

SUO MUTO DISCLOSURE UNDER SECTION 4(1) (b) of RIGHT TO INFORMATION ACT, 2005

SECTION 4(1) (b) (i)

THE PARTICULARS OF ITS ORGANIZATION, FUTURE AND DUTIES: -

Name of organization	Govt. College of Pharmacy, Rohru
Establishment and Address	Govt. College of Pharmacy, Rohru, District Shimla, Himachal Pradesh 171207
Email-id	gcprohru@gmail.com
Contact No.	01781-241306
Web Site	www.gcprohru.ac.in

ABOUT THE INSTITUTION:

Established in 2005, Government College of Pharmacy (GCP), Rohru, is a premier institute in Himachal Pradesh, dedicated to providing quality education in pharmaceutical sciences. The college offers a four-year B. Pharmacy program, affiliated with Himachal Pradesh Technical University, Hamirpur, and approved by the Pharmacy Council of India (PCI), New Delhi. The sanctioned intake for the B. Pharmacy program is 60 students per year (excluding over and above seats approved by the state Government/PCI). Being the first pharmacy college in the state, GCP Rohru was established to cater to aspiring pharmacists, particularly from remote and rural areas, by providing technical education and enhancing employment opportunities in academics, research, industry, administration, and pharmaceutical sectors. The college boasts a strong academic record and an impressive placement rate of more than 90%, with 25-40% of final-year students qualifying for the GPAT exam each year.

The curriculum at GCP Rohru is designed to foster expertise in drug development, design, and therapeutics, preparing graduates for dynamic career opportunities in the pharmaceutical and healthcare industries. As one of the oldest and most prestigious pharmacy institutes in Himachal Pradesh, GCP Rohru continues to set benchmarks in pharmaceutical education and research. GCP Rohru features state-of-the-art infrastructure, including modern laboratories, a well-equipped library, an auditorium, and a lush, green campus. The institute emphasizes holistic

student development, focusing on intellectual growth, physical and mental well-being, personality development, and communication skills. Additionally, the college has a well- functioning NSS unit and NCC unit with students actively participating at both state and national levels.

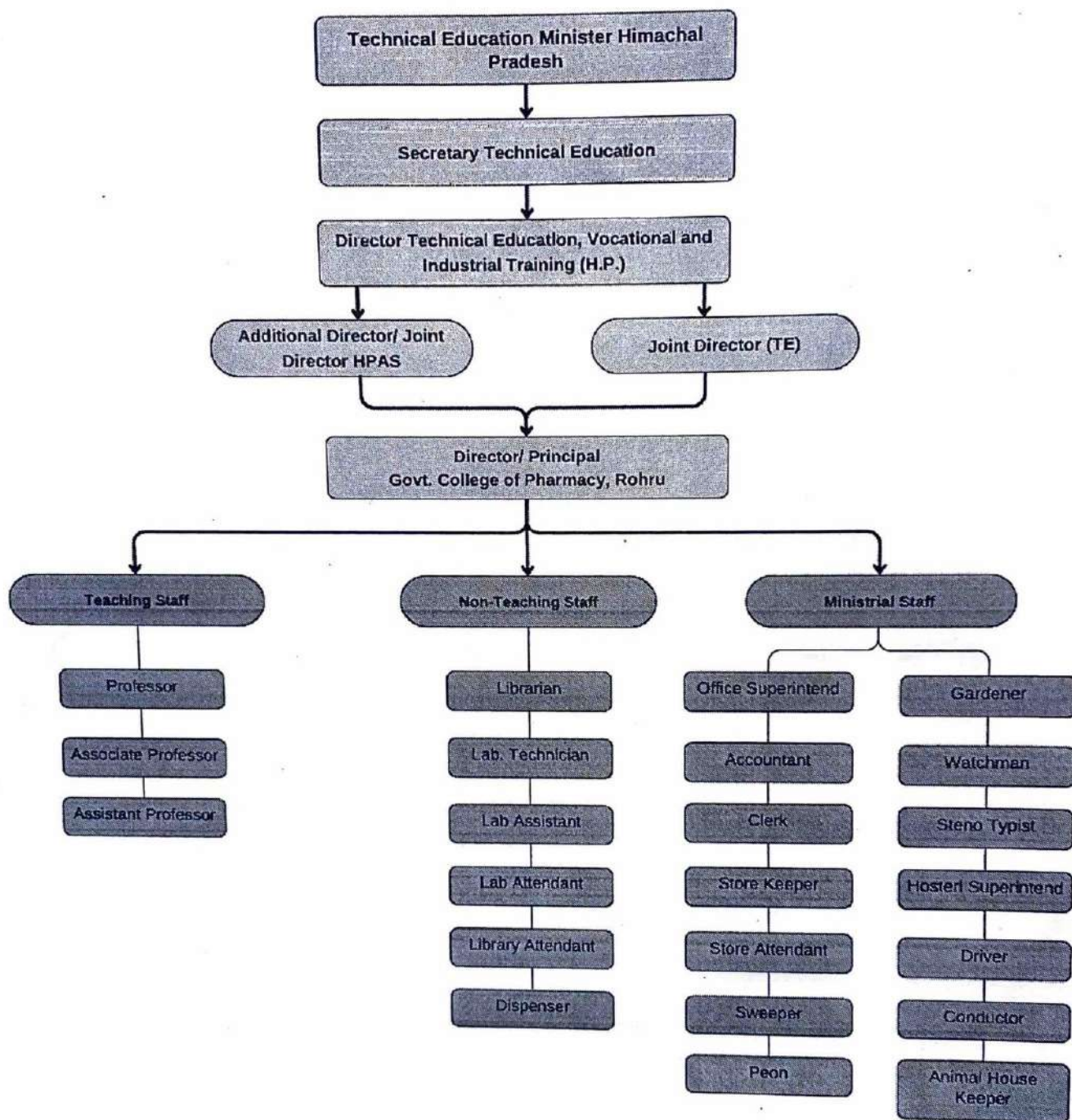
VISION OF THE INSTITUTE:

