



Date: 29.06.2023


NOTICE

A meeting will be held on 30th June, 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 Doctor's day

Shoeb
In-Charge 29/6/23

Event Management Committee, BCRCP.


Prof. (Dr.) Samir Kumar Samanta
M. Pharm. BCRCP (U.O.)
Dr. B. C. Prudhviraj Pharmacy & AHS
Durgapur, West Bengal-713206



Dr. B. C. ROY COLLEGE OF PHARMACY AND ALLIED HEALTH SCIENCES, DURGAPUR

EVENT MANAGEMENT COMMITTEE

Doctor's 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 30th June, 2023 in the Language lab.
2. Meeting participants

MRS. RITUPARNA CHAKI GHOSH (In charge)

Rituparna
30/06/23

MS SANCHAREE MONDAL

Sancharee
30/6/23

DR. MANAMI DHIBAR

Manami
30/06/2023

MRS. JAYITA MONDAL

Jayita
30/6/23

MRS. SUSHRUTA CHAKRABORTY

Sushruta
30/06/23

MS. PUJA MISHRA

Puja
30/6/23

MR. SUTIRTHA PATRA

Sutirtha 30/06/23.

MR. SAROJ SINGHMURA

Saroj 30/6/23

DR. SAGARIKA DEEPTHY T

Sagarika 30/6/23

MR. ANIRUDHHA LAHIRI

Anirudhha 30/6/23

Mrs. SURITA GHOSH

Surita
30/06/2023

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



3. Agenda of the Meeting:

- Discussion about Doctor's Day celebration.


4. Minutes:

- Schedule work distribution among the committee members by Mrs. Rituparna Chaki Ghosh.
- Duty assignment for Doctor's Day celebration.
- Discussion of programme schedule of Doctor's 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.
- Mr. Soumya Mitra was asked to prepare google form & certificates of all event in academic calendar.

Prof. Dr. P. S. Kumar Samanta
Prof. Dr. P. S. Kumar Samanta (U. U.)
M. Pharmacy (U. U.)
Dr. B. C. Roy
Principal Pharmacy & AHS
Durgapur, West Bengal-713205



5. Adjournment : Meeting ended at 1:30pm.
6. Minutes Submitted by: Mrs. Sushruta Chakraborty
7. Approved by: Mrs. Rituparna Chaki Ghosh


Prof. (Dr.) Sagar Kumar Samanta
M. Pharm., Ph.D. ()
Dr. B. C. Roy College of Pharmacy & AHS
Durgapur, West Bengal-713209

