

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.....

Date: 31/07/26

EQUAL OPPORTUNITY CELL (EOC)

OFFICE ORDER

Ref. No.: DIP/EOC/2026-27

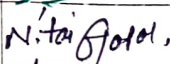
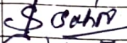
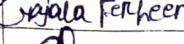
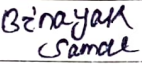
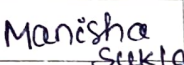
Date: 31/07/2026

SUBJECT: CONSTITUTION OF EQUAL OPPORTUNITY CELL (EOC)

Objectives:- In order to promote equal opportunity, inclusiveness, non-discrimination, dignity and a supportive academic environment for all students and employees, the Equal Opportunity Cell (EOC) of Dhabaleswar Institute of Pharmacy is hereby constituted for the Academic Session 2026-27.

Function:- The Cell shall work in accordance with applicable Government, UGC, University, PCI and institutional provisions and shall coordinate with other statutory/institutional committees wherever a matter falls within their respective jurisdiction.

Composition of Equal Opportunity Cell

Sl. No.	Name	Designation	Position	Tenure	Signature
1	Dr.SaiPrasanna Behera	Principal / Senior Faculty	Chairperson	2026-27	
2	Mr.Nitai Gopal	Professor/Associate Professor	Coordinator	2026-27	
3	Mr.Satyajeet Sahoo	Assistant Professor	Member	2026-27	
4	Gajala Ferheen	Assistant Professor	Member	2026-27	
5	Mr.Chandra Sekhar Mohapatra	Faculty Member	Member	2026-27	
6	Mr.Pritam Rath	Non-Teaching Staff	Member	2026-27	
7	Binayak Samal	Student Representative	Student Member	As applicable	
8	Manisha Shukla	Student Representative	Student Member	As applicable	

Tenure

The Cell 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 Equal Opportunity Cell and to promote an environment based on equality, dignity, inclusion and respect.


Principal

Dhabaleswar Institute of Pharmacy

Radhadamodarpur, Khuntuni, Cuttack, Odisha

Pharmacy

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

COMPLETE INSTITUTIONAL DOCUMENTATION FILE
Academic Session 2026-27

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

OBJECTIVES OF THE EQUAL OPPORTUNITY CELL

- Promote equal opportunity and an inclusive educational environment.
- Prevent discrimination and exclusion in academic and institutional activities.
- Create awareness regarding equality, dignity, accessibility and rights.
- Identify barriers affecting students or employees and recommend appropriate measures.
- Facilitate access to institutional support and welfare mechanisms.
- Promote participation of students from diverse and disadvantaged backgrounds.
- Coordinate with competent statutory and institutional authorities.
- Maintain appropriate records of activities and recommendations.
- Organise awareness, sensitisation and outreach programmes.
- Support a respectful and inclusive campus culture.

3. FUNCTIONS AND RESPONSIBILITIES

A. Chairperson

- Supervise the functioning of the Cell.
- Convene meetings.
- Approve agendas and minutes.
- Ensure implementation of approved activities.
- Review annual functioning and recommendations.

B. Coordinator / Member Secretary

- Maintain EOC files and registers.
- Prepare meeting notices and agendas.
- Record minutes.
- Coordinate awareness and outreach programmes.
- Receive and record representations relevant to the Cell.
- Prepare reports and Action Taken Reports.

- Coordinate with other committees/authorities where necessary.

C. Members

- Assist in awareness activities.
- Identify barriers to equal participation.
- Assist in student support and guidance.
- Participate in meetings and programme planning.
- Maintain confidentiality of sensitive matters.
- Recommend preventive and supportive measures.

4. AREAS COVERED BY THE CELL

- Equal access to academic activities and institutional facilities.
- Awareness of scholarships, welfare schemes and support services.
- Accessibility and reasonable support for persons with disabilities, subject to applicable provisions.
- Prevention of discriminatory practices.
- Awareness regarding dignity and respectful conduct.
- Support and referral for students facing barriers to participation.
- Coordination with grievance, anti-ragging, ICC, disability/accessibility and other appropriate cells.
- Promotion of inclusive participation in curricular and co-curricular activities.

5. RULES AND GUIDELINES

1. Non-Discrimination

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

2. Confidentiality

Sensitive representations and personal information shall be handled confidentially and disclosed only to authorised persons or where required by law.

3. Fairness

Representations shall be considered fairly, impartially and on the basis of relevant facts.

4. Accessibility

The Institute shall endeavour to make institutional support and information reasonably accessible to eligible students and employees.

5. Referral

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

6. No Retaliation

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

7. Records

The Cell shall maintain records of meetings, programmes, representations, action taken and annual activities.

8. Review

The Cell shall periodically review its functioning and recommend improvements.

6. STANDARD OPERATING PROCEDURE (SOP)

Purpose: To provide a simple, fair and documented mechanism for identifying, receiving, examining and addressing matters related to equal opportunity and inclusion.

Stage	Activity	Responsible	Record
1	Representation/issue received	Chairperson/Coordinator/Member	Representation Form
2	Registration	Coordinator	EOC Register
3	Preliminary review	Coordinator/Cell	Preliminary Note
4	Clarification/referral	Cell	Correspondence
5	Committee consideration	EOC	Minutes
6	Recommendation	EOC	Recommendation
7	Action	Competent Authority	Action Taken Report
8	Closure/follow-up	Coordinator	Follow-up Record

Procedure

- Receive the representation or identify the issue.
- Record the matter with a reference number.
- Assess whether it falls within EOC functions.
- Seek relevant information where necessary.
- Refer statutory/specialised matters to the competent authority.
- Discuss the matter in the Cell meeting where required.
- Make practical recommendations.
- Record action taken and follow up where necessary.
- Maintain records securely.

