



**OFFICE OF THE DIRECTOR/PRINCIPAL**  
**GOVT. COLLEGE OF PHARMACY, ROHRU**  
Tehsil Rohru, District Shimla, Himachal Pradesh- 171 207  
(NAAC B++ Accredited and ISO 9001:2015 Certified Institute)  
Recognized by PCI; Approved by AICTE, New Delhi; Affiliated to HPTU, Hamirpur  
Ph. No. 01781 - 241306; E-mail: [gcprohru@gmail.com](mailto:gcprohru@gmail.com); web: [www.gcprohru.ac.in](http://www.gcprohru.ac.in)

## **6.4 - Financial Management and Resource Mobilization**

**6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources.**

### **Supporting Documents**

Kindly find below the attached documents for the required information for the assessment period authenticated by the Director/ Principal on the letterhead of HEI.

  
Director/Principal  
Govt. College of Pharmacy Rohru  
Disstt. Shimla HP-171207



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### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

#### **Allocation and Utilization of Funds**

The Department of Technical Education, Govt. of Himachal Pradesh, allocates funds yearly for the up gradation of academic and infrastructure facilities as per government norms under different heads. These funds are wisely utilized as per the requirements of various lab heads for purchasing chemicals, books, furniture, equipment, etc. Under the direction of the Department of Technical Education of Himachal Pradesh, all recurring funds are utilized to the fullest extent by the Institution. The funds raised through student fees and interest earned from deposits are utilized for institutional development and recurring expenses such as electricity maintenance, vehicles, civil works, infrastructural maintenance, and student-centric facility upgrades.

#### **Optimal Utilization of Resources**

The institute has a clearly defined financial policy, as per government norms and directions, ensuring optimal utilization of funds for academic, administrative, and developmental purposes. These efforts align with the institution's vision and mission. Key aspects include:

- Maintaining precise financial records in cash books and bill books as per the "**store purchase rules**" of the Govt. of Himachal Pradesh.
- Communicating a quarterly fund utilization report to higher offices for budget demands and further fund allocations.
- Preparing an annual budget plan based on the Department of Technical Education's directions. This plan considers requirements for the upcoming academic session, such as equipment, computers, lab chemicals, books, etc.
- Reviewing the budget and examining annual spending to ensure efficient resource utilization.

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The Director/Principal has the authority to organize co-curricular and extracurricular activities under skill-development programs, and can provide financial support for conferences and workshops with necessary consent and financial sanctions from the higher office or as per SWF rules.

### **Procurement and Purchase Committee**

The institution has constituted a purchase committee to oversee procurement processes.

- The store officer submits requests for purchases (e.g., chemicals, glassware, furniture, equipment) to the Director/Principal.
- Items are purchased through the **GEM portal** and tenders after completing formalities like inviting quotations, evaluating them, and compiling comparison statements.
- The committee ensures that suitable equipment with the correct specifications is procured at competitive and optimal prices.

### **Financial Audits**

The institution maintains a transparent financial system and adheres to rules and regulations for auditing purposes.

- Budget approval procedures for associated annual expenses are well-established.
- Expenses adhere strictly to the allocated budget under relevant heads of account.
- Stock entries for delivered materials or equipment are accurately recorded in departmental or lab stock registers.
- Invoices and vouchers are submitted to the institution's head with the Director/Principal's signature.

  
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**SWF RULES**

**Government of Himachal Pradesh  
Department of Technical Education**

**NOTIFICATION**

No. EDN (TE) A (3)-2/2004 Dated: - 11/9/2017

In supersession of this department earlier notification dated 23/4/2012, the Governor, Himachal Pradesh, is pleased to notify "Student Welfare Fund" Rules in respect of Govt. Engineering Colleges and Govt. Pharmacy Colleges in Himachal Pradesh is as under:-

1. Short title & commencement:	(i) These rules may be called the "Student Welfare Fund Rules, 2017" of Govt. Engineering Colleges and Govt. Pharmacy Colleges, Himachal Pradesh (ii) They shall be deemed to have come into force from the date of this notification.
2. Constitution of Student Welfare Fund:	The Student Welfare Fund shall be called as "Fund" herein after, and funds mentioned below shall be included. (i) Following fee and other Charges shall be realized from the students subject to any change/addition from time to time in the prospectus.

