

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

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Letter. No. DIPH/ /DISC-COM/2026-27

Date: 10/08/26

Ref. No.: DIPH/ /DISC-COM/2026-27

Date: 10.08.2026

Disciplinary / Proctorial Committee

SUBJECT:- Formation Of Disciplinary / Proctorial Committee AT Dhabaleswar institute of Pharmacy, Cuttack

The Disciplinary / Proctorial Committee is constituted with the following objectives:

A. Objectives:

To maintain discipline and decorum in the college campus and ensure a conducive academic atmosphere. To enforce rules and regulations laid down by the Institute, PCI, BPUT & Govt. of Odisha. To monitor the conduct of students inside and outside classrooms, laboratories, library, hostel and campus. To prevent and address acts of indiscipline, ragging, eve-teasing, use of drugs/alcohol, damage to property and misconduct. To counsel and guide students for their behavioral improvement. To recommend disciplinary action against students found guilty of misconduct.

B. Functions:

Framing disciplinary rules for students. Addressing complaints received regarding indiscipline. Investigating cases and submitting reports to Principal.

C. MINUTES OF MEETING (MOM)

Minutes of Meeting – Disciplinary / Proctorial Committee

Meeting No: 01/2026-27

Date: 10/08/2026,

Time: 11:00 AM

Venue: Principal Chamber / Meeting Hall

Chairperson: Principal

Meeting Agenda:

Formation and orientation of the committee for 2026-27 To discuss disciplinary rules and code of conduct for students To review any complaints regarding indiscipline in previous month Any other matter with permission of chair

Points Discussed:

Chairman welcomed all members and explained the importance of maintaining discipline as per PCI. Decided to display Code of Conduct on Notice Board and College Website. Resolved that ID cards will be mandatory for all students and staff. Decided to conduct surprise checks for mobile phone misuse, dress code and late coming. It was decided that any act of ragging or misconduct will be reported immediately to Principal and Anti-Ragging Committee. Action Taken / Resolution:



Principal
Dhabaleswar Institute of
Pharmacy



All members unanimously agreed to enforce discipline strictly and meet once every month or as and when required.

Meeting ended with vote of thanks to the Chairman.

Members Present: (Day of meeting)

01. Sai prasanna Behera

02. Nitai Gopal

03. Gitanjali Swain

04. Laxmipriya Sahoo

05. Gayala Fekheen

06. Chandra Sekhar Mahapatra

07. Satyajit Sahoo

08. Smruti Ranjan Sena

09. Sudhindra Kumar Samal

10. Prabanna Kumar Sahoo

11. Abhisek Barik

12. Ashutosh Nayak

13. Mohit Mishra

14. Swayam Chandan Sekhar Sahoo

15. Jagdish Sahoo

16. Binayak Samal

17. Somesh Kumar Raut

18. Ayush Swain

19. Biswajit Pajal

20. Rudra Prasad Sahoo

CONSTITUTION / FORMATION OF THE COMMITTEE (As per PCI/ AICTE Norms)

As per the guidelines of Pharmacy Council of India (PCI) and AICTE, the Disciplinary / Proctorial Committee is hereby re-constituted for the Academic Session 2026-27 as under:

Designation	*Name*	*Position*	*Contact No.*	signature
Chair Person	Dr. Saiprasanna Behera	Principal	9861252518	Behera
Member Secretary	Mr. Nitai Gopal	Asso. Professor	9337180140	Nitai Gopal
Faculty Member	Mrs. Gitanjali Swain	Asso. Professor	9408162382	Gitanjali Swain
	Mrs. Laxmipriya Sahoo	Asst. Professor	9348626711	Laxmipriya Sahoo
Student Representative	Miss Smrutiprajna Behera	Student	7008479384	S. Behera
	Miss. Shilparani Samtra	Student	9937794059	Shilparani Samtra
Parents Representative	Mr. Umakanta Behera	Parents	9937133480	Umakanta Behera
	Mr. Sandip Ku. Samtra	Parents	9438944816	Sandip Ku. Samtra

Tenure

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

CONCLUSION

The Disciplinary / Proctorial Committee of Dhabaleswar Institute of Pharmacy was constituted to ensure smooth functioning, safety and academic excellence in the institute. The committee will function in a fair and unbiased manner to create a disciplined, ragging-free and harmonious environment for students and staff. The committee will submit its report to the Principal for final decision.

