DCI PHARMACEUTICALS PVT LTD

INTERNSHIP REPORT 2022

Submitted By:

Name: Jeniton Bosco D'silva

Roll No:2115

Under the Guidance Of

Ms. Priyanka Naik

Goa Business School

Goa University

2021-2022

Declaration

I do hereby solemnly declare that the work presented in this report entitled "DCI Pharmaceuticals Pvt Ltd" has been carried out by me and has not been previously submitted to any other university or college /organization for academic qualifications /certificate or degree.

The work I have presented does not breach any existing Copywrite act and no portion of this report is copied from any other work done earlier for a degree or otherwise.

Place: Goa Business School

Date: 13th July 2022

Jeniton Bosco D'silva

MBA PART 1

2115

Acknowledgment

I sincerely like to thank Ms. Trupti Vernekar (HRM & Admin) for providing me with valuable input and guiding me throughout my placement. It was due to their kind and valuable co-operation through which I could finish my project, which was by providing me with the vital information necessary for my project.

I am also grateful to all the managers of DCI PHARMACEUTICALS Pvt Ltd who assisted me in the successful completion of this project.

My special thanks to all our faculty members for giving me an opportunity to undergo such placements and making me aware of the real day-to-day business world.

I perceive this opportunity as a big milestone in my career development and will strive to use this gained knowledge in the best possible way, and I will continue to work on their improvement, in order to attain my desired career objectives.

Jeniton D’silva

GSTIN : 30AAACD5966D1Z1
CIN : U24231GA1975PTC000251
PAN : AAACD5966D

Agrawal GROUP. GOA

DCI Pharmaceuticals Pvt. Ltd.

Dated: 11/07/2022

TO WHOMSOEVER IT MAY CONCERN

This is to certify that **Mr. Jeniton Bosco D'silva** has undergone training in our organization with effect from 16th May 2022 to 08th July 2022.

This certificate is issued to him to submit the same to Goa Business School, Goa University.

For **DCI Pharmaceuticals Pvt. Ltd.**

Mr. S. A. Pai Vaidya
General Manager- Operations

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Factory Phone: 0832-2750582
Email: dci@dcipharma.co.in

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EXECUTIVE SUMMARY

The report is based on the summer internship placement project which is a study conducted in DCI PHARMACEUTICALS Pvt Ltd. in the period from 16th May 2022-8th July 2022.

The summer internship places a very important role during the first-year MBA. It gives a first-hand experience of working and functioning of various departments in the organization to the students and helps us relate the subjects we learn to how it is applied in the various departments in a real industry.

The main objective of my training at DCI PHARMACEUTICALS was to study the organizational structure and its functioning to get maximum exposure to the corporate world. To understand the scope, functions, and responsibilities of various departments in this organization and practically apply the theoretical knowledge learned through the MBA course.

INTRODUCTION

DCI pharmaceutical industry is a small-scale industry with 150 employees in the organization. DCI Pharmaceuticals Pvt Ltd. is engaged in the manufacture of small volume liquid Injectables (viz. ampoules and vials), and Ophthalmic & Otic Products, for the past 34 years. The manufacturing site is located at Vidyanagar, on the outskirts of Margao city in the state of Goa-India.

DCI Pharmaceutical Pvt Ltd. site has been accredited by WHO and awarded Good Manufacturing Practice (GMP) Certification.

Company Profile

Name: DCI PHARMACEUTICALS Pvt Ltd

Address: Nr. Santosh Garage, Gogol, Vidyanagar, Margao Goa - 403601, India

Email: spvaidya@dcipharma.co.in

Website: https://www.exportersindia.com/dci-pharmaceuticals-pvt-ltd/

Vision

"To Build A Globally Oriented, Professionally Managed, Socially Aware, and Environmentally Conscious Organization Committed To Provide The Best In Quality Healthcare"

Mission

To Develop and Nurture the Organization Through:

Identification of and Focus on Core Competencies

Development of People with Requisite Expertise in Core Competency Areas

Continuous Improvement in all Segments of the Organization

Value-Added Research Through Collaboration, Tie-ups, Building In-house Expertise

Effective Benchmarking with Global Standards

A BRIEF HISTORY OF THE COMPANY

For the past 34 years, DCI Pharmaceuticals Pvt Ltd has been producing small volume liquid injectables (such as ampoules and vials), as well as ophthalmic and otic products.

The production facility is situated in Vidyanagar, a village outside of Margao in the Indian state of Goa. The WHO has accredited DCI Pharmaceutical Pvt Ltd. and given it Good Manufacturing Practice (GMP) Certification. M/s In Vidyanagar, Margao-Goa, India, DCI Pharmaceuticals Pvt Ltd. operates a cutting-edge pharmaceutical formulation facility. For the past 36 years, DCI Pharmaceuticals Pvt Ltd. has been a pharmaceutical company producing small volume liquid injectables (such as ampoules and vials), ophthalmic products, and otic products. The production facility is situated in a tidy environment at Vidyanagar, which is on the outskirts of Margao city.

