

DHABALESWAR INSTITUTE OF PHARMACY

(Under the Management of D.I.T.C. Managing Trustees)

[Affiliated to OUHS, BBSR & OSBP, BBSR. Approved by Govt. of Odisha & PCI, New Delhi]

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Letter No. DIPH/01/CGPC/2026-27

Date: 20/10/2025

CAREER GUIDANCE AND PLACEMENT CELL

Office Order

Reference No.: DIPH/ /CGPC/2026-27

Date: 20 / 10 / 2025

1ST Meeting(Propoisal for Constitution):-27.08.2023

2nd Meeting(Formation):-27.12.24

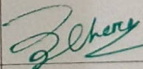
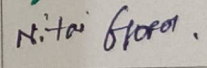
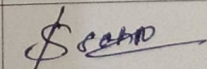
3rd Meeting(Reformation and revised the Rule):-20.10.2025

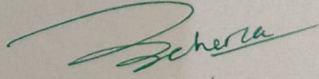
SUBJECT: - CONSTITUTION OF CAREER GUIDANCE AND PLACEMENT CELL AND DETAILS OF FUNCTIONS

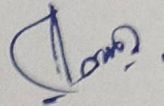
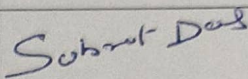
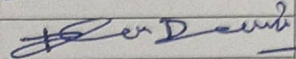
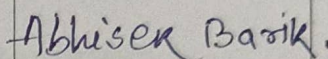
Objective:- In order to provide systematic career guidance, placement assistance, employability development, higher education guidance and professional development opportunities to the students of Dhabaleswar Institute of Pharmacy, Cuttack, the Career Guidance and Placement Cell (CGPC) is hereby constituted with immediate effect for the academic session 2026-27.

Function:- The Cell shall function under the overall supervision of the Principal and shall establish appropriate coordination between students, faculty members, pharmaceutical industries, hospitals, community pharmacies, research organisations, higher educational institutions, recruiters and other relevant professional organisations.

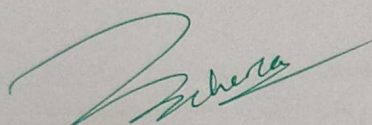
As per the guidelines of PCI, UGC & OUHS, the Career Guidance & Placement Cell is hereby constituted for the Academic Session 2026-27

Sl. No.	Name of Member	Designation / Position	Role in Cell	Signature
1	MR.Sai Prasanna Behera	Principal	Chairperson	
2	Mr.Nitai Gopal	Senior Faculty Member	Faculty Coordinator / Convener	
3	Mr.Satyajeet Sahoo	Faculty Member	Member	


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4	Mr.Moinual Islam	Training & Placement Coordinator	Member	
5	Er.Subrat Das	Industry Representative*	External Member	
6	Mr.Pritam rath	Alumni Representative*	Alumni Member	
7	Abhisek Barik	Student Representative – pr-Final Year	Student Member	

Tenure of the Cell will be for one academic year i.e. 2026-27.



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CAREER GUIDANCE AND PLACEMENT CELL
COMPLETE INSTITUTIONAL DOCUMENTATION FILE
Academic Session 2026–27

MOM. Main Objectives .Functions • Rules • SOP • Registers •
Minutes • Reference

MINUTES OF MEETING (MOM)

Minutes of Meeting – Career Guidance & Placement Cell

Meeting No: 01/2025-26

Date: 20/10/2025,

Time: 11:30 AM

Venue: Conference Hall

Chair: Principal

Members Present:-

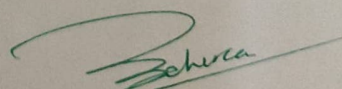
01. Nitai Gopal(Convener Member)-
- 02.
- 03.
- 04.
- 05.
- 06.
- 07.
- 08.

AGENDA

OBJECTIVES OF THE CELL

The Career Guidance and Placement Cell shall aim to:

1. Provide career guidance to students pursuing pharmacy education.
2. Facilitate placement and internship opportunities.
3. Improve students' employability and professional competencies.
4. Establish links with pharmaceutical industries, hospitals, pharmacies, diagnostic centres, research organisations and other relevant employers.
5. Provide guidance regarding higher education and competitive examinations.
6. Organise training programmes for aptitude, communication and interview skills.
7. Facilitate interaction between students and prospective employers.
8. Maintain records of placement, internship, training and career-development activities.
9. Encourage entrepreneurship and self-employment opportunities.
10. Support students in making informed career decisions.


