

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]

RADHADAMODARPUR I.E., KHUNTUNI, ATHGARH, CUTTACK-754029

E-mail id : diphcuttack@gmail.com, Website:www.diphcuttack.org,

Contact No.: 94372 84154 / 9437443155 / 9980100900

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

Date: 11/08/26

DISABILITIES / ACCESSIBILITY COMMITTEE

OFFICE ORDER

Ref. No.: DIPH/01/DAC/2026-27

Date: 11.08.2026

SUBJECT: CONSTITUTION OF DISABILITIES / ACCESSIBILITY COMMITTEE

In order to promote accessibility, inclusion, dignity, equal participation and reasonable support for students and employees with disabilities, the Disabilities / Accessibility Committee of Dhabaleswar Institute of Pharmacy is hereby constituted for the Academic Session 2026-27.

The Committee shall work in accordance with applicable Government, University, UGC, PCI, disability-rights and institutional provisions. It shall facilitate an accessible and inclusive academic environment and coordinate with competent authorities wherever a matter falls within another statutory or specialised mechanism.

Composition of the Committee

Sl. No.	Name	Designation	Position	Tenure
1	Dr.Sai Prassana Behera	Principal	Chairperson	2026-27
2	Prof)Mr.Debakinandan Mohanty	Professor	Coordinator	2026-27
3	Mr.Chandra sekhar Mahapatra	Assistant Professor	Member	2026-27
4	Mr.Smriti Rnajan Jena	Assistant Professor	Member	2026-27
5	Mr.Sudhindra Samal	Faculty/Staff Member	Member	2026-27
6	Mr.Pritam Rath	Administrative/Technical Staff	Member	2026-27
7	Binayak samal	Student Representative, where appropriate	Student Member	As applicable
8	Mr.Ramamani ranjan Nayak	Accessibility/Disability Support Person, where available	Member(AO)	2026-27

Tenure

The Committee shall function for Academic Session 2026-27 unless modified or reconstituted earlier by the competent authority.

Order

All teaching staff, non-teaching staff and students are directed to cooperate with the Committee and to support an accessible, inclusive, safe and dignified educational environment.


Principal
Dhabaleswar Institute of Pharmacy
Radhadamodarpur, Khuntuni, Cuttack, Odisha

Principal
Dhabaleswar Institute of Pharmacy
Copy to: All Committee Members: Teaching Staff; Non-Teaching Staff; Students; Notice Board; Institute Website Portal; Office File; Committee File

Dhabaleswar Institute of Pharmacy - Disabilities / Accessibility Committee - 2026-27

COMPLETE INSTITUTIONAL DOCUMENTATION FILE

Academic Session 2026–27

Office Order • Constitution • Objective • Functions • Rules • SOP • Registers • Minutes • Reports

OBJECTIVES

- Promote accessibility and equal participation in education and institutional activities.
- Identify physical, communication, digital and procedural barriers affecting persons with disabilities.
- Facilitate reasonable support and appropriate adjustments within institutional authority.
- Promote awareness regarding disability rights, dignity and inclusion.
- Support accessible teaching-learning, assessment, library and student-service processes.
- Coordinate accessibility-related concerns with competent authorities.
- Promote barrier-free access to classrooms, laboratories, offices and other essential facilities to the extent practicable and as per applicable standards.
- Maintain appropriate records of accessibility initiatives, representations and action taken.
- Conduct accessibility audits and awareness programmes periodically.
- Prepare an annual report and recommendations for improvement.

3. FUNCTIONS AND RESPONSIBILITIES

A. Chairperson

- Supervise the Committee.
- Convene meetings.
- Approve agenda and minutes.
- Review accessibility issues and institutional action.
- Coordinate with Principal/competent authority for implementation of approved measures.

B. Coordinator / Member Secretary

- Maintain Committee files and registers.
- Receive accessibility-related representations.
- Maintain an Accessibility Action Register.
- Coordinate accessibility audits and programmes.
- Prepare meeting notices and minutes.
- Prepare Action Taken Reports and annual report.

- Coordinate with relevant departments and service providers.

C. Members

- Assist in identifying barriers.
- Participate in accessibility audits.
- Support awareness activities.
- Assist students/employees in accessing institutional support.
- Recommend practical improvements.
- Maintain confidentiality of sensitive information.

4. AREAS OF ACCESSIBILITY

- Physical accessibility of entrance, pathways, classrooms, laboratories, offices, library and common facilities.
- Accessible toilets and appropriate signage, subject to applicable standards and available infrastructure.
- Safe movement and emergency evacuation arrangements.
- Accessible communication, notices and institutional information.
- Digital accessibility of learning materials and online services where practicable.
- Reasonable support during teaching, practical sessions, examinations and other academic activities.
- Accessible seating and classroom arrangements where required.
- Assistive devices, support services or referral mechanisms, where available.
- Awareness and sensitisation of faculty, staff and students.
- Identification and removal/reduction of unnecessary procedural barriers.