This is as per the norms of PCI, AICTE, BPUT and OSBP for the academic session 2026-27

Sd/-

Mr. Nitai Gopal

Convener, Disciplinary Committee

Principal

Dhabaleswar Institute of Pharmacy
Pharmacy

Dhabaleswar Institute of Pharmacy | Disciplinary / Proctorial Committee | 2026-27

Principal
Dhabaleswar Institute of
Pharmacy



DISCIPLINARY / PROCTORIAL COMMITTEE COMPLETE INSTITUTIONAL DOCUMENTATION FILE Academic Session 2026–27

Functions • Rules • SOP • Registers • Minutes • Reference

FUNCTIONS

- Maintain discipline and orderly conduct within the Institute.
- Promote a safe, respectful and academically conducive environment.
- Prevent ragging, bullying, violence, intimidation and disruptive behaviour.
- Monitor student attendance, punctuality and general conduct.
- Promote academic discipline and integrity.
- Provide counselling and corrective guidance.
- Receive and examine reports concerning misconduct.
- Conduct preliminary fact-finding where necessary.
- Recommend appropriate action to the competent authority.
- Maintain confidentiality and proper records.
- Coordinate with statutory/institutional committees where jurisdiction overlaps.
- Conduct awareness programmes on student responsibilities and code of conduct.

Functions of Chairperson

- Supervise the Committee.
- Convene meetings.
- Approve agendas and minutes.
- Ensure fair consideration of matters.
- Approve recommendations before submission.
- Review implementation and annual functioning.

Functions of Coordinator / Member Secretary

- Maintain Committee files and registers.
- Receive and record reports.
- Issue notices as authorised.
- Arrange meetings and prepare minutes.
- Maintain statements/documents.
- Coordinate counselling.
- Prepare Action Taken Reports and annual report.

Functions of Members

- Assist in discipline monitoring.
- Report serious or repeated misconduct.
- Participate in fact-finding and meetings.
- Assist in counselling.
- Maintain confidentiality.
- Recommend preventive and corrective measures.

3. STUDENT CODE OF CONDUCT

- Maintain discipline within the Institute.
- Attend classes and practical sessions regularly.
- Carry a valid Institute identity card when required.
- Maintain respectful behaviour towards faculty, staff and fellow students.
- Protect Institute property and facilities.
- Follow laboratory and safety rules.
- Maintain academic honesty and examination discipline.
- Refrain from ragging, bullying, intimidation and violence.

- Refrain from harassment and discriminatory behaviour.
- Follow lawful instructions of authorised Institute authorities.
- Maintain proper conduct during tours, internships, training and Institute events.
- Avoid activities that disturb the academic environment.
- Use social media responsibly and do not unlawfully threaten or harass members of the Institute community.

Illustrative Disciplinary Matters

- Repeated absence or habitual late attendance
- Misbehaviour
- Fighting/physical altercation
- Threatening/intimidating behaviour
- Damage or theft of Institute property
- Examination malpractice
- Academic dishonesty/plagiarism
- Bullying/ragging
- Harassment
- Possession/use of prohibited substances on campus
- Serious laboratory safety violations
- Disorderly conduct
- Repeated violation of Institute instructions

Matters governed by separate statutory committees or laws shall be referred to the appropriate committee/authority.

4. STANDARD OPERATING PROCEDURE (SOP)

Purpose

To establish a fair, transparent, confidential and time-bound institutional process for reporting, reviewing and resolving disciplinary matters.