Pharmaceutical manufacturing operations that have a National Authority license. The company is licensed to manufacture drugs by the Food and Drugs Administration of Goa for

small-volume liquid injectables in ampoules and vials of ophthalmic and otic medicines. As much as feasible, all of the aforementioned products are produced on a campaign basis. Other than the aforementioned activities, nothing else is done there. They produce medical supplies utilizing practices that safeguard both the environment and people's health.

To ensure that everyone shares the duty of ensuring the environment, health, and safety, DCI has established an environment that encourages working with the appropriate tools, sufficient training, and encouraging support. They carry out safety audits, disseminate the results in relation to conformity, and take the appropriate actions to resolve the non-conformances. Review the policy for environmental, health, and safety; evaluate performance; and recognize outstanding accomplishments.

PRODUCTS


Dexamethasone Sodium Phosphate Injection IP
DICIDEX
FOR I.M./I.V. USE
10 ml
Dexamethasone Sodium Phosphate Injection IP
DICIDEX
For I.M./I.V. Use


Gentamicin Injection IP 40 mg/ml
DICIGEN
FOR I.M./I.V. USE
10 ml
Gentamicin Injection IP
40 mg/ml
DICIGEN
For I.M./I.V. Use


Ranitidine Hydrochloride Injection IP
DICIRAN
Diclofenac Sodium Injection
DICINAC
Vitamin B12 Injection IP 1000 mcg
CYNOCOB FORTE
Dexamethasone Sodium Phosphate Injection IP
DICIDEX
Gentamicin Injection IP 40 mg/ml
DICIGEN
Etofylline & Theophylline Injection
PROFILINE

SWOT ANALYSIS

We can find the areas where DCI Pharmaceutical is doing well by conducting a SWOT analysis of the company. It evaluates present conditions as well as prospects for the future.

Strengths

- The QC and QA section of the business is staffed by competent and capable employees.
- Skilled labour in the maintenance and engineering departments, who are ready in case a failure of machinery occurs.
- The market has a solid clientele; it manufactures medications for other businesses and borrows licences from other businesses.
- The raw materials, or organic compounds, needed to make medications are easily accessible.
- Despite the company's location in a residential and crowded region, it has managed to keep strong relationships and avoid legal trouble.

Weakness

- Old administrative building structure. The administrative block needs renovations.
- Product portfolio for their drugs is small.
- Lack of Research and development. The drugs manufactured at DCI Pharmaceuticals are loan licensed and are not developed and patented by DCI Pharmaceuticals.

Opportunities

- The market for healthcare items is always expanding. The prevalence of dry eye disease in North India based on OSDI questionnaire is 32%, which gives DCI the opportunity for a growth in Ophthalmic drugs.
- The need for generic medications is rising daily. India’s pharma industry is among the leading producers of cost-effective generic medicines, supplying 20 percent of total global demand.

Threats

- Company might face some allegations or retaliation from society since it is located in a residential area and next to a primary school.
- Because of science and study, people are now more interested in ayurvedic medicines than generic ones and think that the latter may have adverse effects.

PESTLE ANALYSIS

Political Factors

Creating a stable political environment is crucial for the success of the pharmaceutical industry. Here are a few elements that could have an impact on the pharmaceutical sector:

- Maintaining frameworks that include guidelines about safety standards, certifications, etc. These also include drugs that are banned, and which may cause health hazards. A pharmaceutical company's business can suffer significantly if it disregards those rules.
- Drugs are produced by DCI Pharmaceuticals for both domestic and foreign use. Administrations in several nations make an effort to limit drug prices in order to keep them within the reach of the general public. This hinders the expansion of pharmaceutical enterprises.

Economic Factors

Even a pharmaceutical company is impacted by an economic crisis in a nation. These economic factors are identified by the PESTLE Analysis and may or may not have an impact on the pharmaceutical sector:

- As we observe several nations developing, people's incomes have significantly increased. This encourages people to spend more on healthcare and buy more expensive medications.
- Applying for the IEC (Import Export Code), getting in touch with the nation's exporters, registering the product in the destination country, and ensuring that it complies with regulations are just a few of the stringent steps involved in exporting pharmaceutical products. Additionally, the business needs DCGI permission for export (Drug Controller General of India). If certain conditions are not met, there could be economic consequences.

- The average spending of families on healthcare is increasing day by day. If there are aged people in the family this might add to the cost of healthcare and medicines. This gives pharmaceutical companies to earn better profit even after following the Government guidelines about pricing.

Social Factors

The pharmaceutical sector is vast, and sociological variables have a significant impact on it. The following societal factors can affect the pharmaceutical industry's expansion:

- Today's society places a strong emphasis on leading a healthy lifestyle that includes regular exercise, yoga, and a diet that promotes good health. The demand for pharmaceuticals may decline as a result in the future.
- Our nation's healthcare system as a whole has improved, which has led to a rise in the elderly population. As a result, older people require more medications than younger people, which fuels the rise of pharmaceutical corporations.

Technological Factors

Today's technology is constantly evolving, and the pharmaceutical sector depends heavily on these developments. The PESTLE Analysis demonstrates the impact of technology on business.

