



एक ही धरा - एक परिवार - एक भविष्य  
ONE EARTH - ONE FAMILY - ONE FUTURE

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; Affiliated to HPTU, Hamirpur  
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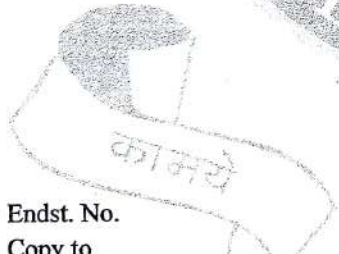
**INSTITUTE POLICY DOCUMENT**

I, Prof. (Dr.) Vivek Sharma, entrusted with the esteemed responsibility of serving as the Director/Principal, Drawing and Disbursing Officer (DDO), and Controlling Officer of this institute by the Director, Technical Education, hereby submit the Policy Document of Govt. College of Pharmacy, Rohru. This document has been meticulously prepared in consultation with the IQAC committee/faculty with the primary objective of providing a comprehensive and well-defined policy framework to guide the staff, students, and all associated stakeholders.

The purpose of this document is to establish a clear, concise, and transparent set of guidelines that reflect the core values, operational procedures, and institutional ethos of the college. It aims to foster an environment of mutual respect, academic and professional excellence, and organizational discipline. By articulating these policies, the institute endeavours to provide a roadmap for efficient governance, a supportive learning environment for students, and a motivating workplace for staff.

The institute recognize that diversity of thought and opinion is a cornerstone of any progressive institution. Hence, any individual or stakeholder who may disagree with the content of this document, has differing opinions, or wishes to propose alternate viewpoints, is encouraged to do so. Such inputs must be submitted in written form, addressed to the undersigned. These submissions will be reviewed with due diligence and openness, ensuring that all constructive feedback is considered in the continuous process of policy refinement and improvement.

As the principal custodian of this institution's vision and mission, I remain committed to upholding the highest standards of fairness, transparency, and inclusivity. This policy is to be enforced as per the outlined provisions. Any necessary amendments, adjustments, or deletions based on feedback, evolving requirements, or other considerations shall be made in due course. The policy will be reviewed periodically to ensure its relevance and effectiveness, with changes being implemented as necessary to reflect ongoing developments.



*[Signature]*  
22/1/2025  
Dr. Vivek Sharma  
Director/Principal  
Govt. College of Pharmacy  
Rohru Distt. Shimla (HP)  
Rohru Distt. Shimla H.P.

Endst. No.

Copy to

1. IQAC (In charge)
2. Training (IQAC)
3. Sh. Raneev Thakur (for dissemination on secure/authorised platforms easily accessible to students, staff and Parents).
4. Circulation among Staff

*[Signature]*  
22/1/2025  
Dr. Vivek Sharma  
Director/Principal  
Govt. College of Pharmacy  
Rohru Distt. Shimla (HP)  
Rohru Distt. Shimla H.P.  
Wednesday, 15 January 2025





**"न त्वहं कामये राज्यं न स्वर्गं नापुनर्भवम् कामये दुःखतप्तानां प्राणिनाम् आर्तिनाशनम्"**

## **INSTITUTE POLICY DOCUMENT**

The staff of Government College of Pharmacy, Rohru, play a pivotal role in upholding the institution's mission of imparting quality education, fostering innovation, and contributing to the academic and professional development of students. This policy document is designed to serve as a comprehensive guide for the teaching and non-teaching staff, as well as for students ensuring that the principles of professionalism, equity, and institutional values are upheld consistently across all levels of operation. This document outlines the expectations, rights, responsibilities, and professional standards for staff members, providing clarity and transparency in organizational functioning. It aims to cultivate a work environment that is inclusive, supportive, and conducive to the holistic growth of both employees and the institution.

The policies detailed herein are framed in accordance with the guidelines of regulatory authorities, such as the Pharmacy Council of India (PCI), Himachal Pradesh Technical university and the Department of Technical Education, Himachal Pradesh. They also reflect the unique values and aspirations of Government College of Pharmacy, Rohru, as an institution committed to academic excellence and community service.

### **Objectives of the Policy Document**

1. To establish clear guidelines and expectations for staff conduct, performance, and professional growth.
2. To foster an organizational culture that prioritizes respect, fairness, and collaboration.
3. To ensure compliance with statutory and regulatory norms applicable to educational institutions.
4. To provide a framework for conflict resolution and grievance redressal.
5. To promote a sense of accountability and shared responsibility in achieving institutional goals.

This document is a testament to our commitment to fostering an environment of mutual respect and collaboration, ensuring that the staff members of Government College of Pharmacy, Rohru, are equipped to excel in their roles and contribute meaningfully to the institution's vision.

### **1. INTRODUCTION**

This policy document is designed to provide clear guidelines for the teaching and non-teaching staff at Government College of Pharmacy, Rohru, ensuring compliance with the National Assessment and Accreditation Council (NAAC) Annual Quality Assurance Report (AQAR) requirements. It aims to foster a culture of excellence, accountability, and professional development.

### **2. OBJECTIVES**

- ✦ To families all stakeholders regarding establish clear guidelines for the recruitment, roles, responsibilities, and conduct of staff members.
- ✦ To promote efficient functioning and support continuous professional development for all staff.
- ✦ To foster a conducive environment that encourages academic and administrative excellence.
- ✦ To align institutional practices with the standards and requirements set by the NAAC AQAR (National Assessment and Accreditation Council Annual Quality Assurance Report).

1/20



### **3. RECRUITMENT POLICIES**

Department of Personnel (DOP) deals with all matters related to personnel administration in the State which includes recruitment, appointment and promotions of State Service Officers, Posting of All India Services Officers and State Service Officers.

#### **3.1 Teaching Staff**

- Recruitment will be based on the norms (Recruitment and Promotional Rules) set by the Department of Technical Education, Himachal Pradesh Government.
- Candidates must meet the prescribed qualifications and experience.
- Selection will be through a transparent process, including written tests and interviews by a competent committee as designated/drafted by the department.
- A probationary period will apply as per state norms and as mentioned in the appointment orders or service conditions.

#### **3.2 Non-Teaching Staff**

- Recruitment will follow the guidelines of the Himachal Pradesh Government.
- Preference will be given to candidates with relevant skills and experience.
- A probationary period will apply as per state norms.

### **4. ROLES AND RESPONSIBILITIES**

#### **4.1. Library:**

##### **1. Maintaining Academic Excellence through a Well-Stocked Library:**

- The College Library will continue its commitment to academic excellence by ensuring that the library is well-stocked with a diverse range of resources, including textbooks, reference materials, research journals, and digital content.
- The library will be updated regularly to meet the evolving academic and research needs of students and faculty. This includes acquiring new editions of textbooks, specialized reference materials, and incorporating emerging fields of study into the library's collection.

