



Date: 28.02.2023

NOTICE

A meeting will be held on 1st March, 2023 at the Computer lab from 4:30 PM onwards. All members of the event management committee are hereby requested to attend the meeting.

Agenda:

- *Basanta Utsav celebration.*
- *National Pharmacy Education Day celebration*
- *Jana Aushadhi Day Celebration.*

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 4:30pm on 1st March, 2023 in the SIT room.
2. Meeting participants

MRS.RITUPARNA CHAKI GHOSH (In charge) *Phosh 01/03/2023*

MS SANCHAREE MONDAL *Absent*

MS.MANAMI DHIBAR *MD 01/03/2023*

MRS. JAYITA MONDAL *Jayita 1/3/23*

MS.PUJA MISHRA *President 1/3/23*

DR.SAGARIKA DEEPHY T *S 01/03/23*

MR.SAROJ SINGHMURA *Star 01/03/23*

MRS.SUSHRUTA CHAKRABORTY *SC 01/03/23*

MS.SURITA GHOSH *SG 01/03/2023*

MR.SUTIRTHA PATRA *Absent*

MR .ANIRUDHHA LAHIRI *AL 1/3/23*

MR. SOUMYA MITRA *SM 1/3/23*

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3. Agenda of the Meeting:

- Basanta Utsav Celebration.
- Jana Aushadhi Day Celebration.
- National Pharmacy Education Day Celebration.

4. Minutes:

- Agenda wise work distribution among the committee members by Mrs. Rituparna Chaki Ghosh.
- After discussion with all committee members, venue for the events was decided.
- Mr. Soumya Mitra was asked to prepare a google form for Basanta Utsav cultural event participation.
- Requirements for decoration regarding Basanta Utsav has been finalized.
- It was decided that a technical talk/ quiz would be organized for the celebration of National Pharmacy Education Day celebration.
- A free health check up for Jana Aushadhi Day would be organized.
- A budget for individual events would be submitted to the college authority by event management in-charge.


26/11/23
Prof. (Dr.) Samir Kumar Samanta
M. Pharm., Ph.D (J.U.)
Principal
Dr. B. C. Roy College of Pharmacy & AHS
Durgapur, West Bengal-713206



5. Adjournment : Meeting ended at 5:45pm.
6. Minutes Submitted by: Mrs. Sushruta Chakraborty
7. Approved by: Mrs. Rituparna Chaki Ghosh



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