

Organizational Responsibility of Staff Members

(with effect from 12th March, 2022)

Rev. 2022/1

For better management and development of college following job responsibilities have been assigned among the faculty and staff (as indicated against their names)

ACADEMIC COUNCIL

- | | | |
|---|---|------------------|
| 1. DIRECTOR | - | CHAIRMAN |
| 2. PRINCIPAL | - | CONVENOR |
| 3. DIC. PHARMACEUTICS | - | MEMBER |
| 4. DIC. PHARMACOLOGY | - | MEMBER |
| 5. DIC. PHARM. CHEMISTRY | - | MEMBER |
| 6. DIC. PHARMACOGNOSY & GENERAL PHARMACY | - | MEMBER |
| 7. IN-CHARGE. EXAM CELL | - | MEMBER |
| 8. REGISTRAR | - | MEMBER SECRETARY |
| 9. CO-ORDINATOR. DIPLOMA | - | MEMBER (Invitee) |

DIVISIONAL IN-CHARGES (DIC):

Pharmacology Division

- | | |
|-------------------------------------|---------|
| 1. PROF. DR. SHYAMASHREE S.S. MANNA | DIC |
| 2. DR. ABHIK SI | JT. DIC |

Pharmaceutics Division


- | | |
|-------------------------------|---------|
| 1. DR. SANTANU CHAKRABORTY | DIC |
| 2. MRS. RITUPARNA CHAKI GHOSH | JT. DIC |

Pharmaceutical Chemistry Division

- | | |
|--------------------------|---------|
| 1. DR. SOUVIK BASAK | DIC |
| 2. DR. AMIT KUMAR HALDER | JT. DIC |

Pharmacognosy & General Pharmacy


- | | |
|---------------------------------|---------|
| 1. PROF. DR. ASHOKE KUMAR GHOSH | DIC |
| 2. MR. SOUMEN BANERJEE | JT. DIC |


Prof. (Dr.) Sanjit Kumar Samanta
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BIDHANNAGAR, DURGAPUR-06

| SL NO | COMMITTEE | NAME OF FACULTY/STAFF |
|-------|--|--|
| 1 | LABORATORY DEVELOPMENT AND DAY TO DAY FUNCTION OF LABORATORY ALONG WITH MAINTENANCE OF INSTRUMENTS AND RECORDS | RESPECTIVE FACULTY LAB IN-CHARGE (REFER TO SL 42 TO 60) |
| 2 | RESEARCH AND PROJECT MONITORING | 1. PROF. ASHOKE KUMAR GHOSH (In-Charge) 2. DR. SHYAMASHREE S.S. MANNA (Jr. Co-ordinator) 3. DR. SANTANU CHAKRABORTY 4. DR. SOUVIK BASAK 5. DR. AMIT KUMAR HALDER (Jr. Co-ordinator) 6. DR. PARTHASARATHI PANDA 7. DR. AALOK BASU 8. Dr. HRIDAY BERA 9. DR. YADUNANDAN DEY |
| 3 | PURCHASE purchase@bcrcp.org | 1. DR. SUBRATA CHAKRABORTY (Advisor) 2. DR. SUBHABRATA RAY (In-Charge) 3. DR. UJJWAL SAHOO (Co-ordinator) 4. MS. JAYITA MONDAL 5. MR. SAPTARSHI DUTTA 6. DR. ANIRUDDHA MUKHERJEE 7. MR. ARUN MONDAL (Store-In-Charge. PO & DOCUMENTATION) 8. MR. PRASUN MOITRA 9. MR. BIDYUT KUMAR SAHA - (Invitee) |
| 4 | CO- & EXTRA CURRICULAR, CULTURAL AFFAIRS & EVENT MANAGEMENT (Tech Fest, Induction, UHV) | 1. MRS. RITUPARNA CHAKI GHOSH (In-Charge) 2. DR. SHARMISTHA DE DUTTA 3. MS. SANCHAREE MONDAL 4. MS. MANAMI DHIIBAR 5. MS. SUSHRUTA CHAKRABORTY 6. MS. PUJA MISHRA 7. MR. SOUMYA MITRA 8. MR. SUTIRTHA PATRA 9. MR. PRASUN MOITRA 10. MR. SAROJ SINGHMURA 11. DR. SAGARIKA DEEPTHY T. 12. DR. AALOK BASU 13. MS. TANUSREE ROY |
| 5 | NSS, UBA | 1. MS. RIUTPARNA CHAKI GHOSH (Programme Officer) 2. MR. SAGAR SENGUPTA (In-Charge) 3. MR. SAROJ SINGHMURA |