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FUNCTIONS AND RESPONSIBILITIES

A. Career Guidance

The Cell shall:

- Provide information regarding career opportunities available after D.Pharm/B.Pharm and other relevant pharmacy qualifications.
- Conduct career counselling and orientation programmes.
- Inform students about employment opportunities in pharmaceutical industries, hospitals, retail/community pharmacy, government services, clinical research, regulatory affairs, quality control, quality assurance, production, marketing and other relevant sectors.
- Provide information about higher education opportunities in India and abroad.
- Guide students regarding professional development and career planning.

B. Placement Assistance

The Cell shall:

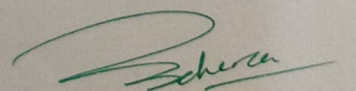
- Establish communication with prospective employers.
- Invite eligible organisations for campus recruitment/placement drives.
- Coordinate recruitment schedules and related arrangements.
- Communicate placement opportunities to eligible students.
- Facilitate employer-student interaction.
- Maintain placement records.
- Obtain feedback from recruiters and students for continuous improvement.

The Cell shall provide **placement assistance**, but employment shall remain subject to the recruitment policies and selection decisions of individual employers.

C. Internship and Industrial Training

The Cell shall:

- Facilitate internship/industrial training opportunities wherever feasible.
- Develop institutional contacts with pharmaceutical industries, hospitals, pharmacies, laboratories and other relevant organisations.
- Assist students in understanding internship requirements and professional conduct.
- Maintain records of internship opportunities and participation.
- Encourage students to gain practical exposure relevant to their curriculum.


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D. Employability Skill Development

The Cell shall organise or facilitate:

- Communication-skills training.
- English language and professional communication sessions.
- Aptitude-test preparation.
- Group discussions.
- Personal interview preparation.
- Resume/CV writing workshops.
- Presentation skills.
- Workplace etiquette and professional behaviour.
- Basic digital and workplace skills.
- Industry-readiness programmes.

E. Campus Recruitment

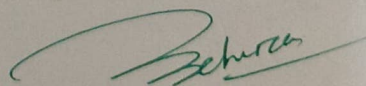
For campus recruitment activities, the Cell shall:

1. Identify suitable recruiting organisations.
2. Obtain necessary institutional approval.
3. Communicate recruitment details to eligible students.
4. Arrange suitable infrastructure and logistics.
5. Coordinate written tests, aptitude tests, interviews or other selection procedures as required by the recruiter.
6. Maintain attendance and selection records.
7. Record final placement outcomes.

4. HIGHER EDUCATION GUIDANCE

The Cell shall provide information and guidance regarding:

- Postgraduate pharmacy education.
- M.Pharm and other relevant postgraduate programmes.
- Ph.D./research opportunities.
- Entrance examinations.
- Fellowships and scholarships.
- Competitive examinations relevant to pharmacy graduates.
- Research and academic career opportunities.
- Professional certification and skill-development programmes.



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Students shall be directed to official sources for eligibility, admission and examination requirements.

5. ENTREPRENEURSHIP DEVELOPMENT

The Cell shall encourage students interested in entrepreneurship by:

- Organising entrepreneurship-awareness programmes.
- Providing information about relevant business opportunities in the pharmacy sector.
- Facilitating interaction with entrepreneurs and industry professionals.
- Encouraging participation in entrepreneurship competitions and innovation programmes.
- Guiding students towards appropriate institutional or government entrepreneurship-support mechanisms.

6. ALUMNI AND INDUSTRY INTERACTION

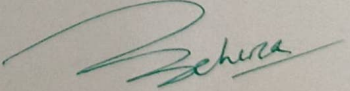
The Cell shall:

- Maintain appropriate contact with alumni.
- Invite successful alumni for career talks and mentoring sessions.
- Develop industry-academic interaction.
- Invite industry professionals for guest lectures and workshops.
- Seek internship, training and placement opportunities through professional networks.
- Obtain feedback from industry regarding desired skills and competencies.

7. STUDENT CAREER RECORDS

The Cell shall maintain, as applicable:

1. Student registration/enrolment records for placement activities.
2. Student CV/resume database.
3. List of eligible students.
4. Employer/recruiter database.
5. Placement drive records.
6. Internship records.
7. Training programme records.
8. Selected/placed student records.


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9. Higher education progression records where available.
10. Career guidance programme records.
11. Attendance sheets.
12. Employer feedback.
13. Student feedback.
14. Annual placement and career-development report.
15. Photographic/documentary evidence of activities.