- To emerge as a center of excellence in the field of pharmaceutical sciences by providing globally acceptable theoretical, practical and moral learning to develop excellent health care professionals, entrepreneurs, and researchers

MISSION OF THE INSTITUTE:

- **M1:** To sincerely adopt the curriculum of the Himachal Pradesh technical University, Hamirpur (PCI) while incorporating necessary amendments as per the dynamic changes and requirements of industry, academics, and research.
- **M2:** To provide a constructive environment to students for research and development in different disciplines of Pharmaceutical Sciences and technology.
- **M3:** To empower students with the necessary skills for becoming skilled and trained professionals in the pharmacy discipline.
- **M4:** To enable students for intellectual achievements in terms of academics, research, innovation, and product development.
- **M5:** To instill moral, personal, and professional ethics in our students.

ORGANIZATION STRUCTURE OF THE INSTITUTE



S. No.	Sections	Function	Duties
1	2	3	4
1	Office of the Director-cum-Principal Govt. College of Pharmacy Rohru	<ul style="list-style-type: none"> • Administration • Leadership and Institutional Development • Policy Implementation • Financial Management • Student Welfare and Discipline • Accreditation and Quality assurance • Infrastructure development 	<p>Academic Governance: Overseeing teaching, research, and curriculum implementation.</p> <p>Policy Implementation: Ensuring policies of PCI, AICTE, HPTU, and the Govt. of Himachal Pradesh are followed.</p> <p>Strategic Planning: Setting long-term institutional goals for excellence in education and research.</p> <p>Financial Management: Budget allocation, resource mobilization, and financial oversight.</p> <p>Human Resource Management: Faculty recruitment, performance assessment, and professional development.</p> <p>Student Welfare & Discipline: Ensuring a conducive learning environment and addressing student concerns.</p> <p>Accreditation & Quality Assurance: Compliance with NBA, NAAC, and other regulatory requirements.</p> <p>Industry & Academia Collaboration: Strengthening partnerships with pharmaceutical industries, hospitals, and research organizations.</p> <p>Research & Innovation Promotion: Encouraging research activities, securing grants, and fostering innovation.</p> <p>Infrastructure Development: Upgrading laboratories, classrooms, and digital learning resources.</p> <p>Public Relations & Outreach: Representation in government meetings, pharmaceutical forums, and academic bodies.</p> <p>Community Engagement: Conducting awareness programs, health camps, and rural outreach activities.</p> <p>Disaster & Risk Management: Ensuring institutional preparedness for emergencies.</p> <p>Liaison with External Agencies: Coordinating with PCI, AICTE, DTE, and other educational bodies.</p> <p>Monitoring & Evaluation: Regular assessment of institutional progress and student performance.</p>