Stage	Activity	Responsible	Record
1	Incident/report received	Principal/Coordinator/Authorised Faculty	Incident Report
2	Registration/reference number	Coordinator	Incident Register
3	Preliminary review	Committee	Preliminary Note
4	Notice/explanation, where appropriate	Authorised Authority	Notice + Explanation
5	Fact-finding/hearing	Committee	Statements/Evidence
6	Recommendation	Committee	Minutes/Recommendation
7	Decision	Competent Authority	Decision Order
8	Action Taken	Concerned Authority	ATR
9	Closure and record	Coordinator	Case File

Principles of Natural Justice

- Fair and impartial consideration
- Reasonable opportunity to explain
- Relevant evidence considered
- No predetermined conclusion
- Proportionate action
- Confidentiality
- Protection against retaliation
- Proper documentation

Corrective / Disciplinary Measures

- Counselling
- Written warning

- Undertaking for future good conduct
- Parent/guardian counselling where appropriate
- Lawful corrective activity where appropriate
- Recovery of damage/loss where lawfully permissible
- Suspension or other action where permitted by applicable rules
- Referral to competent statutory authority where required

5. PROCTORIAL SYSTEM

The Institute may assign faculty Proctors to groups of students for regular academic, behavioural and welfare mentoring.

Functions of Proctors

- Maintain regular contact with assigned students.
- Monitor attendance and academic progress.
- Identify behavioural or academic concerns.
- Provide first-level counselling.
- Guide students regarding Institute rules.
- Communicate with parents/guardians where necessary and authorised.
- Refer serious matters to the Coordinator/Principal.
- Maintain confidential proctor records.
- Submit periodic reports.

Proctor Allocation Register

Sl.	Proctor Name	Designation	Class/Semester	Student Group/IDs	Remarks
1					
2					
3					
4					
5					
6					
7					
8					

6. DISCIPLINARY / INSTITUTIONAL CELLS

A. Anti-Ragging Cell

- Create awareness regarding prohibition of ragging.
- Display anti-ragging information.
- Conduct awareness programmes.
- Monitor vulnerable areas.
- Receive/report incidents.
- Take preventive steps.
- Refer matters to competent Anti-Ragging authority.
- Maintain records.

B. Student Grievance Redressal Cell

- Provide grievance mechanism.
- Receive and register grievances.
- Examine grievances fairly.
- Maintain confidentiality.
- Recommend resolution.
- Maintain grievance/action-taken records.
- Follow applicable regulations.

C. Internal Complaints Committee (ICC)

- Prevent and address sexual harassment within its jurisdiction.
- Conduct gender-sensitization programmes.
- Receive and process complaints according to applicable law.
- Maintain confidentiality.
- Recommend action to competent authority.
- Maintain statutory records/reports.

D. Women Development / Gender Sensitization Cell

- Promote gender equality and dignity.
- Conduct awareness programmes.
- Promote safe and inclusive environment.
- Organise sensitization activities.
- Coordinate with ICC where required.

E. Anti-Discrimination / Equal Opportunity Cell

- Promote equal opportunity.
- Prevent discriminatory practices.
- Create awareness.
- Receive/refer appropriate grievances.
- Coordinate with competent committees.

F. Examination Discipline Cell

- Monitor examination rules.
- Prevent malpractice.
- Report irregularities.
- Maintain examination discipline records.
- Refer cases to competent examination authority.

7. DISCIPLINARY INCIDENT REGISTER

Sl.	Date	Incident Ref.	Name/ID*	Course/Sem.	Nature of Incident	Action Taken	Status
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

*Sensitive personal information should be restricted. Detailed case records shall be maintained separately in a confidential file.

8. DISCIPLINARY INCIDENT / REPORT FORM

Particular	Details
Reference No.	
Date of Report	/ /
Reported By	
Name/ID of Student/Person	
Course/Semester/Designation	
Date/Time of Incident	
Place	
Nature of Incident	
Brief Description	
Witnesses	
Documents/Evidence	
Immediate Action Taken	

Signature of Reporting Person: _____ Date: _____

9. STUDENT EXPLANATION FORM

Disciplinary Reference No.: _____
 Name: _____ Roll/Registration No.: _____
 Course/Semester: _____
 Date of Incident: _____
 Nature of Matter: _____

Explanation

Student Signature: _____ Date: _____
 Received by: _____ Designation: _____

10. DISCIPLINARY COMMITTEE MEETING REGISTER

Sl.	Date	Meeting No.	Agenda	Members Present	Key Decisions	Action Required	Action Taken
1		DISC/01/2026-27					
2							
3							
4							
5							

11. MINUTES OF FIRST COMMITTEE MEETING

Meeting No.: DISC/01/2026-27

Date: 10/08/2026 Time: 10:00 am Venue: Principal office.