- In DCI Pharmaceutical, technology plays a significant role. The development of high-quality medicines at cheaper costs has considerably benefited from research and biotechnology breakthroughs. People can now acquire medications that they previously couldn't afford.
- Drugs also need to be stored properly. These days, it is simpler to transport and maintain them thanks to technology.
- The medications must be examined for the climate of the nation in which they will be shipped and stored after they have been manufactured. It is now simpler to analyze the medications and the impact of various climatic conditions on a drug thanks to stability chambers.

Legal Factors

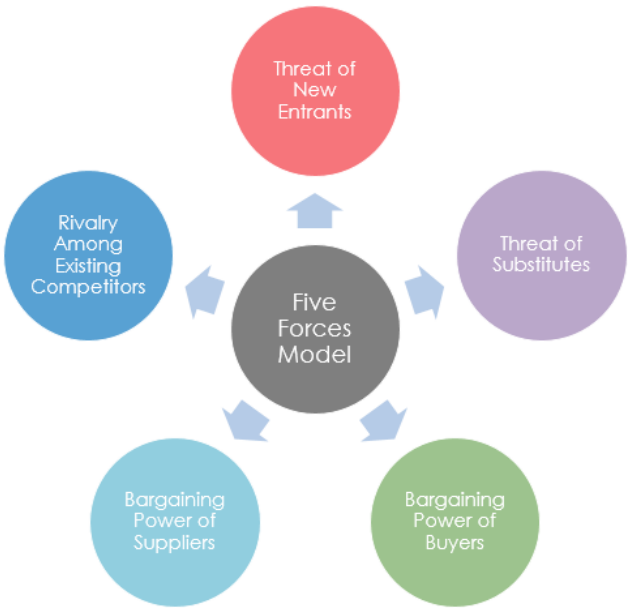
The legal system of a nation has little bearing on the pharmaceutical sector, but governments must uphold their anti-fraud laws and regulations.

- To prevent fraud involving expiration dates and batch manufacture, the government has established a stringent set of rules that must be adhered to.
- Pharmaceutical companies are required to uphold their SOPs in accordance with governmental regulations.

Environmental Factors

- Although the pollution created by the pharmaceutical sector is relatively little, every pharmaceutical company must be aware of it**.**
- In addition to creating many types of biotechnology pollutants that might be harmful to health, the production of medications also has this effect. Because the DCI Pharmaceutical Margao plant is located in a residential area, the business must think carefully about its waste management strategy.

PORTERS 5 FORCES



1. Threat of New Entrants: Low

- High cost of capital is required to set up a plant. Costly expenses are involved in setting up a pharmaceutical plant, from infrastructure development to license fees. In addition, the raw material is expensive.
- High cost of machinery. For instance, DCI Pharmaceuticals uses expensive Snowbell machinery for filling ampoules.
- The cost of switching from this industry to another is very high moreover the cost of raw materials is also very high.

2. Threat of Substitutes: High

- DCI Pharmaceuticals manufactures ampoule injectables and Ophthalmic and Otic drugs which can be replaced by other brands of drugs.
- Certain drugs, if priced higher, can be substituted for other brands.

3. Bargaining power of Buyers: Moderate

- There are two types of customers and influencers in the pharmaceutical sector. The first category comprises buyers such as patients, PBAC (Pharmaceutical Benefits Advisory Committee) members, family members, chief pharmacists, hospital boards, and a variety of other purchasers.
- In other cases, the patient is forced to purchase the medication that the doctor has prescribed since there are no other options available.
- Depending on their expertise and comprehension, the customer may occasionally opt for a less expensive medicine. People typically go to the pharmacy and get a less expensive cold syrup for the common cold rather than visiting the doctor, paying him, and taking his suggested medications.