##### **2. Expansion of E-Learning Resources:**

- To enhance learning opportunities for both teachers and students, the College will focus on adding a wide array of e-learning resources, such as online journals, databases, e-books, and digital archives.
- These resources will cater to different disciplines and academic needs, providing students and faculty with easy access to global knowledge and research.
- The library In charge will actively gather recommendations from both teachers and students to identify and subscribe to relevant e-resources. This approach will ensure that the resources align with the curriculum and research interests, ultimately expanding the knowledge database available to the academic community.

##### **3. Regular Subscription to New Journals and Books**

- The College will continue to subscribe to new academic journals, books, and other resources on a regular basis. This will keep the library up to date with the latest research and academic trends.
- The subscription process will be guided by academic staff recommendations, considering the needs of various departments, research areas, and emerging trends in education and professional fields.
- Special focus will be given to acquiring journals and books that support both current and future academic and research needs, ensuring the library remains a comprehensive resource for all users.



- Regarding subscription of journals feedback form students may be included final year students engaged in carrying out project work/ research work.
4. Fully Automated Library Management System (LMS):
- The library is equipped with a fully automated Library Management System (LMS) software, which streamlines the cataloguing, borrowing, and management of library resources.
  - The LMS will be user-friendly, offering easy access for students and faculty to search, borrow, and return books and resources.
  - The software will allow for efficient management of library records, help maintain the availability of materials and provide detailed insights into resource usage. This will ensure that users can quickly access the information they need while improving overall library operations.
5. Plagiarism Checking Software:
- In order to promote academic integrity, the library will purchase and provide access to fully automated plagiarism checking software.
  - This software will be available to both students and faculty, ensuring that any work submitted for academic purposes adheres to the institution's standards for originality and proper citation.
  - The plagiarism software will support the creation of high-quality, ethically sound academic content, benefiting both individual academic work and institutional reputation.
6. Enhancement of Knowledge Database:
- The library will continue to focus on increasing the breadth and depth of its knowledge database, facilitating both learning and research.
  - The committee will regularly review the library's resources and integrate new technologies to enhance access to academic materials.
  - Collaboration with academic departments and faculty will be essential in identifying the most useful resources to be added to the collection, ensuring that students and faculty have access to the tools needed to succeed in their academic and professional pursuits.
7. Feedback and Collaboration for Resource Enhancement:
- Regular feedback from students and faculty will be encouraged to ensure that the library's resources meet the academic needs of the institution.
  - Faculty members will be consulted regarding the purchase of new materials, and student suggestions will be considered when selecting e-learning resources and databases.
  - This collaborative approach will ensure that the library's resources remain relevant and effective in supporting academic excellence.

#### 4.2 Teaching Staff

##### Instructional Duties:

- Deliver lectures, tutorials, practical sessions, and seminar work effectively.
- Prepare lesson plans, teaching materials, and utilize innovative teaching methods to ensure effective learning.

##### Examination and Admission Responsibilities:

- Actively participate in activities related to student admissions, ensuring fairness and transparency.
- Assist in the organization and conduct of examinations, including roles such as supervision, invigilation, and the evaluation of answer scripts.



#### Research and Development:

- Engage in research activities to contribute to the academic field and promote innovative solutions in their area of expertise.
- Take initiatives in the development of new teaching strategies and contribute to institutional growth.

#### Extension and Community Engagement:

- Participate in extension activities and community outreach programs to enhance institutional reputation and social responsibility.
- Support co-curricular and extra-curricular programs to promote holistic student development.

#### Respect for Students:

- Uphold the dignity and rights of students, encouraging an open environment where students feel valued and heard.
- Create a classroom culture that respects diverse opinions and fosters mutual understanding.

#### Individual Attention:

- Recognize and address the varying aptitudes and capabilities among students.
- Provide additional guidance and resources to help students overcome challenges and achieve their academic goals.

#### Student Motivation and Personal Growth:

- Encourage students to strive for excellence in academics and extracurricular pursuits.
- Mentor students to develop their personalities and leadership qualities while fostering a sense of responsibility toward community welfare.

#### Professional Conduct:

- Serve as a role model by maintaining high standards of professionalism, ethics, and continuous learning.
- Foster a positive and inclusive learning environment that nurtures curiosity and intellectual growth.

#### 4.3 Non-Teaching Staff

- **Logistical Support for Academic Programs:**
  - Provide efficient logistical support to academic programs by assisting in the organization and execution of various events, such as seminars, workshops, practical sessions, and examinations.
  - Coordinate with faculty, students, and other departments to ensure smooth conduct of academic activities. This includes managing the scheduling of rooms, equipment, and resources needed for classes and events.
  - Facilitate communication among all involved parties to ensure that academic programs run on time and meet the necessary academic standards.
- **Laboratory Record Maintenance and Daily Operations:**
  - Maintain detailed and accurate records of laboratory activities, including equipment usage, material inventory, safety procedures, and student performance.
  - Oversee the daily operations of designated laboratories, ensuring that all activities are carried out smoothly and efficiently. This includes managing the use of lab resources, coordinating practical sessions, and providing necessary materials and supplies to students and faculty.
  - Ensure that lab records are regularly updated and comply with institutional and regulatory standards.
- **Upkeep of Infrastructure and Laboratory Facilities:**
  - Ensure that laboratory and infrastructure facilities are well-maintained and fully functional, providing a safe and productive environment for academic work.
  - Coordinate the repair and maintenance of laboratory equipment, ensuring that all tools and devices are in proper working condition and meet safety standards.