 Prof. (Dr.) Samir Kumar Samanta
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|--------|---|---|
| | | 4. MS. SANCHAREE MONDAL 5. DR. AALOK BASU 6. DR. PARTHASARATHI PANDA |
| 6 | PLANNING OF SEMESTER ROUTINE | 1. MR. SHOBHAN BOSE (In-Charge) 2. MR. SONJOY KONAR (Co-ordinator) 3. MR. SAPTARSHI DUTTA |
| 7 | COLLEGE MAGAZINE (VIEWPOINT) & WALL MAGAZINE (THE MIRROR) viewpoint@bcrep.org | 1. DR. SHARMISTHA DE DUTTA (VIEWPOINT) (In-Charge) 2. DR. ABHIK SINGH (WALL MAGAZINE) (In-Charge) 3. DR. ANIRUDDHA MUKHERJEE 4. MR. SAROJ SINGHMURA 5. MS. SUSHRUTA CHAKRABORTY |
| 8 | PLACEMENT, TRAINING & GROOMING | 1. MR. SANJOY CHATTARAJ (In-Charge) 2. DR. AVIJIT CHATTERJEE (Training Affairs) 3. DR. SHYAMASHREE S.S. MANNA 4. DR. SHARMISTHA DE DUTTA 5. DR. UJJWAL SAHOO 6. DR. ANIRUDDHA MUKHERJEE 7. MR. SONJOY KONAR 8. MR. ISMAIL MONDAL |
| 9 | INDUSTRY-INSTITUTE PARTNERSHIP CELL | 1. MR. SANJOY CHATTARAJ (In-Charge) 2. DR. AVIJIT CHATTERJEE (Training Affairs) 3. DR. SUMAN ROY 4. PROF. DR. ASHOKE KUMAR GHOSH 5. DR. UJJWAL SAHOO 6. DR. PARTHASARATHI PANDA 7. DR. SOUVIK BASAK |
| 10 | EXAMINATION CELL examinations@bcrep.org | 1. MR. SHOBHAN BOSE (In-Charge) 2. DR. ABHIK SI 3. MR. AALOK BASU 4. MR. SAROJ SINGHMURA 5. MR. SONJOY KONAR (Diploma Exam) |
| 11 | REGULATORY COMPLIANCE (AICTE, PCI, MAKAUT, WBSCT&VE&SD, DTE, NBA, NAAC, NIRF, AISHE) | 1. DR. SUBRATA CHAKRABORTY (Advisor) 2. DR. SUBHARATA RAY (In-Charge) 3. MR. SAGAR SENGUPTA (Co-ordinator) 4. PROF. ASHOKE KUMAR GHOSH 5. DR. ABHIK SI 6. DR. UJJWAL SAHOO 7. MR. SOUMI N BANERJEE (C.W.A.S.) |