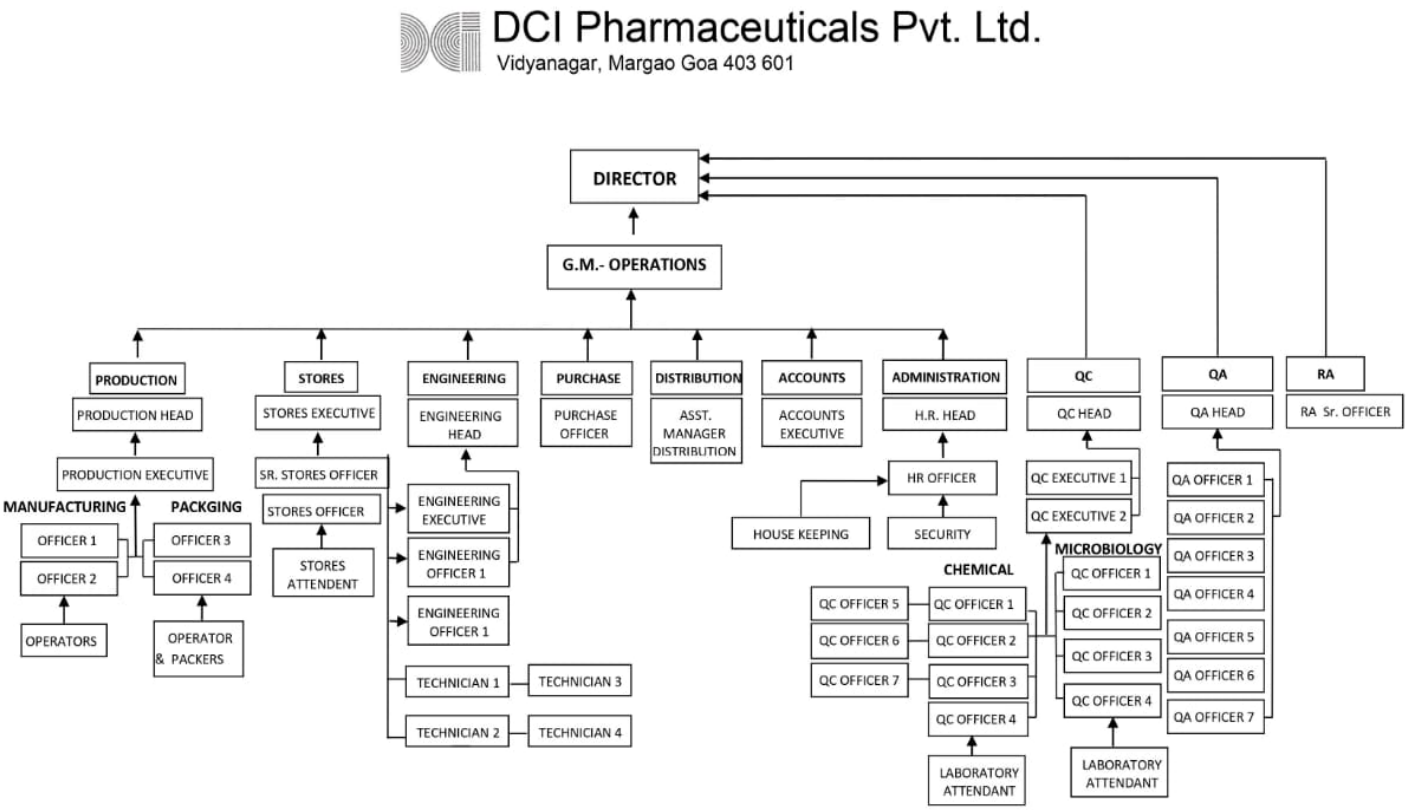
4. Bargaining power of Suppliers: Low

- The suppliers' ability to negotiate is limited. As is well known, several organic compounds are needed while producing drugs. The majority of their raw materials originate in China, and they have access to numerous chemical suppliers.
- They have the option to readily switch suppliers rather than paying exorbitant prices for raw materials.

5. Rivalry among existing Competitors: Moderate

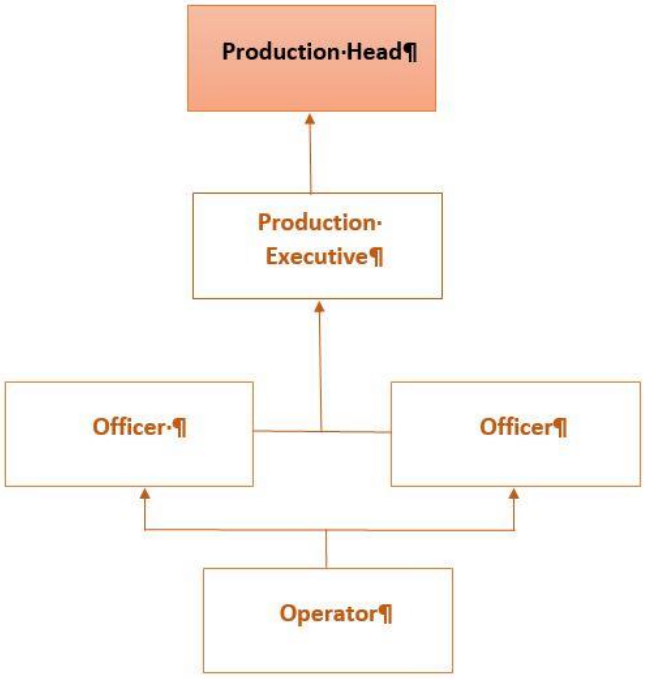
- A number of businesses aspire to strengthen their market position and work to take the lead.
- The majority of the time, corporate competition takes the shape of disputes over advertising budgets, product prices, and product launches.

