAREE MONDAL *Absent*

MS. MANAMI DHIBAR *Absent*

MRS. JAYITA MONDAL *Jayita*
31/3/23

MS. PUJA MISHRA *Puja*
31/3/23

DR. SAGARIKA DEEPTHY T *Sagarika*
31/3/23

MR. SAROJ SINGHMURA *Ssm*
31/03/23

MRS. SUSHRUTA CHAKRABORTY *Sushruta*
31/03/23

MS. SURITA GHOSH *Surita*
31/03/2023

MR. SUTIRTHA PATRA *Sutirtha*
31/03/23

MR. ANIRUDHHA LAHIRI *Anirudhha*
31/3/23

MS. TANUSHREE ROY *Absent*

MR. SOUMYA MITRA *Soumya*
31/3/23

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3. Agenda of the Meeting:

- World Health Day
- Fresher's welcome
- Farewell of UG & PG final year students.
- Technical fest & cultural fest.


4. Minutes:

Agenda 1:

- It was decided that Ms. Puja Mishra & Mr. Soumya Mitra would be the in charge of World Health Day event.
- After discussion with all committee members, venue for the events was decided.
- Mr. Soumya Mitra was asked to prepare a google form for World Health Day event participation.
- Requirements for decoration regarding World Health Day have been finalized.
- It was decided that a Banner competition & a Elocution competition would be organized for the celebration of National Pharmacy Education Day celebration.

AGENDA 2:

- It was decided that Ms. Sushruta Chakraborty & Ms. Tanushree Roy would be the in charge of the program.


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- Date of the program was finalized by discussion with team members.
- Venue for the event was finalized.
- A budget of the event was finalized.

AGENDA 3:

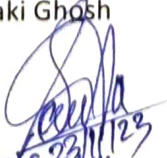
- It was decided that Ms. Manami Dhibar & Ms. Sagarika Deepthy T would be the in charge of the program.
- Date of the program was finalized by discussion with team members.
- Venue for the event was finalized.
- A budget of the event was finalized.

AGENDA 4:

- It was decided that Ms. Rituparna Chaki Ghosh , Mr. Saroj Singhmura & Ms. Surita Ghosh would be the in charge of the Technical fest program.
 - Ms. Sancharee Mondal & Ms. Jayita Mondal would be the in Charge of Cultural fest program.
 - Date of the program was finalized by discussion with team members.
 - Venue for the event was finalized.
 - Various events of tech fest & cultural fest were discussed.
 - Theme of the event was finalized.
 - A budget of the event was finalized
5. Adjournment : Meeting ended at 12:15pm.

6. Minutes Submitted by: Mrs. Sushruta Chakraborty

7. Approved by: Mrs. Rituparna Chaki Ghosh


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