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|--------|---|---|
| | | 8. MR. AMITAVA MAHARATNA |
| 12 | JOURNAL PUBLICATION journal_pharmawave@berep.org | 1. DR. SUBRATA CHAKRABORTY (Editor-In-Chief) 2. DR. SUBHARATA RAY (Advisor) 3. DR. SOUVIK BASAK (Editorial Advisor) 4. DR. AMIT KUMAR HALDER (Editor) 5. DR. PARTHASARATHI PANDA 6. DR. HRIDAY BERA 7. MS. SUSHRUTA CHAKRABORTY 8. MR. ISMAIL MONDAL |
| 13 | LIBRARY & NDL library@berep.org | 1. PROF. ASHOKI KUMAR GHOSH (In-Charge) 2. DR. SUDIP KUMAR MANDAL 3. DR. AMIT KUMAR HALDER 4. MR. INDRAJIT CHAND 5. DR. YADUNANDAN DEY 6. MS. TANUSHREE ROY 7. MR. SAMBHU NATH MUKHERJEE (Member Secretary) |
| 14 | FDP/QIP, SEMINAR, & WORKSHOP seminar@berep.org | 1. DR. SANTANU CHAKRABORTY (In-Charge) 2. DR. SUDIP KUMAR MANDAL 3. MR. SAROJ SINGHMURA 4. DR. ANIRUDDHA MUKHERJEE 5. MR. SOUMYA MITRA 6. DR. AMIT KUMAR HALDER 7. MS. MANAMI DHIBAR |
| 15 | COLLEGE WEBSITE MANAGEMENT | 1. MR. SAGAR SENGUPTA (In-Charge) 2. MR. SOUMEN BANERJEE 3. DR. ABHIK SI 4. DR. MRS. SHARMISTHA DE DUTTA 5. MR. PRANAB KUMAR SINHA – (Invitee) 6. MR. SOUVIK CHANDRA – (Invitee) |
| 16 | DIGITAL INFRASTRUCTURE MANAGEMENT | 1. MR. SOUMEN BANERJEE (In-Charge) 2. MR. SONJOY KONAR 3. MR. AMIT KUMAR DEY 4. MR. SOMNATH CHAKRABORTY – (Invitee) |
| 17 | GAMES & SPORTS (BOYS & GIRLS) | 1. DR. SANTANU CHAKRABORTY (In-Charge) 2. DR. UJJWAL SAHOO 3. MS. MANAMI DHIBAR 4. MRS. MOHONA CHAKRABORTY 5. MR. INDRAJIT CHAND |

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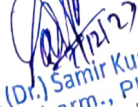
DR. B. C. ROY COLLEGE OF PHARMACY AND AHS – ORGANIZATIONAL CHART
BIDHANNAGAR, DURGAPUR-06

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|--------|---|--|
| | | 6. MS. SURITA GHOSH 7. MR. SU TIRTHA PATRA 8. MR. LOTAN CHANDRA UPADHYAY 9. MR. TAPAN KUMAR SAHA 10. MR. UJWAL KUMAR NANDI 11. MRS. MOUSUMI GOON 12. MRS. TRIPTI CHANDRA 13. MS. SANCHAREE MONDAL |
| 18 | ANTI-DISCRIMINATION CELL (COMMITTEE FOR SC/ST, OBC & MINORITY) | 1. DR. SUDIP KUMAR MONDAL (In-Charge) 2. DR. UJWAL SAHOO (Member Secretary) 3. MR. SAROJ SINGHMURA 4. MS. MANAMI DHIBAR 5. MS. JAYITA MONDAL 6. MR. ISMAIL MONDAL 7. MS. TANU SHREE ROY 8. MR. SARADINDU KUMAR PANDA (ADVOCATE) |
| 19 | INTERNAL COMPLAINT COMMITTEE (ICC) (As per notification issued by Registrar (OSD), MAKAUT vide no. 2.8/Regis/Urg.Nte (ICC) 2017 dated 30/8/2017 regarding sexual harassment of Women at workplace and consequent to UGC's guidelines on Internal Compliant Committee) (Also responsible for Women-Centric grievances and Women-welfare) | 1. DR. SHYAMASHREE S.S. MANNA (Presiding Officer) 2. MRS. RITUPARNA CHAKI GHOSH (Co-ordinator) 3. MR. SAGAR SENGUPTA, Member 4. DR. SAGARIKA DEEPTHY T, Member 5. PROF. ASHOKE KUMAR GHOSH, Member 6. MRS. PUJA MISHRA, Member 7. MRS. MITHU CHOWDHURY, Member 8. MR. SARADINDU KUMAR PANDA (ADVOCATE) Three Students Members (Diploma, UG & PG) |
| 20 | GRIEVANCE REDRESSAL COMMITTEE | 1. PROF. ASHOKE KUMAR GHOSH (Chairman) 2. DR. ABHIK SI 3. MR. SAPTARSHI DUTTA 4. DR. SAGARIKA DEEPTHY T 5. MR. SONJOY KONAR |
| 21 | INSTRUMENT ROOM & MACHINE ROOM | 1. MR. SAPTARSHI DUTTA (In-Charge)- Instrument 2. DR. SAGARIKA DEEPTHY T 3. DR. PARTHASARATHI PANDA (In-Charge) - Machine Room 4. MR. PRABHAT KUMAR GHOSH |
| 22 | ANIMAL HOUSE | 1. DR. SHYAMASHREE S.S. MANNA (In-Charge) |