2	Department of Pharmacy	<ul style="list-style-type: none"> • Academic Excellence • Research & Development • Industry Collaboration • Regulatory Compliance • Infrastructure & Laboratory Development • Student Skill Development • Community Engagement & Public Health • Internships & Industrial Training • Encouraging Entrepreneurship 	<ul style="list-style-type: none"> • Curriculum development and implementation • Faculty development and training programs • Student guidance, mentorship, and skill enhancement • Research ethics, integrity, and innovative projects • Infrastructure and laboratory safety management • Industry-academia partnerships and internships • Placement and career support initiatives • Quality assurance and accreditation compliance • Promoting entrepreneurship and start-up incubation • Community engagement and public health initiatives
3	Library	<ul style="list-style-type: none"> • Information Resource Center • Support for Teaching & Learning • Research Assistance • Digital Learning Hub • Book Lending & Circulation • Student Engagement • Academic Integrity Promotion 	<ul style="list-style-type: none"> • Library Management • User Assistance • Collaboration with Academics • Maintaining Library Ethics • Ensuring Accessibility • Promoting Reading Culture • Monitoring & Evaluation • Technical Support • Security & Preservation of books • Promoting reading culture and academic integrity • Monitoring and evaluation of library resources • Security and preservation of books and digital content • Technical support for digital archives and e-learning platforms

SECTION 4(1)(b)(ii)
POWERS & DUTIES OF OFFICERS AND EMPLOYEES

Name	Prof. (Dr.) Vivek Sharma
Designation	Director/ Principal (O)
Powers	<ul style="list-style-type: none"> ✚ Administrative Authority: Responsible for overseeing administration, governance, and decision-making for the institute. ✚ Academic Leadership: Manages academic affairs, ensuring effective curriculum implementation and faculty development. ✚ Oversight of Committees: Provides overall supervision for all committees, including IQAC, Anti-Ragging, SC/ST, and Anti-Sexual Harassment Committees. ✚ Financial Powers: Oversees budget utilization, expenditure control, and resource management in accordance with government and regulatory guidelines. ✚ Policy Implementation: Ensures compliance with policies established by PCI, HPTU, and the Government of Himachal Pradesh (Department of Technical Education). ✚ Disciplinary Authority: Acts as the final decision-maker in matters of student discipline and faculty/staff conduct. ✚ Liaison & Representation: Represents the institute in government meetings, regulatory bodies, and industry-academia collaborations. ✚ Infrastructure & Development Oversight: Approves and supervises infrastructural development and digitalization projects. ✚ Research & Innovation Leadership: Promotes research activities, collaborative efforts, and grant procurement as per the consent/directives of the Govt. of HP (Department of TE). ✚ Approval of Institutional Committees: Supervises and ensures the proper functioning of institutional committees, including IQAC, anti-ragging, grievance redressal, etc. ✚ Student Units/Clubs Oversight: Ensures all student units and clubs, including NCC/NSS, operate according to established norms.
Duties	<ul style="list-style-type: none"> ✚ Administrative Management: <ul style="list-style-type: none"> ✚ Lead and oversee institutional administration. ✚ Ensure smooth coordination between teaching and non-teaching staff. ✚ Handle appointments, promotions, and performance evaluations (forwarding of cases per eligibility). ✚ Academic Excellence & Quality Assurance: <ul style="list-style-type: none"> ✚ Monitor and ensure high academic standards and compliance with accreditation bodies. ✚ Regularly review and update academic curricula. ✚ Conduct periodic assessments of faculty performance and training needs. ✚ Student Development & Welfare: <ul style="list-style-type: none"> ✚ Promote student-centred learning approaches and extracurricular engagement. ✚ Facilitate industry exposure, internships, and career counselling. ✚ Ensure students' physical and mental well-being through support systems. ✚ Faculty Development & Capacity Building: <ul style="list-style-type: none"> ✚ Organize faculty training programs, workshops, and research activities. ✚ Encourage faculty participation in national/international conferences.