- Monitor the cleanliness and organization of laboratory spaces, ensuring compliance with health and safety regulations.
- **AQAR Data Preparation and Submission:**
  - Assist in the preparation of the Annual Quality Assurance Report (AQAR) by collecting and organizing relevant data from academic, administrative, and laboratory departments.
  - Ensure that all necessary information regarding laboratory facilities, infrastructure, and academic programs is accurately documented and included in the AQAR submission.
  - Collaborate with faculty and administrative staff to compile evidence of institutional progress and improvements, contributing to the accreditation process.
- **Facilitation of Institutional Inspections:**
  - Provide support and assistance during institutional inspections conducted by various authorities such as the Pharmacy Council of India (PCI), Himachal Pradesh Technical University (HPTU), Directorate of Technical Education (DTE), and others.
  - Ensure that all relevant documentation, records, and facilities are ready for inspection, highlighting the institution's compliance with regulatory requirements.
  - Assist with the coordination of meetings, site visits, and other activities during inspections, facilitating communication between institutional staff and external evaluators.
- **Regular Monitoring and Upkeep of Laboratories:**
  - Ensure the continuous upkeep and regular monitoring of laboratories to maintain an optimal working environment.
  - Conduct periodic checks to ensure that all equipment, materials, and safety protocols are in place and functioning effectively.
  - Collaborate with faculty and lab staff to resolve any operational issues promptly and keep the laboratory environment conducive to learning and research.
- **Ensuring Lab Functionality and Student Training:**
  - Take proactive measures to ensure that laboratories are kept in running condition at all times, with all necessary resources available for student use.
  - Provide support for training sessions, ensuring that students are properly guided and equipped with the knowledge and skills needed to perform experiments and practicals as per the institutional syllabus.
  - Facilitate student learning by ensuring that lab facilities are organized, well-stocked, and accessible, enabling students to carry out practical work efficiently and safely.
- **Support for Student and Faculty Needs:**
  - Assist students and faculty in accessing the required materials, equipment, and support for their academic and research work.
  - Ensure that any technical issues or challenges in the labs are addressed promptly, minimizing disruptions to the learning process.

## **5. CODE OF CONDUCT**

### **5.1 General Conduct**

The general conduct of all employees, as per the applicable rules, shall be governed by the Conduct Rules of the Government of Himachal Pradesh, including the CCS (Conduct) Rules, 1964, and the CCS (CCA) Rules. These rules provide a framework for maintaining discipline, professionalism, and ethical standards in the workplace.

- **Integrity and Professionalism:** Employees must consistently demonstrate integrity, professionalism, and ethical behaviour in all aspects of their work. This includes honesty in interactions, commitment to their roles, and adherence to moral principles both in and outside the workplace.
- **Non-Discrimination and Non-Harassment:** All employees must actively avoid any form of discrimination or harassment based on race, gender, caste, creed, religion, disability, or any



other basis. The workplace should be free from any actions or comments that may create a hostile or uncomfortable environment.

- **Respect for Rights and Dignity:** Employees are expected to respect the rights and dignity of both students and colleagues. This includes fostering an environment where everyone feels valued and respected, ensuring that personal and professional boundaries are always maintained.
- **Insubordination:** Any act of insubordination, whether verbal or written, by an employee must be promptly reported to higher authorities. This includes failure to follow lawful instructions, disrespect towards superiors, or any behavior that undermines authority or order in the workplace.
- **5.2. Code of Ethics and Conduct for the Principal**
- **As the Head of the Institution, the Director/Principal of plays a pivotal role in upholding the academic, financial, and administrative excellence of the institute. The following code of ethics and conduct outlines the responsibilities and duties of the Principal:**
  - **Academic Leadership**
  - **Institutional Oversight:** Responsible for the overall academic, financial, and administrative activities of the institute.
  - **Admissions Management:** Ensures a transparent and fair admission process as prescribed by the University and the Directorate of Technical Education (DTE).
  - **Strategic Planning:** Develops and implements short-term and long-term strategic plans for the growth and sustainable quality improvement of the institute.
  - **Student Services:** Plans and facilitates guidance, counselling, and other essential student services to support holistic development.
  - **Teaching Responsibilities:** Takes on the prescribed teaching load in adherence to the norms issued by the State Government.
  - **Administrative Responsibilities**
  - **Financial Management:** Discusses, approves, and oversees financial estimates, annual reports, accounts, and audit reports on a timely basis.
  - **Residential Facilities:** Arranges and maintains suitable residential facilities for boys and girls in hostels to ensure a safe and conducive living environment.
  - **Staff Evaluation:** Regularly evaluates the performance of faculty and supporting staff, ensuring continuous professional development.
  - **Stakeholder Engagement**
  - **Interaction and Collaboration:** Promotes interactions with all stakeholders, including students, faculty, alumni, parents, and industry partners.
  - **Placements and Development Programs:** Facilitates student placement activities and organizes development programs to enhance employability and skills.
  - **Industry-Academia Engagement:** Encourages collaborations between the institute and the pharmaceutical industry to bridge academic and industrial practices.
  - **Compliance and Governance**
  - **Liaison with Regulatory Bodies:** Establishes positive and effective interactions with the University, Pharmacy Council of India (PCI), DTE, and other State Government bodies to ensure compliance with regulations.
  - **Accreditation Activities:** Leads the institute's efforts in obtaining and maintaining various quality accreditations and standards.
  - **E-Governance and Green Initiatives:** Constantly encourages e-governance, sustainability practices, and green campus activities to create an eco-friendly and modern learning environment.



- Student-Centric Approach
  - ✦ 360° Student Development: Prioritizes comprehensive development by promoting academic, extracurricular, and co-curricular growth of students.
  - ✦ Student Welfare: Ensures the establishment of a safe, inclusive, and nurturing environment for all students.
  - ✦ Ethical and Professional Conduct
    - ✦ Integrity: Upholds the highest standards of integrity, professionalism, and ethical conduct in all institutional activities.
    - ✦ Transparency and Accountability: Ensures that all processes, decisions, and initiatives are conducted with transparency and accountability to build trust among stakeholders.
- 5.2 Teaching Staff
  - ✦ Teaching staff are expected to uphold the highest standards of professional conduct and adhere to ethical guidelines while imparting education.
  - ✦ Professional Teaching Ethics: Teachers must follow professional teaching ethics, including being prepared, respectful, and engaging in their roles as educators. Teachers should be role models for students, demonstrating discipline, responsibility, and fairness in all interactions.
  - ✦ Timely Completion of Syllabus: Teachers must ensure the timely completion of the syllabus, ensuring that all course material is covered, and students are provided with the opportunity to learn and succeed. Any delays or deviations should be reported and explained to the relevant authorities.
  - ✦ Innovative and Inclusive Teaching Methods: Teaching staff should use innovative and inclusive methods to cater to the diverse needs of students. This includes adopting a variety of teaching techniques, technologies, and resources to ensure all students have equal opportunities to learn and succeed.

### 5.3 Non-Teaching Staff

The non-teaching staff plays a crucial role in maintaining the smooth functioning of the institution and supporting both faculty and students. Their conduct should be professional and dedicated to ensuring the success of the educational environment.