5. RULES AND GUIDELINES

1. Dignity and Respect

Persons with disabilities shall be treated with dignity, fairness and respect.

2. Non-Discrimination

The Institute shall promote equal opportunity and shall not permit unlawful discrimination on the ground of disability.

3. Accessibility

The Institute shall endeavour to provide accessible facilities and information consistent with applicable standards and available resources.

4. Reasonable Support

Appropriate support or reasonable adjustment shall be considered in accordance with applicable rules and the nature of the requirement.

5. Confidentiality

Personal disability-related information shall be kept confidential and shared only on a need-to-know basis or where legally required.

6. Individual Assessment

Support needs should be considered individually rather than assuming that all persons with the same disability require identical assistance.

7. Emergency Safety

Emergency and evacuation arrangements should take accessibility needs into account.

8. Referral

Matters requiring medical, legal, statutory or specialised intervention shall be referred to the appropriate competent authority.

9. Review

Accessibility measures shall be reviewed periodically and improvements documented.

6. STANDARD OPERATING PROCEDURE (SOP)

Purpose: To provide a documented and practical process for identifying accessibility barriers, receiving requests for support, assessing needs and coordinating appropriate action.

Stage	Activity	Responsible	Record
1	Accessibility issue/request received	Chairperson/Coordinator/Member	Request Form
2	Registration	Coordinator	Accessibility Register
3	Preliminary assessment	Committee/Authorised Officer	Assessment Note
4	Site/service review, where needed	Committee/Administration	Audit/Inspection Record
5	Recommendation/support plan	Committee	Recommendation
6	Approval/implementation	Competent Authority	Office/Action Record
7	Follow-up	Coordinator	Follow-up Record
8	Closure/reporting	Committee	Action Taken Report

Procedure

- Receive and acknowledge the accessibility request or identify a barrier.
- Assign a reference number and record minimum necessary information.
- Discuss the requirement confidentially with the concerned person, where appropriate.
- Inspect the relevant facility/service if a physical or procedural barrier is involved.
- Consider reasonable and practicable support in accordance with applicable rules.
- Coordinate with administration, examination authority, faculty or other relevant department.
- Record the recommendation and action taken.
- Follow up to determine whether the support is effective.
- Close the matter only after appropriate action/follow-up or documented referral.

7. ACCESSIBILITY / SUPPORT REQUEST FORM

Particular	Details
Reference No.	
Date	/ /
Name	
Student/Staff ID	
Course/Semester/Designation	
Contact Details	
Nature of Accessibility Requirement	
Area Concerned	Classroom / Laboratory / Library / Examination / Toilet / Entrance / Digital / Other
Brief Description	
Support/Adjustment Requested	
Documents/Supporting Information, if applicable	

Signature: _____ Date: _____

Received by: _____ Date: _____

8. ACCESSIBILITY ACTION REGISTER

Sl.	Date	Ref. No.	Area	Barrier/Requirement	Recommended Support	Responsible Dept.	Action Taken	Status
1								
2								
3								
4								
5								
6								
7								
8								

9. ACCESSIBILITY AUDIT / FACILITY CHECKLIST

Sl.	Area/Facility	Available	Accessible/Functional	Issue Identified	Corrective Action Required	Status
1	Main Entrance	Available	Working	No	No	OK
2	Internal Pathways	3	Working	No	No	OK
3	Classrooms	6	Functioning	No	No	OK
4	Laboratories	10	Functioning	No	No	OK
5	Library	1	Functioning	No	No	OK
6	Administrative Office	2	Working	No	No	OK
7	Accessible Toilet	5	Working	No	No	OK
8	Drinking Water Area	2	Functioning	No	No	OK
9	Signage/Wayfinding	4	Functioning	No	No	OK
10	Emergency Exit/Evacuation	2	Functioning	No	No	OK

11	Digital/Online Information	WEB SITE	Functioning .	NO	NO	Ok
12	Other Essential Facilities	Available	Functioning Properly	NO	NO	Ok

Audit Date: ___/___/2026 Audited by: _____

10. COMMITTEE MEETING REGISTER

Sl.	Date	Meeting No.	Agenda	Members Present	Key Decisions	Action Required	Action Taken
1	11.08.26	DAC/01/2026-27	-Mentioned	20	FOLLOWED	NO	NO
2							
3							
4							
5							
6							

11. MINUTES OF FIRST COMMITTEE MEETING

Meeting No.: DAC/01/2026-27

Date: 11 / 08 / 2026 Time: 10:00 AM Venue: Smart Class Room

Agenda

- Constitution and functioning of the Committee.
- Review of accessibility arrangements.

- Adoption of SOP and registers.
- Accessibility audit planning.
- Support/adjustment mechanism for academic activities and examinations.
- Awareness and sensitisation programme.
- Annual action plan.

Resolutions

Resolution: The Committee constitution was noted and accepted.

Resolution: The SOP and documentation formats were approved for institutional use.