- ✚ Ensure effective mentorship and guidance programs.
- ✚ **Research, Innovation & Industry Collaboration:**
- ✚ Strengthen institute-industry linkages for research and development.
- ✚ Encourage faculty and students to undertake research projects and secure grants.
- ✚ Promote intellectual property development (patents, publications, etc.).
- ✚ **Infrastructure & Resource Management:**
- ✚ Oversee laboratory upgrades, digital learning resources, and campus development.
- ✚ Ensure proper allocation and utilization of financial resources.
- ✚ Promote sustainable and eco-friendly initiatives on campus.
- ✚ **Professional & Community Engagement:**
- ✚ Organize outreach programs, health awareness camps, and social initiatives.
- ✚ Encourage student participation in professional organizations and conferences.
- ✚ Develop partnerships with NGOs and public health organizations.
- ✚ **Grievance Redressal & Disciplinary Management:**
- ✚ Address and resolve grievances of students, faculty, and staff.
- ✚ Maintain discipline on campus while ensuring a supportive and inclusive environment.
- ✚ Implement anti-ragging policies and other safety regulations.
- ✚ **Supervision of Committees:**
- ✚ Oversee and ensure the effective functioning of various institutional committees such as:
 - ✚ IQAC (Internal Quality Assurance Cell) – Ensuring academic and administrative excellence.
 - ✚ Anti-Ragging Committee – Preventing and addressing any incidents of ragging.
 - ✚ Examination & Evaluation Committee – Ensures fair and transparent assessments.
 - ✚ Grievance Redressal Committee – Handling issues related to students and staff.
 - ✚ Placement & Career Development Cell – Facilitating job placements and internships.
 - ✚ Library & Digital Learning Committee – Managing library resources and digital education.

Name	Sh. Pankaj Jinta; Assistant Professor
Designation	Training and Placement Officer
Duties	<ul style="list-style-type: none"> • Industry Collaboration & Networking • Placement Drives & Campus Recruitment • Internship & Industrial Training Coordination • Soft Skills & Career Development Programs • Competitive Exam Preparation • Career Counseling & Guidance • MoUs & Institutional Tie-ups • Database & Alumni Network Management • Industry Expert Lectures & Seminars • Ensuring Placement Readiness • Feedback & Continuous Improvement • Maintaining Placement Statistics & Reports
Designation	Professor/ Head of the Department
Duties	<ul style="list-style-type: none"> • Teaching & Curriculum Delivery • Syllabus Development & Upgradation • Assessment & Evaluation • Student Mentorship & Guidance • Pedagogical Innovation

	<ul style="list-style-type: none"> • Practical Training & Skill Development • Conducting Research & Research Publications • Apply for Grants & Funding Opportunities • Supervising Research Scholars • Promote Patent & Innovation Development • Lab Maintenance & Safety Compliance • Examination & Admission Committees Supervision • Accreditation & Compliance • Continuous Professional Development • Promote Industry Collaboration & Training • Public Health & Social Responsibility • Participation in Professional Bodies
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Designation	Associate Professor
Duties	<p>Teaching & Curriculum Delivery</p> <p>Syllabus Development & Upgradation</p> <p>Assessment & Evaluation</p> <p>Student Mentorship & Guidance</p> <p>Pedagogical Innovation</p> <p>Practical Training & Skill Development</p> <p>Conducting Research & Research Publications</p> <p>Apply for Grants & Funding Opportunities</p> <p>Supervising Research Scholars</p> <p>Promote Patent & Innovation Development</p> <p>Lab Maintenance & Safety Compliance</p> <p>Examination & Admission Committees Supervision</p> <p>Accreditation & Compliance</p> <p>Continuous Professional Development</p> <p>Promote Industry Collaboration & Training</p> <p>Public Health & Social Responsibility</p> <p>Participation in Professional Bodies</p> <p>To ensure campus safety, cleanliness, environment protection and other core values and ethics of the profession</p>