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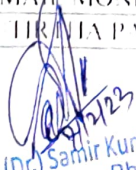


| COMMITTEE | NAME OF FACULTY/STAFF |
|---|---|
| | 2. DR. ABHIJIT SI 3. DR. AVIJIT CHATTERJEE 4. DR. ANIRUDDHA MUKHERJEE 5. MR. SAROJ SINGHMURA 6. MS. SUSHRUTA CHAKRABORTY 7. DR. SAGARIKA DEEPTHY T |
| 23 MEDICINAL GARDEN & MUSEUM | 1. PROF. ASHOKI KUMAR GHOSH (In-Charge) - MEDICINAL GARDEN 2. MRS. RITU PARNA CHAKI GHOSH (In-Charge) - PHARMACY MUSEUM 3. MS. SANCHARTI MONDAL 4. MRS. JAYITA MONDAL 5. MR. SOUMYA MITRA 6. MS. SURITA GHOSH 7. MS. SUSHRUTA CHAKRABORTY |
| 24 CANTEEN & MESS | 1. MR. SAGAR SENGUPTA (In-Charge) 2. MR. SOUMEN BANERJEE 3. DR. SAGARIKA DEEPTHY T (GIRLS HOSTEL) 4. MR. SONJOY KONAR (BOYS HOSTEL) 5. MR. SUBHASIS MAITY 6. MR. L.C. UPADHAYAY |
| 25 HOUSE KEEPING | 1. MR. SAGAR SENGUPTA (In-Charge) 2. MR. INDRAJIT CHAND 3. MRS. DIPANWITA GHOSH 4. MR. PROVAT KUMAR GHOSH 5. MR. GAUTAM SARKAR (BAPPA) 6. MR. SUTIRTHA PATRA |
| 26 E-CELL | 1. DR. ANIRUDDHA MUKHERJEE (IN-CHARGE) 2. DR. AMIT KUMAR HALDER 3. MS. PUJA MISHRA 4. MS. SURITA GHOSH 5. DR. SHARMISTHA DE DUTTA 6. MS. SUSHRUTA CHAKRABORTY |
| 27 ADMISSION PROCESSING CELL admission@bcrcp.org | 1. DR. SUBRATA CHAKRABORTY (Advisor) 2. DR. SUBHABRATA RAY 3. MR. SAGAR SENGUPTA (Co-ordinator) 4. PROF. ASHOKI KUMAR GHOSH 5. MR. SHOBIAN BOSE 6. DR. ABHIJIT SI 7. MR. SONJOY KONAR |


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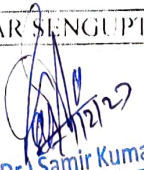
| SL. NO | COMMITTEE | NAME OF FACULTY/STAFF |
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| | | 8. MR. AALOK BASI 9. MRS. MITHU CHOWDHURY 10. MR. AMIYA MAHARATNA 11. MR. PRASUN MOHRA |
| 28 | ANTI RAGGING COMMITTEE | 1. DR. SUBHABRATA RAY (Chairman) 2. MR. SAGAR SENGUPTA 3. DR. SHYAMASHREE S.S. MANNA 4. DR. SAGARIKA DEEPTHY T 5. MR. SOUMEN BANERJEE 6. MR. SONJOY KONAR 7. MRS. RITUPARNA CHAKI GHOSH 8. PROF. ASHOK KUMAR GHOSH (Member Secretary) 9. DR. ABHIJIT SI 10. MR. SARADINDU KUMAR PANDA (ADVOCATE) 11. CAMPUS ADMINISTRATOR |
| 29 | ANTI RAGGING SQUAD | 1. DR. UJJWAL SAHOO 2. DR. SUDIP KUMAR MONDAL 3. MR. SAPTARSHI DUTTA 4. MR. ARUN KUMAR MONDAL 5. MR. SUBHASIS MAITY 6. MR. PROVAT KUMAR GHOSH 7. MR. SUMANTA KUMAR MASANTA 8. MS. SURITA GHOSH 9. MS. SANCHAREE MONDAL 10. MS. MANAMI DHIBAR 11. DR. MRS. SHARMISTHA DE DUTTA 12. MS. PUJA MISHRA 13. MRS. DIPANWITA GHOSH 14. MS. SUSHMITA AITAB |
| 30 | ALUMNI SUPPORTING CELL | 1. MR. SAGAR SENGUPTA (Advisor) 2. MRS. JAYITA MONDAL (Convenor) 3. MS. MANAMI DHIBAR 4. MR. AALOK BASU 5. MR. AMIT KUMAR DEY 6. MS. SANCHAREE MONDAL 7. MS. SURITA GHOSH 8. MR. INDRAJIT CHAND 9. MS. SUSHRUTA CHAKRABORTY 10. MS. TANUSHREE ROY 11. MR. ISMAIL MONDAL 12. MR. SUTIRVA PATRA |