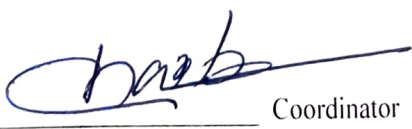
Resolution: An accessibility audit shall be conducted periodically.

Resolution: Accessibility requests shall be considered confidentially and individually.

Resolution: Appropriate matters shall be coordinated with the competent authority.

Resolution: Awareness programmes shall be conducted during the academic session.

Resolution: An annual report shall be prepared.

Prepared by:  Coordinator

Approved by:  Chairperson

12. ACTION TAKEN REPORT

Sl.	Ref. No.	Date	Issue/Area	Recommendation	Competent Authority Decision	Action Taken	Status
1							
2							
3							
4							
5							
6							

13. AWARENESS / SENSITISATION PROGRAMME REPORT

Particular	Details
Institute	Dhableswar Institute of Pharmacy
Programme Title	Disability Awareness, Accessibility and Inclusion Programme
Date	11 / 08 / 2026
Venue	Smart Class Room
Resource Person	Prof. Mr. D. N. Mohanty
Target Group	Students / Faculty / Staff
No. of Participants	60 Nos.
Topics Covered	Disability rights, dignity, accessibility, inclusive conduct, support mechanisms and barrier-free campus practices
Outcome	All understood properly

Attach: Notice, schedule, attendance sheet, photographs, feedback/report and resource person details.

14. ANNUAL ACCESSIBILITY ACTION PLAN

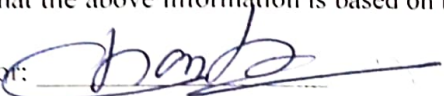
Sl.	Activity	Target Group/Area	Proposed Month	Responsible Person	Status/Remarks
1	Accessibility orientation for students and staff	Students/Staff	AUG-27	Co-ordinator	OK (proposed)
2	Campus accessibility audit	Institute Facilities	AUG-27	Co-ordinator	OK (proposed)
3	Review of classroom/laboratory accessibility	Academic Areas	AUG-27	Principal	OK (proposed)
4	Review of examination support arrangements	Students	AUG-27 As req.	Principal Member	OK (proposed)
5	Awareness/sensitisation programme	Students/Staff	AUG-27	Co-ordinator	OK (proposed)
6	Review of corrective actions	Committee/Administration	As req.	Principal	OK (proposed)

15. ANNUAL REPORT – DISABILITIES / ACCESSIBILITY COMMITTEE

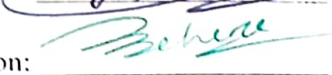
Particular	Details
Academic Session	2026-27
Constitution Date	11 / 08 / 2026
No. of Meetings	01
No. of Accessibility Audits	01
No. of Support Requests	00
No. Facilitated/Resolved	00
No. Referred	00
No. Pending	00
Major Accessibility Improvements	As req.
Awareness Programmes	01
Recommendations	Next

Certified that the above information is based on the Committee records maintained for the academic session.

Coordinator:



Chairperson:



Principal:



16. NOTICE BOARD FORMAT

DISABILITIES / ACCESSIBILITY COMMITTEE

DHABALESWAR INSTITUTE OF PHARMACY

The Institute is committed to an accessible, inclusive and dignified educational environment. Students and employees may approach the Committee for accessibility-related guidance, support or reporting of barriers.

Position	Name	Contact
Chairperson	DR. SAIPRASADNA DEHERA	
Coordinator	PROF. Debajinendra Mohanty	
Member	Mr. Chandrasekhar Mohanty	
Member	Mr. Smrutiraj Jena.	

For matters under another statutory/specialised committee, the matter may be referred to the appropriate competent authority.

ACCESSIBILITY • INCLUSION • DIGNITY • EQUAL PARTICIPATION

17. DOCUMENTATION CHECKLIST

- ☐ Office Order / Notification
 - ☐ Committee Constitution and Tenure
 - ☐ Objectives and Functions
 - ☐ Rules and Guidelines
 - ☐ Standard Operating Procedure
 - ☐ Accessibility / Support Request Form
 - ☐ Accessibility Action Register
 - ☐ Accessibility Audit / Facility Checklist
 - ☐ Meeting Register
 - ☐ Minutes of Meetings
 - ☐ Action Taken Reports
 - ☐ Annual Accessibility Action Plan
 - ☐ Awareness / Sensitisation Programme Reports
 - ☐ Attendance Sheets
 - ☐ Photographs / Programme Evidence
 - ☐ Annual Report
 - ☐ Notice Board Display
 - ☐ Support / Reasonable Adjustment Records
 - ☐ Referral / Correspondence Records
 - ☐ Confidential Individual Support Files, where applicable
 - ☐ Applicable disability-rights, Government, University, UGC, PCI and institutional policies
- Important: Personal disability-related information shall be kept confidential. The Committee should coordinate with, rather than duplicate, the functions of statutory or specialised committees.