Designation	Assistant Professor
Duties	<ul style="list-style-type: none"> • Teaching & Curriculum Delivery • Syllabus Development & Upgradation • Assessment & Evaluation • Student Mentorship & Guidance • Pedagogical Innovation • Practical Training & Skill Development • Conducting Research & Research Publications • Apply for Grants & Funding Opportunities • Supervising Research Scholars • Promote Patent & Innovation Development • Lab Maintenance & Safety Compliance • Examination & Admission Committees Supervision • Accreditation & Compliance • Continuous Professional Development • Promote Industry Collaboration & Training • Public Health & Social Responsibility • Participation in Professional Bodies • To ensure campus safety, cleanliness, environmental protection and other core values and ethics of the profession

Designation	Dispenser
Duties	<p>1. Dispensing and Handling of Pharmaceuticals Properly dispensing drugs and chemicals required for practical training and research. Ensuring correct storage, labeling, and documentation of pharmaceuticals. Maintaining records of drug inventory, expiry dates, and stock levels.</p> <p>2. Assisting in Laboratory and Practical Training Helping students with the preparation of solutions, reagents, and drug formulations during practical sessions. Demonstrating the proper use of dispensing equipment and handling of medicinal substances. Assisting faculty in practical.</p> <p>3. Maintaining Stock and Procurement Keeping an inventory of chemicals, glassware, and other consumables. Assisting in the procurement and purchase of drugs and lab materials in coordination with the faculty and administration. Ensuring proper waste disposal of expired or unused drugs and chemicals.</p> <p>5. Maintenance and Safety of Equipment Cleaning and maintaining dispensing tools, glassware, and laboratory instruments. Ensuring safety protocols are followed for handling hazardous chemicals and drugs. Reporting malfunctions or damages of equipment to the concerned authorities.</p> <p>6. Faculty and Student Support Assisting in preparing materials for pharmacy practice sessions. Helping students understand the dispensing process and documentation. Supporting faculty with administrative tasks related to practical sessions.</p> <p>7. Record Keeping and Documentation Maintaining dispensing logs, drug purchase records, and inventory books. Ensuring that all student lab work and usage records are up to date.</p> <p>8. Supporting Research Activities (If Applicable) Assisting in research projects by preparing formulations, solutions, and analytical reagents. Managing sample storage and documentation for research-related activities</p> <p>9. Dispensing of medicines/maintenance of dispenser room, first Aid to students</p> <p>10. To ensure campus safety, cleanliness, environmental protection and other core values and ethics of the profession</p>

Designation	Lab Technician
Duties	<ol style="list-style-type: none"> 1. Laboratory Equipment Maintenance Ensures proper calibration, maintenance, and servicing of lab instruments. Identifies and reports malfunctioning equipment for repair. Conducting and Assisting in Experiments 2. Supports faculty and students in performing pharmacy-related experiments. Prepares reagents, solutions, and required materials for practical sessions. 3. Ensuring Accuracy and Reliability Maintains precision in measurements and ensures reliable experimental results. Conducts quality checks on lab procedures and equipment. 4. Technical Support to Students and Faculty Guides students in handling instruments and performing experiments. Provides demonstrations on laboratory techniques and safety protocols. 5. Inventory and Stock Management Maintains stock of chemicals, reagents, glassware, and consumables. Ensures timely procurement of laboratory essentials. 6. Compliance and Safety Protocols Implements safety measures for handling hazardous chemicals and biohazards. Ensures adherence to regulatory guidelines and good laboratory practices (GLP). 7. Waste Disposal and Environmental Safety Manages disposal of chemical waste as per environmental and safety regulations. Ensures proper segregation and disposal of expired chemicals. 8. Documentation and Record Keeping Maintains logs of equipment usage, calibration, and servicing records. Documents laboratory activities, experiments, and student participation. 9. Research and Development Assistance (If Applicable) Assists in faculty-led research projects by preparing necessary reagents and samples. Supports data collection and experimental analysis. 10. To ensure campus safety, cleanliness, environment protection and other core values and ethics of the profession