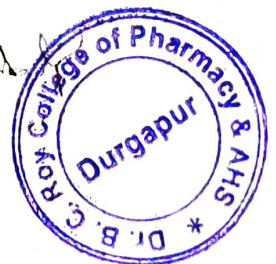

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BIDHANNAGAR, DURGAPUR-06

| SL NO | COMMITTEE | NAME OF FACULTY/STAFF |
|-------|---|---|
| | | 13. MRS. DIPANWITA GHOSH |
| 31 | CODE OF CONDUCT & DISCIPLINE MONITORING | 1. DR. SUBHABRATA RAY (Advisor) 2. PROF. ASHOKE KUMAR GHOSH (In-Charge) 3. DR. SANTANU CHAKRABORTY 4. DR. SUDIP KUMAR MONDAL 5. MS. SANCHAREE MONDAL 6. MS. MANAMI DHIBAR 7. MS. SURITA GHOSH 8. DR. AVIJIT CHATTERJEE |
| 32 | DISCIPLINARY COMMITTEE | 1. MR. SAGAR SINGUPTA (Chairman) 2. DR. SAGARIKA DEPTHYI 3. DR. SANTANU CHAKRABORTY 4. MR. SONJOY KONAR 5. MS. SANCHAREE MONDAL 6. DR. RATNAKAR GHOSH - (Invitee) |
| 33 | IAEC (INTERNAL MEMBERS) | 1. DR. SUBHABRATA RAY (Chairman) 2. DR. SHYAMASHREE S.S. MANNA (Member Secretary) 3. DR. SOUVIK BASAK 4. DR. ABHIK SI |
| 34 | FIRE SAFETY | 1. DR. SANTANU CHAKRABORTY (In-Charge) 2. DR. UJJWAL SAHOO 3. MS. SANCHAREE MONDAL 4. MS. SURITA GHOSH 5. MR. ARUN KUMAR MONDAL (Co-ordinator) 6. MR. LOTAN CHANDRA UPADHYAY 7. MR. TAPAN KUMAR SAHA 8. MRS. MOL SUMI GOON 9. MR. BIDYUT KUMAR SAHA - (Invitee) 10. DR. SUDIP KUMAR MONDAL |
| 35 | MAR & MOOCs COMMITTEE | 1. DR. SOUVIK BASAK (In-Charge) (SPOC) 2. MRS. RITUPARNA CHAKI GHOSH 3. MR. SHOBIAN BOSE 4. DR. SANTANU CHAKRABORTY 5. DR. ABHIK SI 6. MS. SUSHRUTA CHAKRABORTY 7. MS. SURITA GHOSH 8. MS. TANUSHREE ROY |
| 36 | CAMPUS MAINTENANCE | 1. MR. SAGAR SINGUPTA (In-Charge) |