- ✦ Punctuality and Dedication: Non-teaching staff are expected to exhibit punctuality, ensuring that they are present and prepared for their duties at all times. They should show dedication to their responsibilities, completing tasks efficiently and effectively.
- ✦ Confidentiality in Administrative Matters: Non-teaching staff must maintain confidentiality in all administrative matters. Sensitive information related to students, faculty, or institutional operations should not be disclosed without proper authorization.
- ✦ Support for Faculty and Students: Non-teaching staff should provide efficient and courteous support to faculty and students. This includes assisting with administrative tasks, ensuring smooth operations, and offering help whenever required in a professional and respectful manner.
- 5.4. Code of ethics and conduct for researchers
  - ✦ Report data, methods, procedure, results and publication status honestly
  - ✦ Avoid bias in experimental designs, Analysis and interpretation
  - ✦ Act with sincerity and keep consistency of thought and action
  - ✦ Avoid errors and negligence. Keep good records of research activities.
  - ✦ Share ideas, tools and recourses.
  - ✦ Patents, copyright and other forms of intellectual property must be informed to the office so whenever information is desired same may be sent to DTE.
  - ✦ Publish the research and patent wherever possible and name of the institute/department must be there



- ✦ Maintain and improve professional competence
- ✦ Obey relevant laws and institutional and governmental policies
- **CODE OF ETHICS AND CONDUCT RELATED TO STUDENTS**
- ✦ **DRESS CODE & ID CARD** • As per guidelines of Govt. college of Pharmacy, Rohru students should be present in prescribed dress code in the campus and laboratories.
- ✦ Wearing the I-card is mandatory in institute campus and during examination. The loss of I-card should be reported immediately to the institute administration with an application.
- ✦ **ATTENDANCE** • Every student must attend all lectures and practical and tutorials. Attendance of at least 80% of the total number of lectures conducted in the class as per Government Rules is mandatory for appearing for any exam.

## **6. ATTENDANCE RULES**

- **Working Hours:**
- ✦ Teaching and laboratory staff are expected to adhere to working hours from 9:00 AM to 5:00 PM. (may exceed beyond 5 PM in case of running practical/exams).
- ✦ Secretarial and other non-teaching staff are expected to work from 10:00 AM to 5:00 PM.
- ✦ **Attendance Recording:**  
Attendance will be tracked using both the biometric system and manual registers to ensure accuracy and accountability.
- ✦ **Late Arrivals and Early Departures:**  
Any instances of late arrivals or early departures must be reported to the competent authority. Repeated violations will be subject to disciplinary action.
- ✦ **Unauthorized Absence:**  
Absence from work, regardless of its duration, without prior permission or notice to the Director/Principal will be treated seriously and may result in disciplinary consequences.
- ✦ **Short Leave:**  
Employees may avail short leaves, provided the absence exceeds two hours. Such leaves must be appropriately documented and approved as per institutional guidelines.

## **7. WELFARE MEASURES**

The Government of Himachal Pradesh offers a range of benefits to its employees, including:

- ✦ **Dearness Allowance:** The state government grants dearness allowance to its employees.
- ✦ **Pension:** Employees are entitled to a pension provided by the state government.
- ✦ **Medical Allowance:** A medical allowance of Rs. 400 per month is granted to employees.
- ✦ **House Rent Allowance:** Employees are provided with house rent allowance.
- ✦ **Provisions for maternity, paternity, and medical leave** are included as per state norms.
- ✦ **Conveyance on Transfer:** Employees with a pay range of Rs. 6,500 and above are eligible for conveyance on transfer.
- ✦ **National Pension System (NPS):** The state government has adopted the NPS architecture approved by the Pension Fund Regulatory and Development Authority (PFRDA).
- ✦ **Retirement Gratuity and Death Gratuity:** NPS employees are eligible for retirement and death gratuity benefits.
- ✦ **Study Leave:** Employees are entitled to study leave as per the permitted guidelines.
- ✦ **GPF and Other similar funds** Interest rate of 7.1% w.e.f. 01.10.2024 to 31.12.2024 and similar orders as notified by the Himachal Pradesh Finance Department time to time.

## **8. PROFESSIONAL DEVELOPMENT**

- ✦ Regular training and workshops will be organized for both teaching and non-teaching staff.
- ✦ Participation in faculty development programs (FDPs) and skill enhancement courses will be encouraged.



- ✦ Financial support for attending conferences and seminars may be provided as per institutional policies.

## **9. PERFORMANCE EVALUATION**

Performance evaluation plays a crucial role in ensuring continuous development and maintaining high standards within the institution. It will be based on obedience, punctuality, decency, and the overall contributions of employees to the growth and development of the institution. The Annual Confidential Report (ACR) has been replaced by the Annual Performance Appraisal Report (APAR). The APAR is performance based and includes targets for officers, as well as assessments against relevant columns.

Here are some details about the APAR in Himachal Pradesh:

- ✦ Mapping: The ACR Administrator maps APARs for Class-I and Class-II officers.
- ✦ Writing: The APAR should include an assessment from more than one officer, except when there is only one level above the officer being reported on.
- ✦ Uploading: the APAR has to be uploaded online at [www.himachal.nic.in](http://www.himachal.nic.in) by selecting e-Services and as per the latest directives of the department/Govt.

These factors will form the core of the annual performance appraisal process.

### **9.1 Teaching Staff**

- ✦ Annual Performance Appraisal: The teaching staff's annual performance appraisal will be conducted based on various factors such as teaching outcomes, contributions to institutional development, and research publications. This comprehensive assessment will focus on the ability to deliver quality education, foster an engaging learning environment, and contribute to the institution's growth.
- ✦ Academic Upliftment: Inputs related to the academic upliftment of students and the institution will be prioritized as one of the most important criteria. This includes efforts to improve student learning outcomes, mentorship, innovative teaching methods, and academic leadership.
- ✦ Student Feedback: Feedback from students will be an integral part of the evaluation process. The views of students will be considered in assessing the effectiveness of teaching methods, classroom engagement, and the overall learning experience. Teachers' ability to create a supportive and stimulating academic environment will be evaluated through this feedback.

### **9.2 Non-Teaching Staff**

- ✦ Performance Assessment: The performance of non-teaching staff will be evaluated based on efficiency, punctuality, and task completion. This assessment will measure how effectively employees fulfill their roles and responsibilities, including administrative and support functions.
- ✦ Supervisor Feedback: Feedback from supervisors will be an essential component of the evaluation. Supervisors will provide insights into the employee's work ethic, attitude, and contributions to their respective departments. This feedback will help in assessing the overall performance and identifying areas for improvement.

## **10. LEAVE POLICIES**

General Principles Governing Leave (as per CCS Leave Rules)

- ❖ Leave is Not a Right:

Leave cannot be claimed as a matter of right. It is granted at the discretion of the leave sanctioning authority and is subject to the operational requirements of the institution. Employees must adhere to the applicable rules when applying for leave.  
(Reference: Rule 7(1))

- ❖ Leave Sanctioning Authority's Discretion:



- ❖ The leave sanctioning authority has the power to refuse or revoke any kind of leave granted to an employee. However, the authority cannot alter the type of leave that has been applied for and due. The decision regarding the refusal or revocation of leave will be based on institutional needs and policies.