Designation	Lab Assistant
Duties	<p>Assisting in Laboratory Experiments</p> <ul style="list-style-type: none"> • Supports faculty and students in conducting practical sessions. • Prepares required chemicals, reagents, and solutions for experiments. <p>Equipment Handling and Maintenance</p> <ul style="list-style-type: none"> • Ensures proper functioning and cleanliness of laboratory instruments. • Assists in setting up equipment for demonstrations and experiments. <p>Inventory and Stock Management</p> <ul style="list-style-type: none"> • Maintains records of chemicals, glassware, and lab consumables. • Ensures timely replenishment of necessary materials. <p>Safety and Compliance</p> <ul style="list-style-type: none"> • Implements safety protocols for handling chemicals and lab equipment. • Assists in waste disposal and ensures adherence to lab safety regulations. <p>Documentation and Record Keeping</p> <ul style="list-style-type: none"> • Maintains logs of lab activities, equipment usage, and chemical inventories. • Assists in preparing reports related to practical sessions and laboratory upkeep. • To ensure campus safety, cleanliness, environmental protection and other core values and ethics of the profession

Designation	Lab Attendant
Duties	<ul style="list-style-type: none"> • Laboratory Maintenance Ensures cleanliness and hygiene in the laboratory. Organizes lab spaces for smooth functioning of practical sessions. • Equipment Handling and Setup Assists in setting up instruments and apparatus for experiments. Manages basic maintenance of lab equipment. • Material and Inventory Management Helps in storing and arranging chemicals, glassware, and lab supplies. Assists in keeping track of lab consumables and reporting shortages. • Safety and Compliance Support Follows safety protocols while handling chemicals and equipment. Assists in waste disposal as per safety guidelines. • Support During Practical Sessions Aids students and faculty during experiments. Helps in preparing and organizing lab materials before and after sessions. To ensure campus safety, cleanliness, environmental protection and other core values and ethics of the profession

Designation	Librarian
Duties	<ul style="list-style-type: none"> • Collection, Development & Maintenance of books • Cataloging and Classification of books and journals • Library Management and Operation • Research Support and Assistance • E-Learning and Digital Resource Management • User Guidance and Support • Maintaining Academic Integrity • Monitoring and Evaluating Library Services • Inventory Control and Security • To ensure campus safety, cleanliness, environmental protection and other core values and ethics of the profession

SECTION 4 (1)(b)(iii)

THE PROCEDURE FOLLOWED IN THE DECISION-MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY:

1. Decision-Making Process:

The decision-making process at the institute follows a structured and transparent mechanism to ensure efficiency, accountability, and compliance with government regulations. The process involves:

- **Policy Formulation:** Major decisions regarding administration, academics, finance, and infrastructure are formulated in alignment with government of HP guidelines, regulatory bodies (e.g., PCI, AICTE, UGC), and institutional needs.
- **Consultative Approach:** Inputs from faculty, staff, students, and stakeholders are sought through committees, meetings, and feedback mechanisms.
- **Approval Mechanism:** Decisions are proposed at appropriate levels and approved by the competent authority, Director (TE), Director/Principal,
- **2. Channels of Supervision:**

The institute follows a hierarchical structure with clearly defined roles and responsibilities to ensure effective supervision at all levels.

- **Director/Principal:** The head of the institution oversees overall administration, academics, financial management, and policy implementation.
- **Administrative Committees:** Various committees such as IQAC, Anti-sexual harassment committee, and Anti-Ragging Committee etc. supervise specific areas of functioning.
- **Faculty Members:** Supervise student learning, research activities, and provide mentorship.
- **Administrative and Support Staff:** Ensure smooth day-to-day functioning, manage records, and provide necessary support.

3. Accountability Mechanism:

To maintain transparency and responsibility, the institute follows a well-defined accountability framework:

- **Periodic Review Meetings:** Regular meetings at various levels assess progress, discuss challenges, and implement necessary corrective measures.
- **Reporting Structure:** Staff and faculty report to their respective supervisors, ensuring a smooth flow of information and responsibilities.
- **Grievance Redressal System:** Mechanisms such as grievance committees, student feedback systems, and suggestion boxes are in place to address concerns.
- **Audit and Compliance Checks:** Financial and academic audits ensure adherence to policies and government regulations.

