

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.

OFFICE ORDER

Date: 13/07/26

Ref. No.: -DIPH/01/SC-ST-MIN/2026-27

Date: 13/07/2026

SUBJECT: CONSTITUTION OF SC / ST / MINORITY WELFARE AND SUPPORT CELLS

Objective:- In order to promote equal opportunity, inclusion, dignity, academic participation and welfare of students belonging to Scheduled Castes (SC), Scheduled Tribes (ST), minority communities and other eligible disadvantaged groups, the Institute hereby constitutes the SC/ST/Minority Welfare and Support Cells for the Academic Session 2026-27.

Function:- The Cells shall function in accordance with applicable constitutional provisions, Government/UGC/University directions, institutional policies and other applicable rules. Their role shall primarily be preventive, facilitative, awareness-oriented and supportive, without duplicating the jurisdiction of statutory or specialised committees.

SC/ST /Minority Cell Cell - Composition

Sl	Name	Designation	Position	Tenure	
1	Dr.Sai Prasanna Behera	Principal	Chairperson	2026-27	Behera
2	Mr.Nitai Gopal	Professor/Associate Professor	Coordinator	2026-27	Nitai Gopal
3	Mrs.Gajala Ferheen	Assistant Professor	Member	2026-27	Gajala Ferheen
4	Mr.Prasanna Kumar Sahoo	Assistant Professor	Member	2026-27	P. Ks
5	Mr.Sudhindra Samal	Faculty/Staff Member	Member	2026-27	SK Samal
6	Satyabiswamber Singh	Student Representative, ST	Student Member,	As applicable	Satyabiswamber Singh
7	Pratima Sethy	Student Representative, SC	Student Member, B.Pharm 3 rd semester	As applicable	Pratima Sethy
8	Junaid Akhtar	Student Representative minority	Student Member, B.Pharm 1 st semester	As applicable	Junaid Akhtar

Tenure

The Cells 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 Cells and to promote equality, inclusion, dignity and a supportive educational environment.

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Dhabaleswar Institute of Pharmacy

Copy to: All Cell Members: Teaching Staff; Non-Teaching Staff; Students; Notice Board; Institute Website/Portal; Office File; Cell Files.



SC / ST / MINORITY WELFARE & SUPPORT CELLS

COMPLETE INSTITUTIONAL DOCUMENTATION FILE

Academic Session 2026-27

Obejective • Functions • Rules • SOP • Registers • Minutes • Reports

COMMON OBJECTIVES OF THE CELLS

- Promote equal access to education and institutional facilities.
- Create awareness regarding scholarships, welfare schemes and educational support.
- Identify barriers affecting academic participation and recommend appropriate support.
- Provide guidance and facilitation to eligible students regarding institutional and government support schemes.
- Promote a discrimination-free and inclusive academic environment.
- Encourage participation in academic, cultural, sports and co-curricular activities.
- Maintain confidentiality of sensitive representations.
- Coordinate with the Equal Opportunity Cell and other competent committees where appropriate.
- Organise awareness and sensitisation programmes.
- Maintain records and prepare periodic/annual reports.

SC/ST CELL – FUNCTIONS AND RESPONSIBILITIES

- Create awareness among eligible students about scholarships, fellowships, fee support and other welfare schemes for which they may be eligible.
- Facilitate dissemination of information issued by competent Government, UGC, University and other authorities.
- Guide students regarding application procedures and supporting documents, where the Institute has an authorised facilitation role.
- Identify academic, administrative or accessibility barriers affecting SC/ST students and recommend institutional support.
- Promote equal participation in academic and co-curricular activities.
- Receive representations relating to matters within the Cell's functions and record them appropriately.
- Refer matters requiring statutory action to the competent authority.
- Conduct awareness and sensitisation programmes.
- Maintain records of activities, representations, referrals and action taken.
- Prepare an annual report of activities and recommendations.


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SC/ST CELL – FUNCTIONS AND RESPONSIBILITIES

- Create awareness among eligible students about scholarships, fellowships, fee support and other welfare schemes for which they may be eligible.
- Facilitate dissemination of information issued by competent Government, UGC, University and other authorities.
- Guide students regarding application procedures and supporting documents, where the Institute has an authorised facilitation role.
- Identify academic, administrative or accessibility barriers affecting SC/ST students and recommend institutional support.
- Promote equal participation in academic and co-curricular activities.
- Receive representations relating to matters within the Cell's functions and record them appropriately.
- Refer matters requiring statutory action to the competent authority.
- Conduct awareness and sensitisation programmes.
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- Prepare an annual report of activities and recommendations.