(Reference: Rule 7(2))

- ❖ Conversion of Leave:

- ❖ Leave of one kind taken earlier may be converted into a different kind of leave at a later date, provided the employee requests it and the authority who granted the leave approves it. The employee must apply for such a conversion within thirty days after the completion of the relevant leave spell. This conversion, however, cannot be claimed as a matter of right and will be at the discretion of the concerned authority.

- ❖ The Government of Himachal Pradesh provides leave entitlements for both teaching and non-teaching staff as per the established state government rules. The leave policies are designed to ensure the well-being of employees while maintaining a balance between personal time off and institutional requirements.

- ✚ Leave Entitlements:

Leave entitlements for both teaching and non-teaching staff will be granted in accordance with the state government rules and regulations. These entitlements include various categories of leave, such as casual leave, earned leave, and special leave, as defined under the state government guidelines. Employees must familiarize themselves with these rules to ensure they are fully aware of their rights and responsibilities when it comes to availing leave.

- ✚ Leave Application Process:

Applications for leave must be submitted in advance to the competent authority, following the prescribed procedures. The request should include the specific leave type, duration, and reasons for leave. In cases of emergency or unforeseen circumstances, employees must inform their supervisors and submit leave applications as soon as possible. The competent authority will review the application and grant leave based on institutional requirements and the availability of leave balances.

#### 10.1. CASUAL LEAVE:

The term Casual Leave means availing of leave in emergent cases when one does not have time to wait for the sanction by his superior Officer. However, it should not be construed to mean that one could always avail casual leave without having prior sanction of one's superior or without intimation/application about one's absence. Casual leave should be applied for on a plain paper giving therein the brief details of the grounds upon which you intend to avail it.

##### Regulation of Casual Leave

- 12 days for those who are in-service on 1st January of a calendar year and will remain in service till 31st December of that calendar year. The credit of entire amount of leave is to be afforded on 1st January itself. For those who join govt. Service during the currency of a calendar year, remaining months of that calendar year are to be calculated. They will be entitled to casual leave @ 1 day for each such remaining month.
- Casual Leave can be combined with Sundays and other holidays. These can be prefixed<sup>1</sup>, suffixed<sup>2</sup> or intermixed with casual leave. Casual Leave can also be combined with Restricted Holidays, Special Casual Leave and Compensatory leave.
  - Earned Leave
- (i) These leaves are credited in advance at a uniform rate of 15 days on the 1<sup>st</sup> January and 1<sup>st</sup> July every year. Earned leave can be accumulated up to 300 days (including the number of



days for which encashment has been allowed along with LTC). – Rule 26 (1) and notification dated 18-04-2002.

- (ii) While limiting the maximum of 300 days, where the balance at credit is 286-300 days, further advance credit of 15 days on 1 st January /1 st July will be kept separately and set-off against the EL availed of during that half-year ending 30<sup>th</sup> Jun/31<sup>st</sup> December. However, if the leave availed is less than 15 days, the remainder will be credited to the leave account subject to the ceiling of 300 days at the close of that half-year. Rule 26, GID (2) (c).
- (iii) The credit for the half year in which a government servant is appointed will be afforded at the rate of 2. 5 days for each completed calendar month of service which he is likely to render in the calendar half year in which he is appointed. - Rule 27 (1).
- Other types of leaves include
  - UNRECOGNISED KINDS OF LEAVE
  - SPECIAL CASUAL LEAVE
  - COMPENSATORY LEAVE
  - ORDINARY KINDS OF LEAVE
  - EARNED LEAVE FOR NON-VACATIONAL STAFF EARNED
  - LEAVE FOR VACATIONAL STAFF
  - HALF-PAY LEAVE
  - COMMUTED LEAVE
  - LEAVE NOT DUE
  - EXTRA-ORDINARY LEAVE
  - SPECIAL KINDS OF LEAVE
  - MATERNITY LEAVE
  - PATERNITY LEAVE
  - SPECIAL DISABILITY
  - STUDY LEAVE

- The detailed conditions/provisions of these e leaves are as provisions of Central Civil Service (Leave)Rules, 1972 and subsequent amendments time to time.

## **11. GRIEVANCE REDRESSAL MECHANISM**

The institution is committed to providing a transparent, fair, and effective grievance redressal mechanism to address the concerns of its employees and students. A structured and efficient process is in place to resolve grievances promptly and fairly, ensuring a positive and respectful environment for all.

- ✦ Dedicated Grievance Redressal Cell:
- ✦ A dedicated Grievance Redressal Cell will be responsible for addressing and resolving complaints and issues raised by employees and students. This cell will function as a primary point of contact for grievance-related concerns, ensuring that all grievances are handled with due attention and care. The cell will be equipped to address a wide range of issues and will operate in a manner that maintains confidentiality and fairness throughout the process.
- ✦ Written Submission of Grievances:
- ✦ All grievances must be submitted in writing. This formalized process ensures that the concerns are clearly documented and can be reviewed accurately by the relevant authorities. Written grievances will help maintain transparency and accountability during the resolution process. Each grievance will be considered carefully and resolved within a specified time frame, ensuring a prompt response to all issues raised.
- ✦ Various Cells for Specialized Issues:
- ✦ In addition to the general Grievance Redressal Cell, the institution has established several specialized cells to address specific issues such as sexual harassment, caste discrimination,



and other sensitive matters. These cells, such as the Anti-Sexual Harassment Cell and the Caste Discrimination Cell, are in place to provide focused and effective support to individuals facing issues within these areas. These specialized cells operate under strict confidentiality and are dedicated to protecting the rights and dignity of all members of the institution.

#### ✦ Online and Offline Feedback Mechanisms:

✦ The institution provides both online and offline platforms for the submission of feedback and grievances.

○ Online: A grievance submission feature is available on the institution's official website, allowing employees and students to raise concerns conveniently and securely. The online system ensures that grievances are recorded and tracked effectively, with timely follow-ups and resolution updates provided to the concerned parties.

○ Offline: In addition to the online platform, feedback boxes are strategically placed around the institution, offering a discreet and accessible way for individuals to submit grievances. These feedback boxes allow for anonymity, ensuring that all individuals feel safe and supported when raising concerns.

#### ✦ Resolution by Authorities:

✦ All grievances, whether submitted online or offline, will be addressed by the relevant authorities in a timely manner. The authorities will review each grievance thoroughly, take necessary actions, and provide a resolution within the stipulated time frame. Transparency and fairness will guide the entire process, ensuring that all grievances are handled impartially and effectively.