7. EQUAL OPPORTUNITY REPRESENTATION FORM

Particular	Details
Reference No.	
Date	/ /
Name	
Student/Staff ID	
Course/Semester/Designation	
Contact Details	

Nature of Issue/Barrier	
Brief Description	
Support/Action Requested	
Documents Attached	

Signature: _____ Date: _____

Received by EOC: _____ Date: _____

8. EQUAL OPPORTUNITY REGISTER

Sl.	Date	Ref. No.	Applicant/Code	Category/Area	Issue/Support Requested	Action/Referral	Status	Closure Date
1								
2								
3								
4								
5								
6								
7								
8								

Use minimum necessary personal information. Detailed sensitive records should be kept separately in a restricted file.

9. EOC MEETING REGISTER

Sl.	Date	Meeting No.	Agenda	Members Present	Decisions	Action Required	Action Taken
1		EOC/01/2026-27					
2							
3							
4							
5							
6							

10. MINUTES OF FIRST EQUAL OPPORTUNITY CELL MEETING

Meeting No.: EOC/01/2026-27

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

Members Present

Sl.	Name	Designation/Role	Signature
1		Chairperson	
2		Coordinator	
3		Member	
4		Member	
5		Member	
6		Member	
7		Student Member, if applicable	

Agenda

- Constitution and functioning of EOC.
- Review of equal opportunity and inclusion measures.
- Adoption of EOC SOP and registers.
- Identification of support needs and barriers.
- Awareness and sensitisation programme.
- Coordination with other institutional cells.
- Annual action plan.

Resolutions

Resolution: The constitution of the EOC was noted and accepted.

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

Resolution: The Cell shall promote equal opportunity, inclusion and non-discrimination.

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

Resolution: Issues outside EOC jurisdiction shall be referred to the competent statutory/specialised committee.

Resolution: EOC records shall be maintained securely.

Resolution: An annual report shall be prepared.

Prepared by: NITAJ GOPM Coordinator

Approved by: Schwa Chairperson

11. ACTION TAKEN REPORT

Sl.	Ref. No.	Date	Issue/Activity	EOC Recommendation	Competent Authority Action	Status	Remarks
1							
2							
3							
4							
5							
6							

12. AWARENESS / SENSITISATION PROGRAMME REPORT

Particular	Details
Institute	Dhableswar Institute of Pharmacy
Programme Title	Equal Opportunity, Inclusion and Non-Discrimination Awareness Programme
Date	10 / 08 / 2026
Venue	Auditorium
Resource Person	NITAJ GOPM
Target Group	Students / Faculty / Staff

No. of Participants	
Topics Covered	Equal opportunity, dignity, inclusion, accessibility, support mechanisms and responsible conduct
Outcome	

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

13. ANNUAL ACTION PLAN

Sl.	Activity	Target Group	Proposed Month	Responsible Person	Status/Remarks
1	Student orientation on equal opportunity	Students	JUL/27	NITAI GROM	Proposed.
2	Awareness/sensitisation programme	Students	JUN/27	- Sudhinda Samal	Proposed.
3	Staff sensitisation	Faculty/Staff	JUN/27	Principal.	Proposed.
4	Review of accessibility/support needs	Students/Staff	JUN/27	Principal.	Proposed.
5	Scholarship/welfare awareness	Students	JUL/27	Chairman Sir	To be planned.
6	Review of EOC functioning	EOC Members	JUL/27	Principal	Proposed.

14. ANNUAL REPORT – EQUAL OPPORTUNITY CELL

Particular	Details
Academic Session	2026-27
Constitution Date	1 / 2026
No. of EOC Meetings	01
No. of Awareness Programmes	01
No. of Representations Received	02
No. Resolved/Closed	00-NA-
No. Referred to Other Authorities	00
No. Pending	00
Major Activities	
Support/Accessibility Measures	
Recommendations	Next meeting

Certified that the above information is based on the records maintained by the Equal Opportunity Cell.

Coordinator: NITAI GROM

Chairperson: Debabrata Mohanty

Principal: Schwa

15. EQUAL OPPORTUNITY CELL NOTICE BOARD FORMAT

EQUAL OPPORTUNITY CELL

DHABALESWAR INSTITUTE OF PHARMACY

The Institute is committed to equality, dignity, inclusion, non-discrimination and equal access to academic and institutional opportunities. Students and employees may approach the Equal Opportunity Cell for guidance or for matters falling within its functions.

Position	Name	Contact
Chairperson	PROF. D.N. MOHANTY	7381046641
Coordinator	MR. NITIN GOPAL	9337180140
Member	MR. SATYAJIT SAHOO	8249791911
Member	MRS. GAYLALFERVEEN	9018561583

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

EQUALITY • INCLUSION • DIGNITY • OPPORTUNITY

16. EOC DOCUMENTATION CHECKLIST

- ☐ Office Order / Notification
- ☐ EOC Constitution and Tenure
- ☐ Objectives and Functions
- ☐ Rules and Guidelines
- ☐ Standard Operating Procedure
- ☐ Representation Form
- ☐ Equal Opportunity 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
- ☐ Accessibility/Support Review Records
- ☐ Referral/Correspondence Records
- ☐ Confidential Case/Representation Files, where applicable
- ☐ Applicable UGC/University/Government/Institutional circulars and policies

Important: The Cell should not duplicate the functions of statutory/specialised committees. Matters involving sexual harassment, ragging, examinations or other regulated subjects should be handled/referred according to the applicable statutory mechanism.