**(A) Fee to be charged only one time at the time of Admission: -**

Fee to be charged only one time at the time of admission		Rupees
(i)	Corpus Fund (Per Year)	20.00
(ii)	Admission fee	500.00
(iii)	Identity Card ( One Time)	200.00
(iv)	Institutional Security (Refundable)	2000.00
(v)	Library Security (Refundable)	2000.00

**(B). Fee to be charged Semester wise**

(1)	Library Fee	200.00
(ii)	Medical Fee	300.00

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(iii)	NCC Fund (for institutions where NCC wing is existing)	150.00
(iv)	NSS Fund	100.00
(v)	Internet Fee	1000.00
(vi)	Campus Development Fund	1500.00
(vii)	Student Amalgamated Fund (SWF, Festival & Cultural, Magazine Fee, Study Tour and Industrial Training, Internal Examination Fee, Student benevolent Fund)	6750.00
<b>(C). Annual Insurance Charges</b>		<b>150.00</b>
<b>(D) Hostel fee ( For hostellers only)</b>		
(i)	Hostel Security ( Refundable)	2000.00
(ii)	Hostel rent(per semester)	900.00
(iii)	Mess Charges	On actual basis
(iv)	Electricity and water charges (Per Semester)	On actual basis

**3(A) Operation and Utilization of Fund:** - The fund will be operated and utilized for the purposes mentioned below by the Director/Principal and the expenditure incurred shall be got approved by the committee constituted under the chairmanship of the Director/Principal comprising of the following: -

1. Professor/HOD/Officer In charge (each branch) Member
2. Finance Officer Member.
3. Office Supdt. Member.
4. Student Office bearers (President/Vice President General Secretary/Jt. Secretary)..... Member.



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**urposes: -**

1. Sports, Cinema and entertainment related activities, purchase of sports goods/material & their maintenance, annual prize distribution function charges with different official activities and entertainment etc.
2. Expenditure on stationery and writing material for house tests, internal examination cyclostyled/Photostat of question paper/ notes etc.
3. First-aid and reimbursement cost of medicines to the students injured while working in W/Shop/labs or playing in the playground and expenditure incurred for the treatment of minor ailments on the recommendation of Medical Officer of the Institution or local civil/recognised Hospital on production of attested/verified vouchers and payment of ambulance charges, if any.
4. Expenditure for the publication of the institution magazine, printing of newsletter, procurement of journals newspapers and other periodicals. Binding of library books, expenditure on library bin card, book issue card and identity card etc.
5. Maintenance and development of Play grounds.
6. Expenditure on refreshment to student for participation in NSS/ NCC activities.
7. Nominal expenditure on different committees, clubs and trusts etc. formed in the Institutions.
8. Expenditure on hiring HRTC/Private buses for study tour to various Industries, Projects education Institutions, in academic for faculty interest and other historical places within or out side the State.

  
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9. Expenditure on TA/DA/ Registration fee/ staff and students for participating in National, International conferences/ workshop, competitions, Technical Workshops, debates, music and drama competitions.
10. Expenditure on rent and carriage of loud-speakers and furniture, tent, refreshment, prizes to the winners and guests/ invitees to the function organized by the Institution Repair of class room furniture, laboratories/electrical/ overhead projectors etc.
11. Expenditure on remuneration for guest lecture/ and faculty engaged on lecture basis as per their curriculum needs, external examiners, eminent personalities, poets, actors etc. & expenditure for stay in guest houses/hotel, vehicle and meal etc.
12. Expenditure of travelling allowance to the Chief Guest invited for Annual Prize Distribution Function, mementos to the Chief Guest, Guest of Honors, Students and Staff, Academic prizes and refreshment to all present in the function.
13. Expenditure on remuneration to the various officials/staff engaged for organizing Sports Meets, NCC , NSS and other activities related to the students.
14. Expenditure on staff and students to participate in sports Meets and other competitions such as subscription/participation fee, TA/DA, refreshment charges, officiating charges and medicines etc.
15. Expenditure on refreshment to the sportsmen and staff participating in the friendly matches organised by the College.