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MINORITY CELL – FUNCTIONS AND RESPONSIBILITIES

- Create awareness regarding scholarships, educational support and welfare schemes for eligible minority students.
- Disseminate information received from competent Government, UGC, University and other authorities.
- Facilitate students in understanding available institutional support mechanisms.
- Identify academic or administrative barriers affecting eligible students and recommend appropriate measures.
- Promote equal participation and a respectful, inclusive campus environment.
- Receive and document representations within the Cell's scope.
- Coordinate with the Equal Opportunity Cell and other competent committees.
- Organise awareness programmes on educational opportunities, support schemes and inclusion.
- Maintain records of activities, representations and action taken.
- Prepare an annual report with recommendations for improvement.

RULES AND GUIDELINES

1. Equal Opportunity

The Institute shall promote equal opportunity and shall not permit unlawful discrimination in academic or administrative processes.

2. No Discrimination

Students and staff shall be treated with dignity and fairness irrespective of social or community background.

3. Confidentiality

Sensitive personal information and representations shall be maintained confidentially and accessed only by authorised persons.

4. Fair Consideration

Representations shall be examined fairly and on the basis of relevant facts and applicable rules.

5. Facilitation

The Cells shall facilitate information and guidance; they shall not promise benefits or scholarships that are controlled by external authorities.

6. Referral

Matters under another statutory/specialised committee shall be referred to the appropriate authority.

7. No Retaliation

No person should be victimised for making a genuine representation or participating in an authorised process.

8. Records

Meetings, programmes, representations, referrals and action taken shall be documented.


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9. Review

The Cells shall periodically review their activities and recommend improvements.

STANDARD OPERATING PROCEDURE (SOP)

Purpose: To provide a fair, transparent, confidential and documented mechanism for receiving, examining and facilitating resolution of matters related to SC/ST/minority welfare and support.

Stage	Activity	Responsible	Record
1	Representation/support request received	Chairperson/Coordinator/Member	Representation Form
2	Registration	Coordinator	Cell Register
3	Preliminary review	Coordinator/Cell	Preliminary Note
4	Information/support/referral	Cell	Correspondence
5	Committee consideration	Cell	Minutes
6	Recommendation/facilitation	Cell	Recommendation
7	Action by competent authority	Principal/Competent Authority	Action Taken Report
8	Follow-up/closure	Coordinator	Follow-up Record

Procedure

- Receive the representation or identify the support need.
- Assign a reference number and record the matter.
- Determine whether the matter falls within the Cell's functions.
- Provide available information or facilitation within institutional authority.
- Refer scholarship/benefit matters to the competent external authority where applicable.
- Refer disciplinary, sexual-harassment, ragging, examination or other statutory matters to the appropriate committee.
- Record recommendations and action taken.
- Follow up on pending institutional actions.
- Maintain records securely.

7. SC/ST/MINORITY REPRESENTATION / SUPPORT FORM

Particular	Details
Cell	SC / ST / Minority
Reference No.	
Date	____ / ____ / ____
Name	
Student/Staff ID	
Course/Semester/Designation	
Contact Details	
Nature of Request/Issue	
Brief Description	


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Support/Action Requested	
Documents Attached	

Signature: _____ Date: _____

Received by: _____ Date: _____

8. SC/ST/MINORITY CELL REGISTER

Sl.	Date	Ref. No.	Applicant Code/Name*	Cell	Nature of Matter	Support/Referral	Status	Closure Date
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

*Use minimum necessary personal information in general registers. Sensitive details should be maintained in a restricted file.

9. MEETING REGISTER – SC/ST/MINORITY CELLS

Sl.	Date	Meeting No.	Cell	Agenda	Members Present	Key Decisions	Action Taken
1		SCST/01/2026-27	SC/ST				
2		MIN/01/2026-27	Minority				
3							
4							
5							
6							

10. MINUTES OF FIRST SC/ST CELL MEETING

Meeting No.: SCST/01/2026-27

Date: ____/____/2026 Time: _____ Venue: _____

Agenda

- Constitution and functioning of SC/ST Cell.
- Review of support and welfare information.
- Scholarship/welfare awareness plan.
- Student support and barrier identification.
- Maintenance of registers and records.



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- Coordination with Equal Opportunity Cell and competent authorities.
- Annual action plan.

Resolutions

Resolution: The SC/ST Cell constitution was noted and accepted.

Resolution: The Cell shall disseminate authentic information regarding applicable welfare and scholarship schemes.

Resolution: Student support requests shall be recorded and addressed or referred appropriately.

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

Resolution: Matters outside Cell jurisdiction shall be referred to the competent authority.

Resolution: Records shall be maintained securely.

Resolution: An annual report shall be prepared.

Prepared by: NITAI GHOSH Coordinator

Approved by: Bhena Chairperson

11. MINUTES OF FIRST MINORITY CELL MEETING

Meeting No.: MIN/01/2026-27

Date: 13/07/2026 Time: 1:00 Venue: _____

Agenda

- Constitution and functioning of Minority Cell.
- Review of educational support and welfare information.
- Scholarship/welfare awareness plan.
- Student support and barrier identification.
- Awareness programme.
- Coordination with Equal Opportunity Cell and competent authorities.
- Annual action plan.

