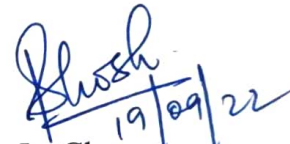


Date: 19.09.2022


## NOTICE

A meeting will be held on 19<sup>th</sup> 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: Celebration of World Peace day.*

  
19/09/22  
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

WORLD PEACE DAY- MEETING MINUTES

1. Meeting of the Event management committee was called by Mrs.Rituparna Chaki Ghosh (In charge) to order at 1:00pm on 19<sup>TH</sup> September , 2022 in the SIT room.

2. Meeting participants

MRS.RITUPARNA CHAKI GHOSH (In charge) *Shash 19/9/2022*

MS SANCHAREE MONDAL *Sancharee 19/9/22*

MS.MANAMI DHIBAR *Manami 19/09/2022*

MRS. JAYITA MONDAL *Jayita 19/9/22*

MRS.SUSHRUTA CHAKRABORTY *Sushruta 19/9/22*

MS.PUJA MISHRA *Puja 19/9/22*

MR.SUTIRTHA PATRA *Sutirtha 19/09/22*

MR.SAROJ SINGHMURA *Saroj 19/09/22*

DR.SAGARIKA DEEPHY T *Sagarika 19/9/22*

MR .ANIRUDHHA LAHIRI *Anirudhha 19/9/22*

MS.SURITA GHOSH *Surita 19/09/22*

MS.TANUSHREE ROY *Tanushree 19/09/22*

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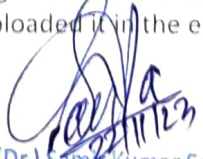


3. Agenda of the Meeting:

- Discussion about World peace day celebration.

4. Minutes:

- Schedule wise work distribution among the committee members by Mrs.Rituparna Chaki Ghosh.
- Duty assignment for World peace day celebration.
- Discussion of programme schedule of world peace day celebration.
- 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 in the event folder.

  
Prof. (Dr.) Samir Kumar Samanta  
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- Mr.Sutirtha patra was asked to take pictures of every event and upload the same in the event folder.
- Mrs Jayita Mondal was asked to scan & upload all the notice & minutes to event management folder in drive.
- Mr. Soumya Mitra was asked to prepare google form & certificates of all event in academic calendar.

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

6. Minutes Submitted by: Mrs. Sushruta Chakraborty

7. Approved by: Mrs.Rituparna Chaki Ghosh

  
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