  
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16. Photographs of the teams.
17. Rent of hired play- grounds.
18. Purchase of stock registers, cash books/ledgers & stationery etc. for maintaining record of the fund.
19. Expenditure on writing material and postal charges of student related activities.
20. Expenditure on steamer/boats charges etc. if any.
21. Expenditure on the purchase of drums, musical instruments and furniture and other instrument/items required for social and cultural activities.
22. Charges on account of advertising in Public Places through, radio, Print media, loudspeakers or other means for student welfare.
23. Uniforms and other accessories for different sports events and cultural activities.
24. Expenditure on repair and maintenance of Computer and procurement of software prescribed in curriculum subject to availability of fund in computer fee head.
25. Expenditure on repair and maintenance, spare parts, POL of Institutional vehicle in the interest of student/related activities subject, to availability of fund in Short Study Tour head.
26. Minor repair and maintenance of hostel building/Institute building/ residential buildings, Road Maintenance and repair of electrical Installation thereof subject to availability of funds in the building head.

  
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27. Travelling allowances as per Deputy Commissioner rates and as per Tourism approval Rates for the Officers/Officials deployed for educational tours / Training & Placement activities within and outside the State .
28. Expenditure on the representatives of industries for conducting Campus Interviews for meeting expenses like refreshment/meals and their stay in hotel/rest house/TA.
29. The official who maintains the cash book and day to day transaction with complete maintenance of record of the student welfare fund shall be fixed by committee time to time.
30. Expenditure on Installation/ Re-filling of fire extinguishers/ fire safety equipments in the Institution. (New Provision)
31. Expenditure on major and minor repair of class room, laboratories, workshops furniture, electric repair, multimedia projector, overhead projector etc. (New Provision)
32. Expenditure on providing safe and clean drinking water to students, staff and visitors. (New Provision)
33. Expenditure for purchase of consumable items for maintaining cleanliness/ beautification of the campus. (New Provision)
34. Expenditure on procurement & installation of notice boards/ display boards pertaining to academics/Anti- ragging/ mandatory directions/ sinages etc. (New Provision)
5. Expenditure for conducting Alumni meet/ *Convocation etc.* (New Provision)

  
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36. Expenditure on material to be procured for the project to be prepared by the students useful for community services development. (New Provision)
  37. Expenditure on First Aid Boxes installation and maintenance of Biometric machine. (New Provision)
  38. Expenditure on Solar Lighting, Solar Geyser in hostels & Institution. (New Provision)
  39. Expenditure on remuneration to be paid to the experts @ 1000/ hour for delivering lectures. The payment of travelling expenses (own /taxi) as per approved Deputy Commissioner rates. The stay charges (Hotel Charge) will be applicable as per the rates approved by Tourism Department. (New Provision)
  40. Maintenance of road and paths etc of the campus upto Rs. 2,00,000/- per year. (New Provision)
  41. Expenditure to be incurred for celebration of national importance function/cleanliness/ plantation in the institution.
  42. Expenditure on any other item(s), which is not included above and is beneficial for the welfare of the students, shall be incurred with the prior approval of the Director Technical Education, H.P., Sundernagar.
3. (B) Operation and Maintenance of Corpus Fund:-
1. To incur expenditure for the purchase of books/ uniform/ payment of tuition fee etc. in respect of BPL/needy students. The individual cases from the

  
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required to be incurred towards essential/desirable preparatory exercises facilitating the needy students to secure placement.

**(a) Operation and Maintenance of Fund: -**

- (a) The Director/Principal or the officer/official appointed by the Director/Principal shall maintain separate cash-book with complete record of day-to-day transactions. The money shall be kept in separate chest.
- (b) For each financial year, income and expenditure estimates shall be worked out. The amount in the chest shall be kept to be minimum and the balance shall be kept in Saving Account of the fund. The excess amount of the fund shall be invested in the long/short terms deposits.
- (c) The financial sanctions/approval for all the purposes mentioned under Rule-03 above shall be accorded by the Director/Principal. The officer/Official appointed by the Director/Principal, for the operation and maintenance of Fund will draw the money from the Fund according to the Rules of the Government and will maintain the accounts according to the prescribed procedure followed in case of Government transactions.
- (d) The annual account of the Fund will be submitted to the Government through Director, Technical Education, Vocational & Industrial Training, H.P., Sundernagar.