ORGANIZATIONAL STRUCTURE



PRODUCTION DEPARTMENT

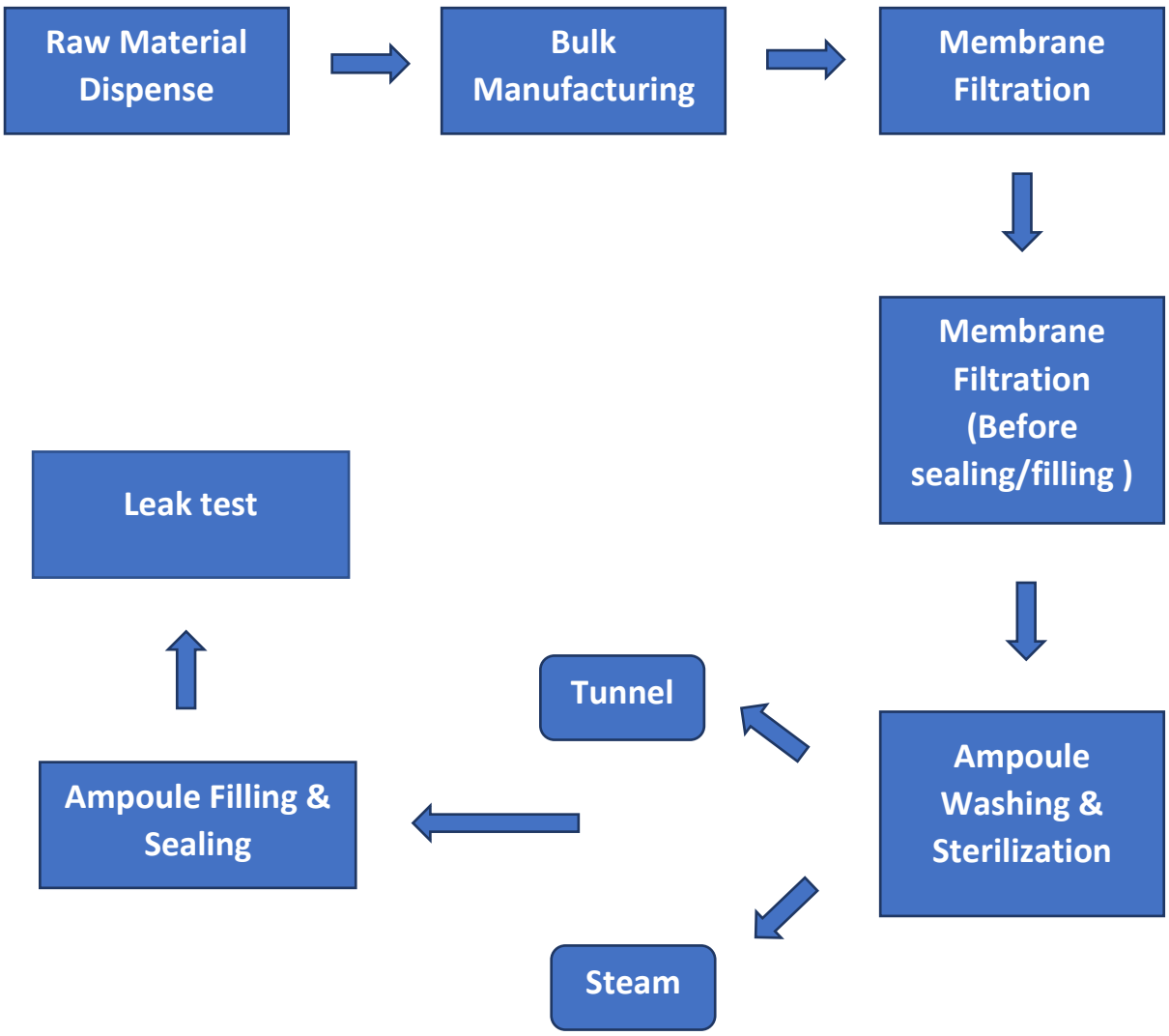
DCI Pharmaceutical has two types of production units, one for Ophthalmic and another for Ampoule injectables. Similarly, different units for packaging the finished goods namely, Ampoule packing and Ophthalmic packing.



To preserve sanitation and hygiene, the manufacturing department must adhere to a stringent set of SOPs. During my visits to the ampoule production division, I was required to wear an apron, a face mask, a head cover, and a pair of slippers. Once I arrived in the production area, I was required to switch out of my slippers. A completely other style of uniform—more like a level A hazmat suit—was worn in the bulk manufacturing section.

After the production of the batch is complete the IPQA then takes a few samples and tests their pH. This is done before sticker labeling and packing of ampoules.

Process of Batch Manufacturing of Drug.



Raw Materials Dispense: First, the raw materials are obtained from the stores department and dispensed in the dispensing area, both of which require the presence of the production head, IPQA, and a stores officer.

Bulk Manufacturing: The raw materials are planted and combined to create a solution, which must maintain a specific pH and undergo a series of assay tests. Raw ingredients are blended appropriately to restore pH equilibrium if there is an increase or decrease.

Membrane Filtration: The prepared solution is run through a thin polymeric membrane with several small pores after being manufactured in bulk. The solution needs to be cleaned up, clarified, and sterilized for this purpose.

Membrane Filtration (Before filling/sealing): Until the solution is free of particles, the abovementioned procedure is done multiple times.