## **12. GUIDELINES FOR ETHICAL USE OF MEDIA AND MOBILE DEVICES**

The institution aims to promote responsible and ethical use of media while maintaining an environment conducive to academic and professional growth. To discourage unethical and excessive use of media, the following guidelines apply to teaching staff, non-teaching staff, and students:

### 1. Teaching Staff

- ✦ The use of mobile devices during lectures, practical sessions, and official meetings is strictly prohibited to maintain professionalism and focus.
- ✦ Faculty members are expected to set a positive example by minimizing non-essential media usage within the institution.
- ✦ Content posted on official institutional social media pages must reflect the values and objectives of the college and be managed responsibly. Prior approval from the principal is required for all posts.
- ✦ Academic content shared on digital platforms should adhere to ethical standards and avoid controversial or inappropriate material.

### 2. Non-Teaching Staff

- ✦ Non-teaching staff must refrain from using mobile devices during work hours except for official purposes.
- ✦ Administrative staff should ensure that all communications and content shared on media platforms are accurate, professional, and authorized by the Principal.
- ✦ Staff must avoid engaging in personal or non-official media use while on duty.
- ✦ Any misuse of media or digital platforms within the institution will be subject to disciplinary action.

### 3. Students

- ✦ The use of mobile devices within the institution is strictly prohibited unless explicitly permitted by faculty for academic purposes.



- Students are encouraged to focus on their academic pursuits and avoid excessive or unethical use of social media and other digital platforms.
- Posting any content related to the institution on personal social media accounts must be done responsibly, respecting the institution's reputation. Prior consent from the administration is advised.
- Violations of these rules, including the misuse of media or digital platforms, will lead to disciplinary action as per the institutional code of conduct.

#### General Guidelines

- The institution reserves the right to monitor and regulate the use of mobile devices and media within its premises.
- Awareness programs and workshops may be conducted to educate all stakeholders on the ethical and responsible use of media.
- A dedicated committee will oversee the management and content of official social media pages to ensure alignment with the institution's goals and values.

### **13. POLICY ON RAGGING**

Ragging-Free Campus: Govt. College of Pharmacy, Rohru

The institution is committed to ensuring a ragging-free environment and maintaining a campus culture of mutual respect and safety. Ragging in any form is strictly prohibited, both on campus and beyond.

The following policy outlines the institution's stance and measures against ragging:

- **Strict Prohibition:** Ragging, whether active or passive, is not permitted under any circumstances. This includes acts of physical, verbal, or psychological abuse directed at fellow students.
- **Liability for Punishment:** Any student found guilty of ragging or conspiring to promote ragging will face strict disciplinary action as per the University Grants Commission (UGC) Regulations, 2009, and the provisions of prevailing penal laws.

#### Disciplinary Actions

Students found involved in ragging activities will be subject to one or more of the following penalties:

- Expulsion from the institution.
  - Suspension from attending classes.
  - Disqualification from appearing in internal assessments and university examinations.
  - Cancellation of admission or withholding of academic results.
- These actions aim to deter and eliminate ragging in any form.

#### Anti-Ragging Affidavit

All students must submit an anti-ragging affidavit, as mandated by the All India Council for Technical Education (AICTE). This affidavit serves as a declaration of the student's commitment to upholding a ragging-free campus environment.

#### Anti-Ragging Measures

- **Anti-Ragging Committee and Squad:**
  - An Anti-Ragging Committee and an Anti-Ragging Squad are constituted each academic year in accordance with regulatory guidelines.
  - These bodies are tasked with vigilance, awareness, and prompt action in cases of ragging. Any reported incidents are thoroughly investigated and dealt with firmly.
- **Awareness Initiatives:**
  - The institution conducts regular sensitization sessions and campaigns to educate students about the harmful consequences of ragging and their legal implications.

#### Awareness of the Sexual Harassment Act

In addition to anti-ragging policies, students are required to familiarize themselves with the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013.



Awareness about these legal frameworks and their penalties is essential to promote a respectful and safe campus environment.

The institution's zero-tolerance policy against ragging reflects its commitment to creating a safe, inclusive, and respectful learning environment for all students.

#### **14. NAAC AQAR COMPLIANCE**

- Staff will contribute actively to the collection, analysis, and submission of AQAR data.
- Awareness programs on NAAC requirements will be conducted periodically.
- Best practices in teaching, administration, and research will be documented for AQAR.

#### **15. POLICY FOR STUDENT DEVELOPMENT AND EXPENDITURE**

The institute is committed to fostering the holistic development of students by providing facilities, support, and opportunities aligned with the Student Welfare Fund (SWF) Rules, 2017 (Student Welfare Fund"-Rules in respect of Govt. Engineering Colleges and Govt. Pharmacy --colleges in Himachal Pradesh) Government of Himachal Pradesh. The following policy outlines the provisions for student development and expenditure:

##### **1. Infrastructure and Facility Upgradation**

- **Modernized Learning Spaces:** Regular upgradation of classrooms, laboratories, and libraries to provide students with state-of-the-art learning environments.
- **Digital Resources:** Provision of online learning tools, e-books, and access to academic databases to support advanced learning and research.
- **Recreational and Extracurricular Facilities:** Maintenance and enhancement of sports grounds, gymnasiums, cultural activity centers, and other recreational areas.

##### **2. Financial Assistance and Welfare Measures**

- **Student Welfare Fund Utilization:** Funds will be allocated as per the SWF Rules, 2017, to support activities that directly benefit students.
- **Scholarships and Awards:** Financial support in the form of scholarships, fellowships, and awards for meritorious and economically disadvantaged students.
- **Emergency Assistance:** Provision for financial aid to students in case of medical emergencies or unforeseen situations, in accordance with the SWF rules.

##### **3. Development Programs and Skill Enhancement**

- **Workshops and Seminars:** Regular organization of workshops, seminars, and conferences to enhance students' academic and professional skills.
- **Placement Assistance:** Investment in career counseling, mock interviews, and industry interface programs to improve employability.
- **Training and Development:** Sponsorship of skill-development programs, industrial visits, and internships to bridge the gap between academia and industry.

##### **4. Student Activities and Extracurricular Engagement**

- **Cultural and Sports Events:** Allocation of funds to support cultural festivals, sports meets, and inter-college competitions to promote a vibrant campus life.
- **Clubs and Societies:** Financial and logistical support for student-led clubs and societies to foster creativity, leadership, and teamwork.
- **Community Engagement:** Sponsorship of outreach programs and social initiatives undertaken by students to contribute to societal welfare.

##### **5. Health and Well-being**

- **Medical Facilities:** Provision for on-campus medical aid, health camps, and insurance coverage for students as per institutional policies.



- Counseling Services: Support for psychological counseling and mentoring to ensure the mental well-being of students.

