

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/ /ADMIN/SWC/2026-27

Date: 03/10/2026

OFFICE ORDER

Reference No:- DIPH/ /ADMIN/SWC/2026-27

Date: 03/10/2026

SUBJECT: CONSTITUTION OF STUDENTS' WELFARE COMMITTEE / BOARD AND DETAILS OF FUNCTIONS

In order to promote the academic, social, cultural, physical, emotional and overall welfare of the students of **Dhabaleswar Institute of Pharmacy, Cuttack**, and to ensure a supportive, inclusive and student-friendly educational environment, the **Students' Welfare Committee / Board** is hereby constituted with immediate effect.

The Committee shall work under the overall guidance of the Principal and shall coordinate various student welfare activities, support services and developmental programmes of the Institution.

1. CONSTITUTION OF THE COMMITTEE

Sl. No.	Name of Member	Designation / Position	Role in Committee
1	Dr.Sai Prasanna Behera	Principal	Chairperson
2	Mr.Nitai Gopal	Senior Faculty Member	Member Secretary / Convener
3	Mr.Chandra Sekhar Mophapatar	Faculty Member	Member
4	Mr.sudhindra samal	Faculty Member	Member
5	Mr.satyajeet sahuo	Faculty Member	Member
6	Ms..gajala ferheen	Female Faculty Member	Member
7	Mr.Pritam rath	Administrative Representative	Member
8	Binayak Samal;	Student Representative – 1	Student Member
9	Miss.Sweta pattanaik	Student Representative – 2	Student Member
10	Mr.Pradeep Rout	Hostel/Welfare Representative	Member


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Note: Student representatives shall be nominated/selected by the Institution in accordance with institutional rules. Suitable representation of women and students from diverse backgrounds shall be ensured as applicable.

OBJECTIVES OF THE STUDENTS' WELFARE COMMITTEE / BOARD

The Committee shall aim to:

1. Promote the overall welfare and development of students.
2. Create a safe, inclusive, respectful and student-friendly campus environment.
3. Identify and address genuine student welfare concerns.
4. Facilitate student participation in academic, cultural, sports and extracurricular activities.
5. Coordinate welfare and support services available to students.
6. Promote awareness regarding student rights, responsibilities and institutional facilities.
7. Support students facing academic, financial, social or personal difficulties through appropriate institutional mechanisms.
8. Coordinate with other statutory/institutional committees wherever a matter falls within their jurisdiction.
9. Encourage leadership, discipline, social responsibility and community participation among students.
10. Maintain appropriate records of welfare activities and submit periodic reports to the Principal.

FUNCTIONS AND RESPONSIBILITIES

A. Academic Welfare

The Committee shall:

- Identify general academic difficulties faced by students and bring them to the notice of the Principal.
- Facilitate academic support programmes, remedial classes, mentoring and guidance where required.
- Encourage regular attendance and participation in academic activities.
- Coordinate with faculty mentors regarding student welfare concerns.
- Encourage students to participate in seminars, workshops, competitions and educational visits.

B. Student Support and Guidance

The Committee shall:

- Provide a platform for students to communicate genuine welfare-related concerns.
- Guide students regarding available institutional support services.
- Facilitate referral to appropriate authorities, counsellors or committees wherever necessary.
- Maintain confidentiality of sensitive student welfare matters to the extent permitted by applicable rules.
- Assist students in accessing institutional facilities and support mechanisms.

C. Financial and Socio-Economic Welfare

The Committee may:


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- Identify students requiring information regarding available scholarships, fee concessions and welfare schemes.
- Disseminate information about government and institutional scholarship opportunities.
- Assist eligible students in understanding application procedures.
- Coordinate with the appropriate office for verification and forwarding of scholarship-related documents.

D. Health, Wellness and Counselling

The Committee shall:

- Promote awareness regarding physical and mental well-being.
- Coordinate with the institution's counselling/wellness arrangements.
- Encourage students to seek professional assistance whenever required.
- Organise awareness programmes on health, hygiene, nutrition, stress management and healthy lifestyle.
- Facilitate appropriate medical assistance during emergencies in coordination with the concerned authorities.