Resolutions

Resolution: The Minority Cell constitution was noted and accepted.

Resolution: The Cell shall disseminate authentic information regarding applicable support and scholarship schemes.

Resolution: Student support requests shall be recorded and facilitated or referred appropriately.

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


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Resolution: Matters outside Cell jurisdiction shall be referred to the competent authority.

Resolution: Records shall be maintained securely.

Resolution: An annual report shall be prepared.

Prepared by: NITAI GROPAL Coordinator

Approved by: Zeel Chairperson

12. ACTION TAKEN REPORT

Sl.	Cell	Ref. No.	Date	Matter/Activity	Recommendation/Support	Action Taken	Status
1							
2							
3							
4							
5							
6							

13. AWARENESS / WELFARE PROGRAMME REPORT

Particular	Details
Institute	Dhableswar Institute of Pharmacy
Cell	SC / ST / Minority
Programme Title	Awareness on Equal Opportunity, Welfare and Scholarship Support
Date	17/07/2026
Venue	Auditorium
Resource Person	Prof. Mr. Debajyoti Mondal
Target Group	Students / Faculty / Staff
No. of Participants	100 nos.
Topics Covered	Available welfare/scholarship information, support mechanisms, equal opportunity, responsible conduct and referral mechanism
Outcome	SOP, GUIDELINE UNDERSTOOD PROPERLY.

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

14. ANNUAL ACTION PLAN

Sl.	Activity	Target Group	Proposed Month	Responsible Cell	Status/Remarks
1	Student orientation on support mechanisms	Students	MAY-27	Cultural Committee	Proposed.
2	Scholarship/welfare awareness programme	Students	JUN-27	Welfare Committee	To be Planned
3	Equal opportunity and inclusion sensitisation	Students/Staff	JUNE-27	EOC	Proposed.
4	Review of student support needs	Students	JUNE-27	Welfare Committee	Proposed.
5	Information dissemination/referral	Eligible students	JUN-27	Welfare Committee	Proposed.
6	Annual review meeting	Cell Members	JUN-27	SGRC Committee	Proposed.

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15. ANNUAL REPORT - SC/ST/MINORITY CELLS

Particular	Details
Academic Session	2026-27
Constitution Date	12/02/2026
No. of Meetings	01
No. of Awareness Programmes	01
No. of Representations/Support Requests	01
No. Resolved/Facilitated	00
No. Referred	00
No. Pending	00
Scholarship/Welfare Information Disseminated	Annually.
Major Activities	
Recommendations	Next meeting.

Certified that the above information is based on the records maintained by the respective Cells.

SC/ST Cell Coordinator: N. M. G. O. P. M.

Minority Cell Coordinator: Gotajali Swarn

Principal: [Signature]

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NOTICE BOARD FORMAT

SC / ST / MINORITY WELFARE & SUPPORT CELLS

DHABALESWAR INSTITUTE OF PHARMACY

The Institute is committed to equal opportunity, dignity, inclusion and academic support. Students may approach the relevant Cell for guidance regarding welfare schemes, scholarships, support mechanisms and matters falling within the Cells' functions.

Cell/Position	Name	Contact
SC/ST Cell – Chairperson	PROF. MR. DEBAKINANDAN	7381046641
SC/ST Cell – Coordinator	DR. SAI PRASAD BEHERA	8280253413
Minority Cell – Chairperson	MRS. GRETANALI SWAIN	6351575699
Minority Cell – Coordinator	MONITHI GOPAL	9337180140

EQUALITY • INCLUSION • DIGNITY • SUPPORT

17. DOCUMENTATION CHECKLIST

- ☐ Office Order / Notification
- ☐ SC/ST Cell Constitution and Tenure
- ☐ Minority Cell Constitution and Tenure
- ☐ Objectives and Functions
- ☐ Rules and Guidelines
- ☐ Standard Operating Procedure
- ☐ Representation / Support Form
- ☐ SC/ST/Minority Cell Register
- ☐ Meeting Register
- ☐ Minutes of Meetings
- ☐ Action Taken Reports
- ☐ Annual Action Plan
- ☐ Awareness/Sensitisation Programme Reports
- ☐ Attendance Sheets
- ☐ Photographs / Programme Evidence
- ☐ Annual Report
- ☐ Notice Board Display
- ☐ Scholarship/Welfare Information Records
- ☐ Referral/Correspondence Records
- ☐ Confidential Representation Files, where applicable
- ☐ Applicable Government/UGC/University/Institutional circulars and policies

Important: The Cells should not duplicate the jurisdiction of statutory/specialised committees. Matters relating to sexual harassment, ragging, examinations, serious disciplinary issues or other regulated subjects should be referred to the appropriate competent committee/authority.


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