#### 6. Compliance and Accountability

- Adherence to SWF Rules: All expenditures and initiatives will strictly follow the guidelines outlined in the SWF Rules, 2017, as prescribed by the Government of Himachal Pradesh.
- Transparent Utilization of Funds: Regular audits and reporting mechanisms will be implemented to ensure transparency and accountability in the utilization of funds for student development.

### 16. MORAL VALUES AND DUTIES EXPECTED FROM STUDENTS

To cultivate an environment of respect, integrity, and accountability, and to ensure students uphold the values that foster personal growth and contribute to the well-being of the academic and social community.

#### Core Moral Values

1. Integrity: Students are expected to be honest in all academic and personal endeavors, avoiding plagiarism, cheating, and other dishonest behaviors.
2. Respect: Treat peers, faculty, staff, and visitors with respect and courtesy, valuing diversity and practicing empathy.
3. Responsibility: Demonstrate accountability for one's actions, timely submission of assignments, and active participation in academic and co-curricular activities.
4. Compassion: Offer help to those in need, promote inclusivity, and foster a sense of community.
5. Perseverance: Show dedication and resilience in overcoming challenges, maintaining a positive outlook toward learning and self-improvement.

#### Duties of Students

1. Adherence to Institute Rules: Abide by the policies, regulations, and guidelines outlined by the institute.
2. Academic Excellence: Attend classes regularly, actively participate in discussions, and strive for excellence in studies and research.
3. Respect for Environment: Ensure the cleanliness of the campus and adopt eco-friendly practices.
4. Uphold Ethical Standards: Maintain confidentiality, fairness, and transparency in academic and personal matters.
5. Contribution to Society: Engage in community service and initiatives that benefit the society at large, reflecting the values imparted by the institute.
6. Grievance Redressal: In case of any grievance or complaint, students shall follow the proper channel of complaint or hierarchy as outlined by the institute.

#### Encouragement and Support

The institute shall:

1. Organize workshops, seminars, and activities that promote moral and ethical awareness.
2. Provide counseling and mentorship to help students uphold these values in their personal and professional lives.
3. Recognize and reward students who exemplify outstanding moral character and contributions to the community.



## 17. POLICY ON FINANCIAL ACCOUNTABILITY, PROCUREMENT, AND TRANSPARENCY IN PURCHASE

The institute adheres to stringent financial accountability and procurement policies to ensure transparency, fairness, and compliance with government directives. These policies are in alignment with the guidelines and rules prescribed by the Government of Himachal Pradesh and the Department of Technical Education.

### 1. Governance Framework

- **Direct Supervision:** The institute operates under the direct purview of the State Government and the Department of Technical Education, Government of Himachal Pradesh.
- **Procurement Regulations:** All procurement activities are governed by the guidelines outlined by the Directorate of Industries' "Store Purchase Organization" to uphold fairness, competitiveness, and transparency.

### 2. Financial Accountability

- **Himachal Pradesh Financial Rules (HPFR):** All financial transactions, including income and expenditure, are strictly governed by the Himachal Pradesh Financial Rules.
- **Audit Compliance:**
  - Subject to regular audits conducted by the General Audit Department and the Local Audit Department to ensure compliance and accountability.
  - Financial records and accounts are maintained meticulously to facilitate timely and accurate auditing.

### 3. Procurement Process

- **Government e-Marketplace (GeM):** All purchases are made through the Government e-Marketplace (GeM) platform to ensure cost efficiency and transparency.
- **Rate Contracts:** Procurement through approved rate contracts is conducted in adherence to the directives issued by the Directorate of Industries and the Department of Finance.
- **Departmental Approvals:** All purchases follow the latest instructions and directives issued by the Department of Technical Education, Sundernagar.

### 4. Transparency and Fairness

- **Open-Tendering System:** For purchases exceeding specified thresholds, tenders are invited to promote open competition and ensure impartiality in the selection process.
- **Monitoring and Reporting:** A robust mechanism is in place to monitor financial activities, with periodic reporting to relevant authorities to maintain transparency.
- **Compliance with Guidelines:** Strict adherence to the latest policies and directives issued by the State Government, ensuring that all financial dealings are free from irregularities.

### 5. Ethical Practices

- **Conflict of Interest:** All procurement and financial decisions are made with utmost integrity, ensuring that there is no conflict of interest.
- **Training and Awareness:** Staff involved in financial and procurement activities are regularly updated on changes in rules, regulations, and best practices to maintain the highest standards of professionalism.

### 6. Grievance Redressal and Accountability

- **Financial Disputes:** Any grievances or disputes related to financial matters are addressed promptly through established channels to ensure resolution.
- **Accountability Mechanisms:** Individuals found responsible for any deviation from established norms or misuse of funds are held accountable under relevant legal and administrative frameworks.



- 13. Office/Institutional Secrecy Policy
- This aims to establish guidelines and principles for maintaining confidentiality and safeguarding sensitive information within the institution. It is essential for all staff and students to adhere to this policy to protect the integrity, reputation, and legal standing of the institution.
- Confidential Information:
  - Confidential information includes, but is not limited to:
    - Internal documents, policies, and communications.
    - Student records, personal data, and academic records.
    - Research data, intellectual property, and findings.
    - Financial information, budgets, and institutional planning.
    - Personnel information and any other proprietary data.
  - Responsibilities of Staff and Students:
    - Confidentiality Obligations: All individuals are required to maintain the confidentiality of sensitive information and refrain from disclosing or discussing such information unless authorized. This obligation extends beyond the period of employment or affiliation with the institution.
  - Handling of Confidential Information:
    - Sensitive information should be securely stored, whether in physical or electronic format.
    - It must not be shared with unauthorized persons or entities.
    - Any accidental disclosure should be immediately reported to the appropriate authority.
  - Communication:
    - When communicating sensitive information, care must be taken to ensure it is only shared with individuals who have a legitimate need to know.
    - Any communication involving confidential matters should be conducted through secure channels.
  - Prohibited Activities:
    - Unauthorized sharing of confidential information is strictly prohibited.
    - Discussing or disseminating institutional secrets outside official platforms is not permitted.
    - Using institutional information for personal gain is prohibited.
  - Enforcement:
    - Violations of this policy may result in disciplinary actions, including warnings, suspension, termination of employment, or academic penalties, depending on the severity of the breach.
  - Conclusion:
    - Maintaining institutional secrecy is vital to the smooth functioning of the organization and ensures the protection of its stakeholders. All staff and students are expected to adhere to these guidelines to uphold the institution's reputation and legal responsibilities.