**Audit of funds:** The Audit of Fund will be done by the Local Audit Department, H.P. Shimla from time to time.

  
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**Disposal of Unserviceable goods:-** Director/Principal may dispose of serviceable and surplus goods upto the book value of Rs.1,00,000/- after constituting committee for the purpose. The case exceeding this limit shall be referred to the Director, Technical Education for approval.

By Order

Principal Secretary (Tech. Edu.)  
to the Govt. of Himachal Pradesh.


Dated, 11/9/2017

As above,  
is forwarded for necessary action to:-

1. The Director, Technical Education, Sundernagar, District Mandi w.r.t. letter No. STV(TE)HF(4)/8-SWF Rules-27040 dated 18/4/2017.
2. The Examiner Local Audit Department, H.P. Shimla .
3. Director-cum-Principal, Mahatma Gandhi Govt. Engineering College, Kotla (Jeori) District Shimla
4. The Director-cum-Principal, Atal Bihari Vajpayee Govt. Institute of Engineering & Technology, Pragatinagar, District Shimla.
5. The Director-cum-Principal, Jawahar Lal Nehru Govt. Engineering College, Sundernagar, Distt. Mandi (H.P.).
6. The Director-cum-Principal, Rajiv Gandhi Govt. Engg. College, Kangra at Nagrota Bagwan District Kangra.
7. The Principal, Govt. Pharmacy College, Pehroo/ Nagrota Bagwan.
8. Guard file.

  
(Ved Parkash)

Deputy Secretary (Tech. Edu.) to the  
Government of Himachal Pradesh

  
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विशेष प्रावधान

महिलाओं को अपने व्यवसाय को आगे बढ़ाने  
के लिए विशेष मार्केटप्लेस लिस्टिंग की सुविधा

और अधिक जानें

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**Audit Report 2023-2024**

Cashier SWF  
36/11/24  
26/11/2024

**PANKAJ RATTAN & CO**  
**CHARTERED ACCOUNTANTS**


Crystal Lodge, Ground Floor, Elysium Hill, Bhawan Road, Shanki, Shimla, H.P.-17100. Ph. (o) 0177-2658183 (M) 098170-60601  
Email: 36/11/24

I, CA Pankaj Rattan, Chartered Accountants hereby certify that Govt College of Pharmacy Rohru, Tehsil-Rohru, Shimla, HP, 171207 and have been made following investments in the Financial year of 2023-24:


	Budget Allocated for Infrastructure Augmentation	Expenditure for Infrastructure Augmentation	Total Expenditure Excluding salary	Expenditure on maintenance of academic facilities (Excluding Salary for human resources)	Expenditure on maintenance of physical facilities (Excluding Salary for human resources)
2023-24	Govt.= 700,000.00 SWF = 35,98,161.00	GOVT= 6,99,906.00 SWF = 35,98,161.00	GOVT.+SWF= 42,98,067.00	GOVT. = 11,99,918.00 SWF = 36,70,111.00	GOVT.= 29,339.00 SWF 82,800.00

Further it is certified that out of the above Expenditure maintenance of academic facilities (Excluding salary) Rs. 48,70,029.00, Expenditure on maintenance of physical facilities (Excluding salary) Rs. 1,12,139.00 and expenditure for Infrastructure Augmentation (Excluding salary) Rs. 42,98,067.00 I have checked the record maintained and as per information provided by Govt. College of pharmacy Rohru and I certify that the above information is verified and true. Completion has been made on the basis of information and documents, bills and vouchers as provided to us.

For Pankaj Rattan & CO  
Chartered Accountants  
FRN:021761N

  
Pankaj Rattan (Prop)  
Membership No. 509252  
UDIN: 24509252BKJHEH1164

Place:-SHIMLA  
Date: 21-11-2024

  
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