Agenda

- Constitution and functioning of Committee.
- Review of student code of conduct.
- Adoption of SOP.
- Proctor allocation.
- Disciplinary records and registers.
- Anti-ragging and other institutional cells.
- Awareness and preventive activities.

Resolutions

Resolution: The Committee constitution was noted and accepted.

Resolution: Student Code of Conduct was reviewed for implementation.

Resolution: SOP and disciplinary procedure were adopted subject to applicable rules.

Resolution: Proctor allocation shall be maintained and reviewed periodically.

Resolution: Incident and Action Taken Registers shall be maintained.

Resolution: Serious matters shall be referred to the competent authority/statutory committee.

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

Prepared by: N. M. I. G. O. P. M. Coordinator/Member Secretary

Approved by: Sat pramona Behra Chairperson

12. ACTION TAKEN REPORT

Sl.	Reference No.	Date	Matter	Committee Recommendation	Competent Authority Decision	Action Taken	Status
1							
2							
3							
4							
5							
6							

13. COUNSELLING / PROCTOR RECORD

Sl.	Date	Student ID	Course/Sem.	Concern	Counselling/Guidance Given	Follow-up Date	Status
1							
2							
3							
4							
5							
6							

Confidential record – access restricted to authorised personnel.

14. AWARENESS PROGRAMME REPORT

Particular	Details
Programme Title	Student Discipline and Code of Conduct Awareness
Date	10/08/2026
Venue	Auditorium
Resource Person	Mr. NITAI GOPAL
Target Group	Students / Faculty / Staff
Participants	104
Topics Covered	Code of conduct; anti-ragging; academic integrity; safety; respectful behaviour; reporting mechanism
Outcome	

Attach: Notice, programme schedule, attendance sheet, photographs, feedback/report.

15. ANNUAL REPORT – DISCIPLINARY / PROCTORIAL COMMITTEE

Particular	Details
Academic Session	2026-27
Committee Constitution Date	10/08/2026
No. of Committee Meetings	01
No. of Disciplinary Matters Reported	00
No. Resolved	00
No. Pending	00
No. of Students Counselling	10
No. of Awareness Programmes	01
Major Preventive Measures	AIR
Recommendations	Review in next meeting

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

Coordinator/Member Secretary: NITAI GOPAL

Chairperson: Debaki Mohan

Principal: Sanjiv Kumar Behra

16. NOTICE BOARD FORMAT

DISCIPLINARY / PROCTORIAL COMMITTEE**Dhabaleswar Institute of Pharmacy**

The Institute maintains a disciplined, safe and respectful academic environment. Students are required to comply with the Student Code of Conduct and all lawful institutional instructions.

Position	Name	Contact
Chairperson	Susprana Mahanta	
Coordinator	MA. SUNITA GOSWAMI	9337180140
Member	Laxmipriya Sahoo	9348626711
Member	Geetanjali Swain	824991911

For reporting a disciplinary matter, contact the Principal / Coordinator / authorised faculty member.

DISCIPLINE • RESPECT • INTEGRITY • SAFETY**17. DOCUMENTATION CHECKLIST**

- ☐ Office Order / Notification
- ☐ Committee Constitution and Tenure
- ☐ Functions and Responsibilities
- ☐ Student Code of Conduct
- ☐ Disciplinary SOP
- ☐ Proctor Allocation Register
- ☐ Disciplinary Incident Register
- ☐ Incident Report Form
- ☐ Student Explanation Form
- ☐ Meeting Register
- ☐ Minutes of Meetings
- ☐ Action Taken Reports
- ☐ Counselling/Proctor Records
- ☐ Awareness Programme Reports
- ☐ Attendance Sheets and Photographs
- ☐ Annual Report
- ☐ Notice Board Display
- ☐ Confidential Case Files
- ☐ Applicable University/PCI/UGC/Institute rules and circulars

Important: Individual disciplinary case records and personal information shall be maintained securely and accessed only by authorised persons.