E. Hostel and Campus Welfare

Where applicable, the Committee shall coordinate with the Hostel Warden/Hostel In-charge regarding:

- General welfare of hostel residents.
- Cleanliness, hygiene and basic amenities.
- Safety and security concerns.
- Food and sanitation-related student concerns.
- Recreational and educational activities.
- Appropriate escalation of hostel-related grievances to the competent authority.

F. Cultural, Sports and Extracurricular Activities

The Committee shall encourage:

- Cultural programmes and student clubs.
- Sports and physical fitness activities.
- Literary, debate, quiz and other competitions.
- National and institutional observance programmes.
- Community outreach and social service activities.
- Participation of students in inter-college and university-level events.

G. Inclusion and Equal Opportunity

The Committee shall promote:

- Equal opportunity and non-discrimination.
- Respect for diversity among students.
- Accessibility and participation of students with disabilities.
- Awareness regarding institutional mechanisms available for disadvantaged or vulnerable students.
- A respectful environment free from harassment, bullying and discrimination.

Issues falling under specific statutory committees, such as anti-ragging, sexual harassment or grievance redressal, shall be referred to the appropriate competent committee.


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H. Student Safety and Security

The Committee shall:

- Promote awareness of campus safety procedures.
- Encourage students to follow institutional safety rules.
- Coordinate with the appropriate authority regarding student safety concerns.
- Support awareness programmes relating to emergency response, fire safety, disaster preparedness and personal safety.

I. Student Representation and Participation

The Committee shall:

- Encourage meaningful student participation in welfare activities.
- Collect constructive feedback from students.
- Facilitate student suggestions concerning welfare facilities.
- Promote student leadership and responsibility.
- Encourage students to participate in institutional development activities.

MEETINGS

1. The Students' Welfare Committee shall ordinarily meet **at least once every quarter** and whenever required.
2. The Convener shall issue notice of the meeting in consultation with the Chairperson.
3. The proceedings/minutes of each meeting shall be recorded and maintained.
4. Important recommendations shall be submitted to the Principal for consideration and necessary action.
5. An annual report of the Committee's activities shall be prepared and maintained.

5. RECORDS TO BE MAINTAINED

The Committee shall maintain, as applicable:

1. Office Order constituting the Committee.
2. Committee member list.
3. Meeting notices and agendas.
4. Minutes of meetings.
5. Student welfare activity reports.
6. Student feedback/suggestion records.
7. Scholarship/welfare awareness records.
8. Counselling/wellness programme records, without compromising confidentiality.
9. Photographs and attendance records of welfare programmes.
10. Annual activity report.
11. Action Taken Reports (ATR).
12. Any other relevant documents required by the Institution or competent authority.

REPORTING AND ACCOUNTABILITY

The Committee shall function under the overall supervision of the **Principal, Dhabaleswar Institute of Pharmacy, Cuttack.**

The **Member Secretary/Convener** shall be responsible for coordinating meetings, maintaining records, preparing minutes and submitting reports to the Principal.

The Committee shall not supersede the powers or functions of any statutory committee constituted separately under applicable laws, regulations or institutional rules.


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7. TENURE

The Committee shall remain in force for the academic session 2026–27, unless modified, reconstituted or extended by a subsequent Office Order.

Student members may be replaced when they complete their course, leave the Institution or become otherwise ineligible.

8. EFFECTIVE DATE

This Office Order shall come into force with immediate effect.

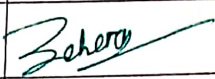
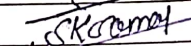
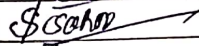
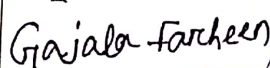
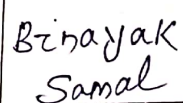
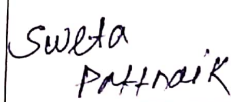
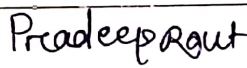
All concerned faculty members, staff and students are hereby directed to extend necessary cooperation to the Students' Welfare Committee / Board for effective discharge of its functions.

By Order of the Principa


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ACKNOWLEDGEMENT / ACCEPTANCE BY COMMITTEE MEMBERS

We, the undersigned members, acknowledge the constitution of the Students' Welfare Committee / Board and undertake to perform the assigned responsibilities sincerely and in the best interest of the students and Institution.

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