8. STUDENT REGISTRATION AND ELIGIBILITY

Students participating in placement activities shall:

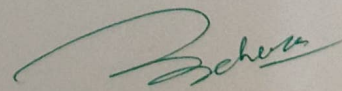
- Register with the Career Guidance and Placement Cell.
- Provide accurate academic and personal information.
- Maintain an updated CV/resume.
- Attend required training and placement activities.
- Follow the instructions and professional conduct requirements of the recruiting organisation.
- Comply with the Institution's placement-related rules.

The Cell may prescribe reasonable eligibility criteria for individual recruitment drives based on the requirements communicated by the recruiting organisation.

9. PLACEMENT CELL CODE OF CONDUCT

The Cell shall ensure that:

1. Recruitment activities are conducted transparently.
2. Students are provided accurate information received from recruiters.
3. No student is discriminated against on grounds prohibited by applicable law or institutional policy.
4. Employer requirements are communicated clearly.
5. Student information is handled appropriately and only for legitimate institutional/placement purposes.
6. No guarantee of employment is made by the Institution.
7. Final selection remains the prerogative of the recruiting organisation.


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10. MEETINGS

1. The Cell shall ordinarily meet **at least once every quarter**.
2. Additional meetings may be conducted before major recruitment drives, career programmes or internship activities.
3. Minutes of meetings shall be prepared and maintained.
4. Important recommendations shall be submitted to the Principal.
5. An annual report shall be prepared at the end of the academic session.

11. CAREER GUIDANCE AND PLACEMENT ACTIVITIES

The Cell may organise:

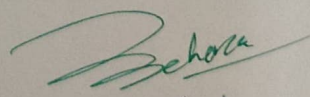
- Career awareness seminars.
- Placement drives.
- Recruitment fairs.
- Industry visits.
- Industrial interaction programmes.
- Internship orientation programmes.
- Resume-building workshops.
- Mock interviews.
- Group discussions.
- Aptitude-test sessions.
- Soft-skill development programmes.
- Higher-education counselling.
- Competitive-examination awareness programmes.
- Entrepreneurship-awareness programmes.
- Alumni interaction sessions.
- Industry expert lectures.
- Professional-development workshops.

12. MONITORING AND REVIEW

The Principal shall periodically review the activities of the Cell.

The Faculty Coordinator/Convener shall submit:

- Quarterly activity updates, where required.
- Placement drive reports.


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- Internship/training activity reports.
- Student participation records.
- Annual placement statistics.
- Recommendations for improvement.

The Cell shall use student and recruiter feedback to improve career-development activities.

13. TENURE

The Career Guidance and Placement Cell shall remain constituted for the academic session **2026-27**, unless modified, reconstituted or extended by a subsequent Office Order.

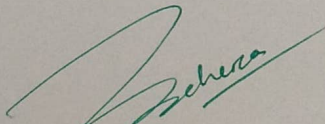
The Institution may nominate or replace members whenever necessary in the interest of effective functioning.

14. EFFECTIVE DATE

This Office Order shall come into force with immediate effect.

All faculty members, staff and students are requested to extend necessary cooperation to the Career Guidance and Placement Cell for successful implementation of career-development, internship and placement activities.

By Order of the Principal



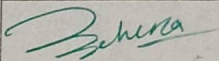
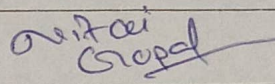
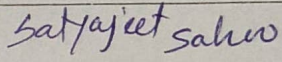
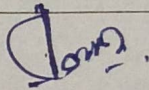
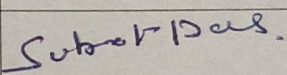
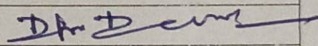
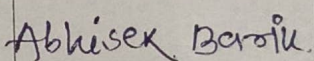
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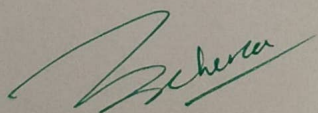
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ACKNOWLEDGEMENT / ACCEPTANCE BY CELL MEMBERS

We, the undersigned members, acknowledge the constitution of the Career Guidance and Placement Cell and undertake to discharge our assigned responsibilities sincerely, transparently and in the best interest of the students and Institution.

Sl. No.	Name of Member	Designation / Position	Role in Cell	Signature
1	MR.Sai Prasanna Behera	Principal	Chairperson	
2	Mr.Nitai Gopal	Senior Faculty Member	Faculty Coordinator / Convener	
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