



Date: 13.09.2023

NOTICE

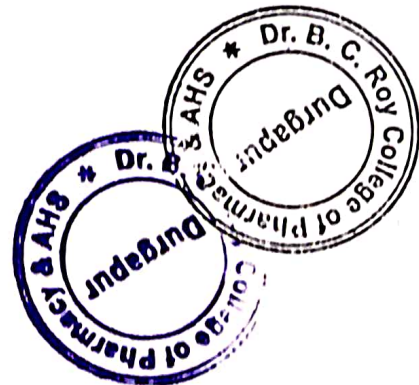
A meeting will be held on 14th September, 2023 at the S.I.T. room from 1 PM onwards. All members of the cultural committee are hereby requested to attend the meeting.

Agenda: Celebration of Biswakarma puja.

Shresh
13/09/23
In-Charge,

Event Management Committee, BCRCP.

(Dr. Samir Kumar Samanta)
Principal
Dr. B. C. Roy College of Pharmacy & AHS
Durgapur, West Bengal-713206, 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

BISWAKARMA PUJA- MEETING MINUTES

1. Meeting of the Event management committee was called by Mrs. Rituparna Chaki Ghosh (In charge) to order at 1:00pm on 14TH September , 2023 in the SIT room.
2. Meeting participants

MRS. RITUPARNA CHAKI GHOSH (In charge)

Rhod.
14/09/23

MS SANCHAREE MONDAL

Sancharee
14/9/23

DR. MANAMI DHIBAR

Manami
14/09/2023

MRS. JAYITA MONDAL

Jayita
14/9/23

MRS. SUSHRUTA CHAKRABORTY

Sushruta
14/09/23

MS. PUJA MISHRA

Puja
14/9/23

MR. SUTIRTHA PATRA

Sutirtha
14.09.23

MR. SAROJ SINGHMURA

Saroj
14/9/23

DR. SAGARIKA DEEPTHY T

Sagarika
14/9/23

MR. ANIRUDHHA LAHIRI

Anirudhha
14/9/23

MS. SURITA GHOSH

Surita
14/09/23

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

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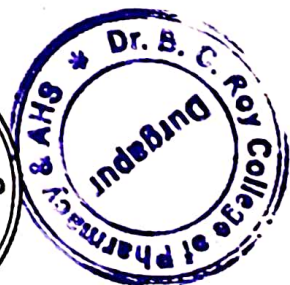
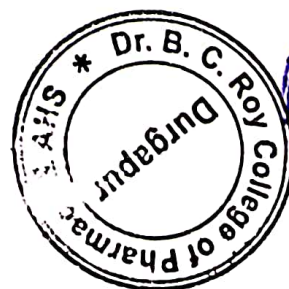
3. Agenda of the Meeting:

- Discussion about Biswakarma puja celebration.

4. Minutes:

- Schedule wise work distribution among the committee members by Mrs. Rituparna Chaki Ghosh.
- Duty assignment for Biswakarma puja celebration.
- Discussion of programme schedule of biswakarma puja 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.
- ^{Dr.} 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.


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M. Ph.D., Ph.D. (J.U.)
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- Mrs Jaylita 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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M. Pharm., Ph.D (J.U.)
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Dr. B. C. Roy College of Pharmacy & AHS
Durgam, West Bengal - 732006