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|-------|---|--|
| | (ELEVATOR, GENERATOR, CIVIL & OTHER) | 2. MR. AALOK BASU 3. MR. SOUMYA MITRA 4. MR. LOTON CHANDRA UPADHYAY 5. MR. AMIT KUMAR DEY 6. MR. SUTIRHA PATRA 7. MR. TAPAN PRAMANIK 8. MR. DEBNATH DAS 9. MR. GAUTAM SARKAR 10. MR. UTPAL CHATTERJEE 11. MR. PRASUN MOITRA 12. MR. S. TALUKDAR (Res. Engg.) – Invitee |
| 37 | PROGRAM MONITORING COMMITTEE – PG (As per PCI guidelines - ER 2014) | 1. DR. SHYAMASHREE S.S. MANNA (Chairman) 2. DR. SANTANU CHAKRABORTY One student from each year of each specialization to be included on DIC's recommendation. |
| 38 | PROGRAM MONITORING COMMITTEE – UG (As per PCI guidelines - ER 2014) | 1. PROF. ASHOKE KUMAR GHOSH (Chairman) 2. DR. ANIRUDDHA MUKHERJEE 3. DR. SOUVIK BASAK 4. MR. SAPTARSHI DUTTA One student from each section of each year to be included on Coordinators' recommendation. |
| 39 | PROGRAM MONITORING COMMITTEE – DIPLOMA | 1. SONJOY KONAR 2. MRS. DIPANWITA GHOSH One student from each year of Diploma on In-Charge's recommendation. |
| 40 | FINANCIAL ASSISTANCE MONITORING (SCHOLARSHIP FELLOWSHIP FREESHIP STIPEND STUDENT CREDIT CARD, etc.) | 1. DR. SUBHABRATA RAY (In-Charge) 2. MR. SAGAR SINGUPTA (D. In-Charge) 3. DR. ABHIJIT SINGH (Co-ordinator) 4. MR. SONJOY KONAR 5. MRS. NITHU CHOWDHURY (Member Secretary) 6. MR. PRASUN MOITRA |
| 41 | PRADHAN MANTRI BHARTIYA JANASHADHI KENDRA | 1. PROF. DR. SUBRATA CHAKRABORTY (Advisor) 2. MR. SUBHASIS MAITY 3. MR. ASH KUMAR MAITY 4. MR. SWARUP DE SARKAR |
| 42 | PHARMACEUTICS LAB (DIPLOMA) (PG BUILDING) | 1. MRS. DIPANWITA GHOSH 2. MS. SUSHRUTA CHAKRABORTY |
| 43 | INSTRUMENT ROOM | 1. MR. SAPTARSHI DUTTA |


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|---------|--|--|
| | | 2. DR. SAGARIKA DEEPTHY T |
| 44 | MACHINE ROOM | 1. DR. PARTHASARATHI PANDA |
| 45 | ANALYSIS LAB | 1. DR. UJJWAL SAHOO 2. DR. AMIT KUMAR HALDER 3. MR. INDRAJIT CHAND |
| 46 | ORGANIC/INORGANIC LAB | 1. DR. SUDIP KUMAR MANDAL 2. MR. SONJOY KONAR |
| 47 | MEDICINAL CHEMISTRY LAB | 1. DR. SOUVIK BASAK 2. DR. AMIT KUMAR HALDER |
| 48 | PHARMACEUTICAL CHEMISTRY (DIPLOMA) LAB | 1. SMT. PUJA MISHRA 2. DR. PARTHASARATHI PANDA |
| 49 | PHARMACOGNOSY LAB | 1. PROF. ASHOK KUMAR GHOSH 2. MR. SOUMYA MITRA |
| 50 | DISPENSING LAB | 1. DR. AALOK BASU 2. MS. JAYITA MONDAL |
| 51 | PHARMA ENGINEERING LAB | 1. MS. SANCHAREE MONDAL 2. MR. INDRAJIT CHAND |
| 52 | PHYSIOLOGY LAB | 1. DR. AVIJIT CHATTERJEE 2. MS. SUSHRUTA CHAKRABORTY |
| 53 | MICROBIOLOGY LAB | 1. DR. SUMAN ROY |
| 54 | COMPUTER LAB | 1. MR. SOUMEN BANNERJEE |
| 55 | PHARMACOLOGY SIMULATION LAB | 1. DR. ANIRUDDHA MUKHERJEE 2. DR. YADUNANDAN DEY |
| 56 | PG - PHARMACEUTICS LAB | 1. DR. SANTANU CHAKRABORTY 2. MR. SAPTARSHI DUTTA |
| 57 | PG - PHARMA RESEARCH LAB | 1. DR. HRIDAY BERA 2. MRS. RITUPARNA CHAKI GHOSH |
| 58 | PG - PHARMACOLOGY LAB | 1. DR. SHYAMASHREE S.S. MANNA 2. DR. AVIK SI |


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PHARMACY AND AHS ORGANIZATIONAL CHART
BIDHANNAGAR, DURGAPUR 06

COMMITTEE

UG PHARMACOLOGY LAB


LANGUAGE LAB

NAME OF FACULTY STAFF

1. DR. YADU NANDAN DEY
2. MR. SAROJ SINGH MERA

1. DR. SHARMISTHA DE DUTTA
2. DR. ANIRUDDHANI KHERRIET


DR. SUBRATA CHAKRABORTY
(DIRECTOR, BCRCP)


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