

**Organizational Responsibility of Staff Members**

(with effect from 12<sup>th</sup> 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<br>& 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 |



*Signature*

1  
  
 Prof. (Dr.) Samir Kumar Samanta  
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 Durgapur, West Bengal-713206

## 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 (Jt. Co-ordinator) 3. DR. SANTANU CHAKRABORTY 4. DR. SOUVIK BASAK 5. DR. AMIT KUMAR HALDER (Jt. Co-ordinator) 6. DR. PARTHASARATHI PANDA 7. DR. AALOK BASU 8. Dr. HRIDAY BERA 9. DR. YADUNANDAN DEY
3	PURCHASE purchase@bcrep.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 DHIBAR 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 (Programmic Officer) 2. MR. SAGAR SENGUPTA (In-Charge) 3. MR. SAROJ SINGHMURA




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Sl. NO	COMMITTEE	NAME OF FACULTY/STAFF
		4. MS. SANCHAREE MONDAL 5. DR. AALOK BASU 6. DR. PARTHASARATHI PANDA
6	PLANNING OF SEMESTER ROUTINE	1. MR. SHOBBAN BOSE (In-Charge) 2. MR. SONJOY KONAR (Co-ordinator) 3. MR. SAPTARSHI DUTTA
7	COLLEGE MAGAZINE (VIEWPOINT) & WALL MAGAZINE (THE MIRROR) <a href="mailto:viewpoint@brecp.org">viewpoint@brecp.org</a>	1. DR. SHARMISTHA DE DUTTA (VIEWPOINT) (In-Charge) 2. DR. ABHIK SI (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 <a href="mailto:examinations@brecp.org">examinations@brecp.org</a>	1. MR. SHOBBAN 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. SOUMEN BANERJEE (C.W.M.S.)



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SL. NO	COMMITTEE	NAME OF FACULTY/STAFF
		8. MR. AMITAVA MAHARATNA
12	JOURNAL PUBLICATION journal_pharmawave@bcrep.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@bcrep.org	1. PROF. ASHOKE 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. SAMBHUJATH MUKHERJEE (Member Secretary)
14	FDP/QIP, SEMINAR, & WORKSHOP seminar@bcrep.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. ABHIJIT 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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SL NO	COMMITTEE	NAME OF FACULTY/STAFF
		6. MS. SURITA GHOSH 7. MR. SU TIRTHA PATRA 8. MR. LOTAN CHANDRA UPADHYAY 9. MR. TAPAN KUMAR SAHA 10. MR. UJJWAL KUMAR NANDI 11. MRS. MOUSUMI GOON 12. MRS. TRIPTI CHANDRA 13. MS. SANCHARFI MONDAL
18	ANTI-DISCRIMINATION CELL (COMMITTEE FOR SC/ST, OBC & MINORITY)	1. DR. SUDIP KUMAR MONDAL (In-Charge) 2. DR. UJJWAL 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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Sl NO	COMMITTEE	NAME OF FACULTY/STAFF
		2. DR. ABHIK 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. ASHOK KUMAR GHOSH (In-Charge) - MEDICINAL GARDEN 2. MRS. RITU PARNA CHAKI GHOSH (In-Charge) - PHARMACY MUSEUM 3. MS. SANCHAREE 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. UPADHYAY
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@bercp.org	1. DR. SUBRATA CHAKRABORTY (Advisor) 2. DR. SUBHABRATA RAY 3. MR. SAGAR SENGUPTA (Co-ordinator) 4. PROF. ASHOK KUMAR GHOSH 5. MR. SHOBHAN BOSE 6. DR. ABHIK SI 7. MR. SONJOY KONAR



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		8. MR. AALOK BASU
		9. MRS. MITHU CHOWDHURY
		10. MR. AMITAVA MAHARATNA
		11. MR. PRASUN MOITRA
28	<b>ANTI RAGGING COMMITTEE</b>	1. DR. SUBHABRATA RAY (Chairman)
		2. MR. SAGAR SINGUPTA
		3. DR. SHYAMASHREE S.S. MANNA
		4. DR. SAGARIKA DEEPTHY I
		5. MR. SOUMEN BANERJEE
		6. MR. SONJOY KONAR
		7. MRS. RITUPARNA CHAKI GHOSH
		8. PROF. ASHOK KUMAR GHOSH (Member Secretary)
		9. DR. ABHIJIT
		10. MR. SARADINDU KUMAR PANDA (ADVOCATE)
		11. CAMPUS ADMINISTRATOR
29	<b>ANTI RAGGING SQUAD</b>	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 DIHBAR
		11. DR. MRS. SHARMISTHA DE DUTTA
		12. MS. PUJA MISHRA
		13. MRS. DIPANWITA GHOSH
		14. MS. SUSHMITA AFTAB
30	<b>ALUMNI SUPPORTING CELL</b>	1. MR. SAGAR SENGUPTA (Advisor)
		2. MRS. JAYITA MONDAL (Convenor)
		3. MS. MANAMI DIHBAR
		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. SUTIRTHA PATRA



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5/12/22

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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 SENGUPTA (Chairman) 2. DR. SAGARIKA DEEPTHY T 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. SHYAMASHIREL 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. MOUSUMI 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. SHOBHAN 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 SENGUPTA (In-Charge)



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Principal

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SL NO	COMMITTEE	NAME OF FACULTY/STAFF
	(ELEVATOR, GENERATOR, CIVIL & OTHER)	2. MR. AALOK BASU 3. MR. SOUMYA MITRA 4. MR. LOTON CHANDRA UPADHYAY 5. MR. AMIT KUMAR DEY 6. MR. SUTIRTHA 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 SENGUPTA (Dy. In-Charge) 3. DR. ABHIJIT SI (Co-ordinator) 4. MR. SONJOY KONAR 5. MRS. MITHU CHOWDHURY (Member Secretary) 6. MR. PRASUN MOITRA
41	PRADHAN MANTRI BHARTIYA JANAUSHADHI 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

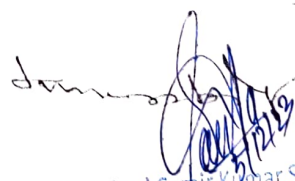


*(Handwritten signature)*

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SL NO	COMMITTEE	NAME OF FACULTY/STAFF
		2. DR. SAGARIKA DELPHY 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. SU DIP 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. ASHOKE KUMAR GHOSH 2. MR. SOUMYA MITRA
50	DISPENSING LAB	1. DR. AAI OK 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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BIDHANNAGAR, DURGAPUR-06

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01	UG - PHARMACOLOGY LAB	1. DR. YADUNANDAN DEY
		2. MR. SAROJ SINGH MURTA
02	LANGUAGE LAB	1. DR. SHARMISTHA DE DUTTA
		2. DR. ANIRUDDHA MUKHERJEE

*Dr. Subrata Chakraborty*  
 DR. SUBRATA CHAKRABORTY  
 (DIRECTOR, BCRCP)



11  
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