



**DR. B.C. ROY COLLEGE OF PHARMACY
& ALLIED HEALTH SCIENCES | DURGAPUR**
COMMITTED TO EXCELLENCE IN EDUCATION
ACCREDITED BY NBA FOR B. PHARM PROGRAM (2020-2023)

Date: 24/08/2022

NOTICE

Dr. B.C. Roy College of Pharmacy and AHS is going to celebrate Women's Equality Day on 26th August 2022, at Netaji Open Air Auditorium. All are requested to join the program.

Mrs. Rituparna Chaki Ghosh

Asst. Prof. & In-charge, Event Management Committee, BCRCP

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



Date: 23.08.2022

NOTICE


A meeting will be held on 25th August, 2022 at the language lab from 1:00pm onwards. All members of the event management committee are hereby requested to attend the meeting. Kindly re-schedule your classes accordingly.

Agenda:

- *Discussion on Women Equality day.*
- *Event wise duty assignment.*

Rituparna
23/08/2022
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



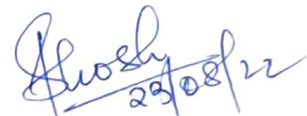


Date: 23.08.2022


NOTICE

A meeting will be held on 25th August , 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 Women's equality day


23/08/22
In-Charge,

Event Management Committee, BCRCP.


23/08/22
Prof. (Dr.) Samir Kumar Samanta
M. Pharm., Ph.D (J.U.)
Principal
Dr. B. C. Roy College of Pharmacy & AHS
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Dr. B. C. ROY COLLEGE OF PHARMACY AND ALLIED HEALTH SCIENCES, DURGAPUR

EVENT MANAGEMENT COMMITTEE

Women Equality 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 25th August, 2022 in the Language lab.
2. Meeting participants

MRS. RITUPARNA CHAKI GHOSH (In charge)

Rituparna Ghosh
25/08/22

MS. SANCHAREE MONDAL

Sancharee Mondal
25/08/22

MS. MANAMI DHIBAR

Manami Dhibar
25/08/2022

MRS. SUSHRUTA CHAKRABORTY

Sushruta Chakraborty
25/08/22

MS. PUJA MISHRA

Puja Mishra
25/08/22

MR. SUTIRTHA PATRA

Sutirtha Patra
25/08/22

MR. SAROJ SINGHMURA

Saroj Singhmura
25/08/22

DR. SAGARIKA DEEPTHY T

Sagarika Deepthy T
25/08/22

MR. ANIRUDHHA LAHIRI

Anirudhha Lahiri
25/08/22

MS. SURITA GHOSH

Surita Ghosh
25/08/22

MS. TANUSHREE ROY

Tanushree Roy
25/08/22




Samir Kumar Samanta
25/08/22
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 Women Equality Day celebration.
- Event wise duty assignment.

4. Minutes:

- Event wise work distribution among the committee members (Throughout the academic year) by Mrs.Rituparna Chaki Ghosh.
- Duty assignment for Women Equality Day celebration.
- Discussion of programme schedule of Women Equality Day 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.
- 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.


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- 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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