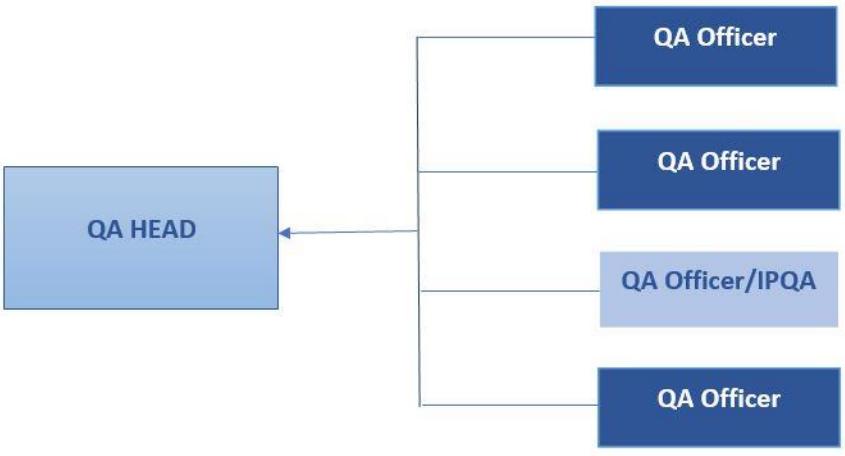
Ampoule Washing & Sterilization: Ampoules are cleansed and sterilized twice before being filled. After cleaning, the ampoules go through steam sterilization in an autoclave, where they are exposed to direct steam contact for a predefined amount of time at the required temperature and pressure.

The ampoules from the autoclave are transferred to the tunnel sterilization, which is more similar to a chilling chamber, to guarantee that there are no pyrogens. Then, a particle sensor equipment or monitor is used to keep an eye on these ampoules and check them for microbiological activity.

Filling & Sealing: After the ampoules have been completely cleaned and disinfected, the filling process begins. Ampoules are filled with the solution and moved along a conveyer belt. With the aid of a burner, heat is given to the ampoules' necks to seal them.

Leak Test: The sealed ampoules are then lifted by a clamp to see if they were correctly sealed.

QUALITY ASSURANCE DEPARTMENT



In the pharmaceutical industry, the QA department is crucial. It has a QA Head and four QA Officers, one of whom participates in IPQA (In-person Quality Assurance). The IPQA is crucial to SOPs from the time the raw materials arrive until the medicine is finished, packed, and ready for sale.

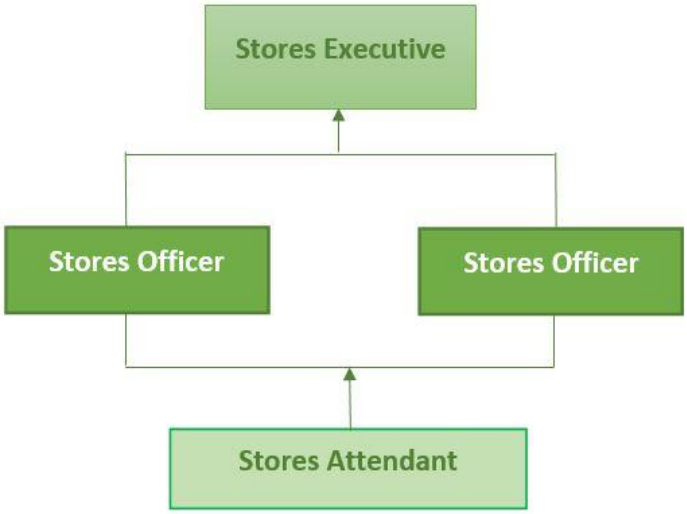
Checking the assurance of such quality is IPQA's goal. He examines the shipment upon arrival to determine whether it is in good condition or has been damaged. He must collect samples from the raw materials and deliver them to the QC division for inspection. The raw material is marked in green and stored in quarantine till they have been cleared. Additionally, samples are obtained to test the raw material's endurance over time, and they are then destroyed once that time has passed.

The dispensing room, which is where the raw materials are dispensed for production, must receive line clearance from the IPQA before production can start. The IPQA ensures the location is clean, sterile, and free of contamination. Once he does, bulk manufacturing starts after the raw ingredients are distributed.

BMR (Bulk Manufacturing Record) and BPR (Bulk Packing Record) records of manufacturing and packing are kept by the QA department (Bulk Packing Record). Additionally, it is in charge of keeping a record of every test and observation performed on both raw materials and final goods. Each stability chamber in the QA department has a variable temperature based on the location where the drug will be exported. These chambers are where finished medications are labeled as controlled samples and stored. Samples of the product are kept and taken out after a period of time (example: 3, 6, 12, 24, 36, 48 months in these intervals) to evaluate its efficacy and durability till its expiration.

The destruction of samples and other raw material samples that were utilized for testing falls under the purview of the QA division. These samples are stored for one year after their expiration date to test their durability.

STORES DEPARTMENT



The Stores department plays a crucial role in the manufacturing of drugs.

Process

Checking and verification: A store officer and an IPQA from the QA department inspect a consignment once it is received at the gate. Since chemicals are dangerous and readily polluted, the IPQA and storage officer verify the environmental condition of how the raw material is transported. They check to make sure there isn't any outside damage. The GRN (Good Receipt Note) is created after it has been examined, submitted to the store management, and sent to the stores. The SAP is accordingly updated by the shop's department.

Testing: Raw material samples are collected and given to the QC department. For instance, if 40 containers of lincomycin were to be used for production and they arrived, 10gm from each of the 40 containers would be removed for testing in the QC department where they would be assessed in accordance with the pharmacopeia. If they pass, they are given a green label and subsequently put in quarantine, otherwise, they are given a pink label.

