



Date: 11.09.2023

## NOTICE

A meeting will be held on 12<sup>th</sup> August, 2023 at the S.I.T. room from 1 PM onwards. All members of the Event management committee are hereby requested to attend the meeting.

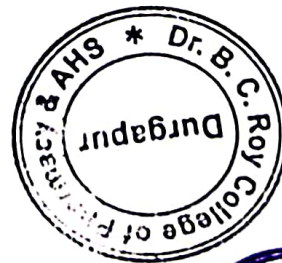
*Agenda: Orientation day for first year B.PHARM & M.PHARM students.*

*[Signature]*  
11/09/23  
In-Charge,

Event Management Committee, BCRCP.

Dr. B. C. Roy College of Pharmacy & AHS  
Durgapur, West Bengal-713206

*[Signature]*  
Prof. (Dr.) Sanku Kumar Samanta  
M. 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

**ORIENTATION PROGRAM FOR B.PIARM FIRST YEAR & M.PIARM FIRST YEAR STUDENTS -MEETING MINUTES**

1. Meeting of the Event management committee was called by Mrs. Rituparna Chaki Ghosh (In charge) to order at 1:00pm on 12<sup>th</sup> August, 2023 in the SIT room.
2. Meeting participants

MRS. RITUPARNA CHAKI GHOSH (In charge)

*Rituparna Ghosh*  
12/08/23

MS. SANCHAREE MONDAL

*Sancharee Mondal*  
12/9/23

DR. MANAMI DHIBAR

*Manami Dhibar*  
12/09/2023

MRS. JAYITA MONDAL

*Jayita Mondal*  
12/9/23

MRS. SUSHRUTA CHAKRABORTY

*Sushruta Chakraborty*  
12/08/23

MS. PUJA MISHRA

*Puja Mishra*  
12/9/23

MR. SUTIRTHA PATRA

*Sutirtha Patra* 12.08.23.

MR. SAROJ SINGHMURA

*Saroj Singhmura*  
12/8/23

DR. SAGARIKA DEEPTHY T

*Sagarika Deepthy T*  
12/8/23

MR. ANIRUDHHA LAHIRI

*Anirudhha Lahiri*  
12/8/23

MS. SURITA GHOSH

*Surita Ghosh*  
12/08/2023

*Prof. (Dr.) Smita Kumar Samanta*  
12/11/23

Prof. (Dr.) Smita Kumar Samanta  
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Principal  
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3. Agenda of the Meeting:

- Discussion about UG Orientation day.

4. Minutes:

- Schedule wise work distribution among the committee members by Mrs. Rituparna Chaki Ghosh.
- It was decided that inauguration of the program will be done in the presence of chief-guest, Prof. Dr. Saikat Maitra, Advisor, BCREC Society
- Duty assignment for orientation day -UG.
- Discussion of programme schedule of orientation day .
- 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.
- Ms. Manami 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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- 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.

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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