




Date: 27.09.2022


NOTICE

A meeting will be held on 27th September, 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: Orientation day program for B.Pharm 1st Year students.


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

ORIENTATION PROGRAM FOR B. PHARM FIRST YEAR STUDENTS -MEETING MINUTES

1. Meeting of the Event management committee was called by Mrs. Rituparna Chaki Ghosh (In charge) to order at 1:00pm on 27th September, 2022 in the SIT room.

2. Meeting participants

MRS. RITUPARNA CHAKI GHOSH (In charge)

Rituparna
27/09/2022

MS. SANCHAREE MONDAL

Sancharee
27/09/22

MS. MANAMI DHIBAR

Manami
27/09/2022

MRS. JAYITA MONDAL

Jayita
27/09/22

MRS. SUSHRUTA CHAKRABORTY

Sushruta
27/09/22

MS. PUJA MISHRA

Pooja
27/9/22

MR. SUTIRTHA PATRA

Sutirtha
27/09/22

MR. SAROJ SINGHMURA

Saroj
27/09/22

DR. SAGARIKA DEEPTHY T

Sagarika
27/09/22

MR. ANIRUDHHA LAHIRI

Anirudhha
27/09/22

MS. SURITA GHOSH

Surita
27/09/2022

MS. TANUSHREE ROY

Tanushree
27/09/22

Samir Kumar Samanta
27/09/22
Prof. (Dr.) Samir Kumar 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 UG Orientation day.

4. Minutes:

- Schedule wise work distribution among the committee members by Mrs.Rituparna Chaki Ghosh.
- Duty assignment for orientation day -UG.
- Discussion of programme schedule of orientation day .
- Creation of student volunteer committee for the celebration.
- Mrs. Sushruta Chakraborty was asked to prepare the notices & minutes for the meetings organized in the academic year by the Event management committee and post it in particular event folder created in Google drive.
- Dr.Sagarika Deepthy T was assigned to prepare & collect attendance of faculty & students attending every event in academic year & scanned documents should be uploaded in event management folder in drive.
- Ms.Sancharee Mondal was asked to prepare and circulate the notice of the Event in the whats app groups of the Faculty and students.
- Ms.Monami Dhibar was asked to prepare and post the schedule of the events in the event folder created in the drive and circulate the schedule in the What's app groups of faculty and students after approval.
- Mrs.Puja Mishra was assigned to filing documents of every event in the Academic year and scanned documents should be uploaded it in the event folder.


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






ORIENTATION PROGRAM SCHEDULE FOR

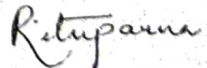
B. PHARM. BATCH 2022

14TH OCTOBER 2022

Time	Details
11:30 am - 11:35 am	Introduction & Welcoming of dignitaries to the dias
11:35 am - 11:40 am	Lamp Lighting Ceremony
11:40 am - 11:45 am	Opening song
11:45 am - 12:00 noon	Inaugural address & Introduction of faculty and staff members by Prof. (Dr.) S. Chakraborty, Director, BCRCP
12:00 noon - 12:10 pm	Address by Chief Guest, Dr. Pranabesh Chakraborty, Professor, MAKAUT
12:10 pm - 12:30 pm	Welcome address by Prof. (Dr.) S. Ray, Principal, BCRCP
12:30 pm - 12:45 pm	Address on Exam Activities & Mentor-Mentee System by Mr. Shobhan Bose, In-charge Exam Cell, BCRCP
12:45 pm - 01:00 pm	Address on Code of conduct & Anti-ragging policies of the Institute by Mr. Sagar Sengupta, Registrar, BCRCP
01:00 pm - 01:30 pm	Student Introduction, Part-I
01:30 pm - 02:30 pm	Lunch Break
02:30 pm - 02:45 pm	Address on MAR/MOOCs by Dr. Souvik Basak, MAR Coordinator, MAKAUT
02:45 pm - 03:15 pm	Student Introduction, Part-II
03:15 pm - 03:30 pm	Address by Mr. Sanjoy Chattaraj, Training & Placement Officer, BCRCP
03:30 pm - 03:45 pm	Cultural Program
03:45 pm - 04:20 pm	Introduction of Mentee to respective faculty Mentors
04:20 pm - 04:30 pm	Vote of thanks by Dr. Ashoke K Ghosh, Professor, BCRCP

END OF PROGRAM


Prof. (Dr.) Samir Kumar Samanta
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Mrs. Rituparna Chaki Ghosh
In-charge, Event Management Committee, BCRCP