Dispensing: When dispensing raw materials at the start of the drug's production, the production manager, IPQA, and a store officer must be present. The material issued is updated in the SAP in accordance with BOM after that, and the store's officer reports to the store's executive.

HUMAN RESOURCE DEPARTMENT

Manpower Management, Recruitment, Selection and Induction of Employees

The human resources division is responsible for selecting, hiring, and onboarding all personnel for organizational departments. The HR officer is in charge of managing the complete workforce required to operate the plant in accordance with requirements.

Based on the requests from the relevant department, the HR department publishes openings in media, recruitment agencies, personal references, etc. The technical interview is conducted by the interview panel following an evaluation of the applicant's resume, employment application, and aptitude test answer sheet. Following the interview, the selected candidate is chosen, and the position and salary are agreed upon. The candidate is then sent for a pre-employment medical exam; the joining date is not determined until a positive medical report is received. The HR Officer registers the new joiner on the biometric system and employee muster roll for attendance before giving instructions and training on admission, exit, dos and don'ts, personal cleanliness, and other necessary issues.

The new hire is taken through induction in all areas before going to the QA department for GMP training before joining the relevant department for on-the-job training.

Payroll Management

At the end of each month, the HR Officer calculates the net payable amount for each employee in the form of salary and overtime pay after taking into account leaves, working days, and deductions such as EPF, ESCI, leave without pay, etc. The net wage is sent into each employee's savings bank accounts, and the salary slip they get contains all payment details. Each employee receives a bonus payment from the HR officer once a year, which is paid in the appointed month together with the wage.

Handling Contract Labours

The company receives contract labourers from approved labour contractors, whose records the HR Officer keeps up to date. The HR officer monitors the attendance of contract workers and assesses the payment bills that the labour contractor submits in accordance with that. Based on the need for a decrease in the number of employees in the operational department,

the human resources officer gives the labour contractor instructions to supply more employees or to stop using too many employees if the workload is reduced.

Employee Medical Tests

The registered occupational therapist that the company has designated to conduct the pre-employment medical assessment of the shortlisted candidates is planned by the HR Officer. Every year, the HR Officer arranges for a qualified occupational therapist designated by the company to conduct annual medical exams on all working staff. The firm assigns a trained occupational therapist to conduct eye exams on employees involved in visual inspection tasks in the production department every six months.

Training & Documentation

According to the annual training schedule, the HR Officer provides new hires with basic induction training as well as periodic training on crucial subjects like leave policies, company dos and don'ts, first aid, and accident reporting. They also keep an eye on employee hygiene and regularly clean and sanitize the workplace. The HR officer keeps track of training records and decides if employees need more training.

Left Employee Settlements

The HR Officer keeps a record of all employees who have left the service. Prior to distributing the relieving letter and experience certificate, duly signed by the plant head, to the employee after the notice period is over, the HR officer ensures that the employee has not obtained any clearance certificates from the departments and turns over the charge to the appropriate department head. In order to pay the final settlement, the accounts department receives the settlement amount calculated by the HR officer from the outstanding payable leaves, bonuses, etc. If the employee wishes to withdraw their EPF, the HR officer starts the withdrawal process. The process of notifying the state FDA of the technical staff's resignation is started by the HR Officer.

Security Management

The HR officer keeps track of the security systems that have been assigned by the company. The payment vouchers they submit are evaluated by the HR Officer before being sent to the accounts for payment. Regarding employee presence, access of auditors, visitors, and candidates to the site, emergency circumstances, medical emergencies, and plant security issues, the security officer immediately reports to the HR Officer. The plant manager and

senior management are informed by the HR representative of the comments made by security.

DISTRIBUTION, ACCOUNTS & PURCHASE DEPARTMENT

In the business, the departments of distribution, purchases, and accounts collaborate frequently. Orders for sales are also handled by the distribution department. If, for example, a Lynx drug production is required, the GM is informed and works with the production head to determine whether it will be possible to manufacture the medicine in the timeframe specified by the client. The distribution department is in charge of making sure the consignment is received from the vendors or suppliers and sending those raw materials to the department that deals with shops. The consignment is continuously monitored by the assistant manager of distributions from the point of purchase until it arrives at the gate. When the medication is packaged and prepared for delivery, he must also ensure that the logistics and transportation arrive on schedule and that the medication is delivered to the client in a timely manner.

The raw materials needed to manufacture the medicine must be obtained through the purchasing department. The purchase officer must also determine how much raw material will be needed; for example, if there is currently 10 kg of ammonium fluoride in storage and 20 kg are needed, a buy order for just 10 kg will be issued. A request must be made to the purchasing department if a department requires certain products or services, for example, the QA department needs pens and files for filing BMR. The purchase officer ensures that all used products are easily accessible and keeps track of all of them. In coordination with the GM, the purchase officer bargains with suppliers for lower costs on raw materials. Depending on the stock, she may also need to place orders for raw materials for packing.

Allocating funds is the responsibility of the accounts department. The majority of raw materials are bought on a credit basis; therefore, when a PO is issued, raw materials arrive and are converted to GRN, the invoice is first sent to the accounts department for GST entry. The accounting department sends a debit notice to the vendor and rejects the product if a shipment is damaged and needs to be returned.