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## 18. BEST PRACTICES

The institute recognizes the growing challenges and the need for continuous adaptation to ensure academic excellence, student success, and sustainability. As an institution committed to providing a high-quality education, it is imperative to implement innovative strategies that not only enhance the learning experience but also foster holistic development among students. The best practices are aimed at achieving these goals, aligned with the college's vision to nurture an environment that is both student-centric and eco-friendly.

By incorporating these best practices, the college strives to offer specialized coaching for competitive exams like the Graduate Pharmacy Aptitude Test (GPAT), promote sustainability through green initiatives, and enhance the overall student learning experience. Additionally, fostering academic collaborations with industry leaders, prioritizing student well-being, and integrating emerging trends in the pharmaceutical field will ensure that our students are well-prepared for the evolving demands of the industry.

This will guide our efforts in creating an academic environment that empowers students, nurtures their talents, and encourages responsible environmental practices. Through these initiatives, we aim to continue providing an exceptional educational experience while upholding our commitment to producing well-rounded professionals who can contribute meaningfully to society and the pharmaceutical sector.

### 1. Specialized Coaching for GPAT (Graduate Pharmacy Aptitude Test)

To ensure that students at Govt College of Pharmacy, Rohru, are well-prepared for competitive exams like GPAT, the institution will offer specialized coaching sessions. This will involve:

- **Experienced Faculty:** Engaging faculty members with expertise in GPAT exam patterns and content to provide focused guidance.
- **Mock Exams and Question Banks:** Organizing regular mock exams to help students familiarize themselves with the exam structure and timing.
- **Doubt Clearing Sessions:** Providing one-on-one sessions to address individual student queries and challenges.
- **Study Material:** Offering well-curated study resources, including reference books, notes, and online materials.
- **Counselling and Motivation:** Organizing counselling sessions to guide students on effective study techniques and maintaining mental well-being during preparation.

### 2. Green and Sustainable Campus Initiative

The college will implement green practices to create a sustainable and eco-friendly campus. This includes:

- **Waste Management:** Establishing a robust waste management system with separate bins for recycling, composting, and general waste.
- **Energy Efficiency:** Using energy-efficient lighting and equipment, along with promoting the use of solar energy.
- **Plastic-Free Campus:** Promoting alternatives to plastic by encouraging the use of cloth bags, stainless steel bottles, and biodegradable materials.
- **Tree Plantation Drives:** Organizing annual tree plantation drives to increase green cover and raise environmental awareness.
- **Sustainable Practices Education:** Including sustainability as a part of the curriculum to encourage students to adopt eco-friendly habits.



### 3. Student-Centric Learning Approach

The college will focus on creating an inclusive and student-friendly academic environment through and with special focus on academically weaker section of students.

- Interactive Classes: Encouraging active participation through discussions, seminars, and group activities.
- Blended Learning: Incorporating a mix of traditional teaching and digital tools to cater to diverse learning needs.
- Feedback Mechanisms: Regular student feedback on course content and teaching methods to improve academic delivery.
- Skill Development: Offering workshops and practical sessions aimed at enhancing employability skills, including communication, teamwork, and problem-solving.
- Peer Learning: Creating opportunities for peer-to-peer learning, mentorship, and collaborative study groups.

### 4. Academic Collaboration with Industry and Research Institutes

The institution will establish partnerships with pharmaceutical industries, research institutes, and universities to offer:

- Internships and Research Projects: Providing students with opportunities to work on real-world projects and gain practical experience.
- Guest Lectures and Workshops: Inviting industry experts to conduct guest lectures and workshops on the latest trends and technologies in the pharmaceutical field.
- Job Placement Assistance: Collaborating with pharmaceutical companies for campus placements, ensuring students have access to employment opportunities.
- Curriculum Enhancement: Updating the curriculum in consultation with industry professionals to ensure it meets current market needs and trends.

### 5. Health and Well-being Initiatives

The college will emphasize the importance of physical and mental well-being through:

- Wellness Programs: Offering yoga, meditation, and fitness programs to promote physical and mental health.
- Mental Health Support: Providing access to counselling services and stress management workshops to help students cope with academic pressure.
- Nutrition Awareness: Organizing workshops on healthy eating habits and providing access to nutritious food options on campus.
- Inclusive Environment: Creating a supportive and inclusive environment for students of all backgrounds and needs, with special provisions for differently abled students.

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## • 19. CONCLUDING REMARKS

The policies outlined in this document reflect the unwavering commitment of Govt. College of Pharmacy, Rohru, to uphold the highest standards of integrity, accountability, and transparency. As a premier institution dedicated to academic and professional excellence, the college seeks to ensure that all stakeholders—students, faculty, non-teaching staff, and administrators—work collaboratively towards the holistic development of the institution.

By embedding these policies into the fabric of our operations, we aim to foster an environment of:

- **Responsibility:** Where every action and decision is rooted in accountability, ensuring judicious utilization of resources and adherence to institutional and governmental guidelines.
- **Innovation:** Where forward-thinking initiatives drive sustainable growth, promote e-governance, and enhance the academic, financial, and administrative practices of the college.
- **Inclusivity:** Where every stakeholder, irrespective of their role, contributes meaningfully to the college's mission while being treated with fairness, respect, and dignity.
- **Ethical Practices:** Where integrity and transparency form the foundation of our operations, ensuring trust and confidence among all stakeholders, including regulatory bodies, students, parents, and the community at large.


As an institution governed by the principles of public accountability, we recognize that our policies must not only align with the rules and directives of the Government of Himachal Pradesh but also resonate with the evolving needs of education, technology, and societal expectations. Whether in financial management, procurement, student development, or governance, this document underscores our commitment to aligning processes with national benchmarks and global best practices.

### Aspirations

Looking ahead, the college aspires to be a centre of excellence in pharmaceutical education and research by:

1. **Embracing Technology:** Adopting cutting-edge tools and platforms for better governance, academic delivery, and institutional operations.
2. **Sustainability:** Implementing green initiatives to build an environmentally conscious campus aligned with global sustainability goals.
3. **Stakeholder Engagement:** Strengthening collaborations with industries, academia, and regulatory authorities to enrich learning and professional opportunities for students and faculty.
4. **Continuous Improvement:** Regularly revisiting and refining policies based on feedback, audits, and emerging trends to stay ahead in a dynamic academic landscape.

Overall, Govt. College of Pharmacy, Rohru, stands as a testament to what can be achieved when vision, integrity, and collective effort converge. These policies are not merely administrative directives but a roadmap to fulfilling our mission of empowering students, advancing knowledge, and contributing to society. Together, as a community of learners and leaders, we commit to upholding these principles as we continue to build an institution that is not only respected but also revered for its commitment to quality, innovation, and service.

  
Director/Principal  
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