QUALITY CONTROL DEPARTMENT

The Quality Control Department at DCI Pharmaceuticals is crucial. A quality control head, two executives, quality control officers, and two lab assistants make up the department. Chemical and Microbiology are the two divisions of the department at DCI Pharmaceuticals.

The Chemical department is in charge of ensuring that the incoming raw materials are clean and suitable for use in the creation of pharmaceuticals. Similar to this, after pharmaceuticals are finished being produced, the chemical department must confirm that the drug has the capacity to carry out the tasks it is intended to. They must also guarantee that it works as intended and maintains a steady pH level over the course of its lifespan. To ensure the stability of the medicine for the conditions where it is intended to be exported, the Quality Control Department works in tandem with the Quality Assurance Department.

The Microbiology department at DCI Pharmaceuticals is very significant. They must make sure that the facility is free of any microbiological activity. The Microbiology Department uses media/agar plates, which are just a Petri dish with a growth medium solidified with agar and used to culture bacteria, to assure this. To affect growth, some substances are occasionally introduced. These plates are placed in various locations around the facility, such as next to the autoclave or on a table in the dispensing area, for four to six hours before being incubated and examined to see if any microbial growth has developed. If this has occurred, the location is thoroughly disinfected to ensure that no microorganisms are present.

Quality Policy at DCI Pharmaceuticals

“We pledge to dedicate our entire efforts to:

Produce healthcare products to be used by a continuously widening customer base covering all strata of the society

Produce speciality products that are economically manufactured and made available at affordable prices

Continuously improve our assurance system to ultimately reach an international level

Ensure our fellow human beings are relieved of disease and discomfort"

WORK DONE & LEARNINGS DERIVED

My summer internship with DCI Pharmaceuticals was a fantastic opportunity to learn about and take in the workings of the industrial sector. It made it easier for me to comprehend how the ideas I learned in my MBA school are used in practical settings. How employees and supervisors react to challenges and how quickly you must react to limit harm. Observing how medicines are made and the procedures that must be followed to keep a clean atmosphere was a wonderful experience.

I discovered how batch manufacturing records (BMRs) and batch packing records (BPRs) are kept for each medicine that is created. Documents serve as proof that tasks have been accomplished correctly by providing information on when, when, who, why, and how to complete them.

I gained knowledge on how to identify samples that need to be destroyed, compile a list of them, and approve their destruction. Similar to this, prepare a note of any samples in stability chambers that need to go through Quality Control testing for each month and submit them there to be evaluated for their strength and efficiency.

I discovered that the microbiology department in Quality Control thoroughly disinfects the area before each batch of manufacturing and checks for microbial growth using media plates. These plates are kept in rooms, under tables, and close to the machinery for a specific amount of time before being incubated and checked for microbial growth.

I discovered how the Purchase department works with the Stores department to check on the availability of raw materials. If more are needed, I now know how to determine the amount needed to make the best use of available resources and money.

When I worked in the HR division, ESIC (Employee State Insurance Corporation) contacted us about employee engagement initiatives during yoga week. I helped the HR Officer organize the Yoga Day Program on June 21st and got to see first-hand how vital such events are in an organization since they foster good employee connections. The HR Officer gave me

the assignment to create a poster and pin it to the notice board for the blood donation camp that DCI Pharmaceuticals is also planning to host on July 16th.

During my time at DCI Pharmaceuticals, I saw that there were few employee interactions during break times, and the most of them were strangers. The production department's lunch break was from 1:00 pm to 1:30 pm, while the administrative staff, quality control, and quality assurance departments' lunch breaks were from 12:30 pm to 1:00 pm. This was one of the reasons I noticed that the production department's employees did not socialize with those from the other departments and did not know each other. To close that gap, I proposed designing a birthday poster that featured the name, department, and image of the employee of the month.

I was given the responsibility of arranging and filing tax bills for the accounting department. I also entered data on an excel sheet of tax invoices and verified that the total added up after the CGST and SGST were applied.

When and when the department required it, I learned how to operate the photocopier and scan documents. Additionally, I discovered how to record every courier that arrives and ensure that it reaches the appropriate department.

CONCLUSION

I've gained insight into the workings of the pharmaceutical production industry thanks to my internship at DCI Pharmaceuticals. My understanding of how departments work together and how they are dependent on one another to operate effectively has improved thanks to this internship.

Seeing how drugs are made and how each person involved in the process plays a crucial part was a wonderful experience. My perspective on problems, workplace politics, and how to approach and resolve situations without causing confrontation has changed as a result of my internship.

Every time we visit a pharmacy to buy a prescription drug, we look at the label for information like the manufacturing date and expiration date without realizing the steps and protocols that go into making it, from the combining of the organic chemicals to when they are packaged, shipped and placed on a pharmacy shelf. I'll think back on the work I

accomplished during my internship and the procedures involved the next time I purchase medication.

REFERENCES

https://www.agrawalgroupgoa.com/dci-pharmaceuticals-pvt-ltd/

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