SECTION 4(1)(b)(iv)
THE NORMS SET BY IT FOR DISCHARGE OF ITS FUNCTIONS:

1. Academic Norms

- Adherence to the curriculum prescribed by the Himachal Pradesh Technical University (HPTU) / PCI / AICTE.
- Conduct of regular classes, practical, and co-curricular activities as per the academic calendar.
- Implementation of continuous evaluation through internal assessments, assignments, and examinations.
- Encouragement of research, innovation, and industry collaborations.
- Promotion of faculty and student development programs, seminars, and workshops.

2. Administrative Norms

- Adherence to government rules and policies for recruitment, promotion, and service conditions of employees.
- Transparent and efficient handling of student admissions, scholarships, and fee management.
- Effective grievance redressal mechanisms for students, faculty, and staff.
- Regular meetings of administrative and academic committees for decision-making.

3. Financial Norms

- Proper budget planning and allocation of funds for institutional development.
- Compliance with government audit procedures and financial regulations.
- Transparent handling of grants, scholarships, and research funding.
- Ensuring procurement of materials and services through proper tendering processes.

4. Examination & Evaluation Norms

- Strict adherence to examination regulations set by HPTU/PCI/AICTE.
- Conduct of fair and transparent examinations, both internal and external.
- Timely declaration of results and redressal of student grievances regarding evaluation.
- Implementation of plagiarism checks for research and project work.

5. Code of Conduct & Ethical Norms

- Maintenance of discipline among students and staff through institutional policies.
- Prevention of ragging and enforcement of anti-ragging measures.
- Encouragement of ethical research practices and academic integrity.
- Promotion of inclusivity, gender sensitivity, and equal opportunity for all.

6. Infrastructure & Facility Management Norms

- Regular maintenance of laboratories, classrooms, and libraries.
- Ensuring availability of modern teaching aids, digital learning tools, and research equipment.
- Implementation of safety protocols, first-aid facilities, and environmental sustainability measures.

7. Procedure to Obtain Information

The institute is committed to maintaining transparency and providing access to information in accordance with Right to Information (RTI) Act, 2005. Any stakeholder (student, faculty, staff, or general public) can obtain information through the following channels:

- Official Website: Regular updates on notices, policies, and announcements.
- College Administration Office: For inquiries regarding admissions, academics, and administration.
- Library & Academic Section: For syllabus, regulations, and research materials.
- RTI Application: Formal requests can be submitted to the designated Public Information Officer (PIO) under RTI Act.
- Email & Phone Support: Queries can be sent to the official email or contacted via designated helpline numbers.
- Notice Boards & Circulars: Display of important notifications within the campus.

SECTION 4(1)(b)(v)

THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR THE DISCHARGE OF ITS FUNCTIONS:

1. Recruitment & Service Regulations

Recruitment and Promotion Rules applicable to all categories of employees.

Rules and regulations prescribed by the Ministry of Personnel, Pension, and Public Grievances, including Fundamental Rules (FR) & Supplementary Rules (SR), along with other service/establishment manuals.

General and common conditions of service rules as amended from time to time.

2. Financial and Administrative Regulations

Instructions and financial rules such as the General Financial Rules (GFR) and Delegation of Financial Powers Rules issued by the Department of Expenditure.

Rules for Payment and Accounts as laid down in the Civil Accounts Manual, Receipt & Payments Rules, and Audit Manual, which are regularly updated and circulated to relevant field offices.

Procurement rules for goods and services.

3. Academic and Institutional Guidelines

Instructions issued by the Office of the Director, Technical Education, Vocational & Industrial Training, Sunder Nagar, Himachal Pradesh.

Guidelines prescribed by the DTE, Sundernagar where applicable.

Admission policies and procedures as per the Handbook of the Pharmacy Council of India (PCI) and Himachal Pradesh Technical University (HPTU), Hamirpur.

Approval process for academic programs for each academic year.

Curriculum framework for the Bachelor of Pharmacy (B. Pharmacy) as per PCI norms.

4. Institutional Governance and Student Affairs

Hostel rules and regulations.

Institutional tenders and quotation procedures.

Office orders and circulars related to administrative and academic matters.

SECTION 4(1)(b)(vi)

A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT UNDER ITS CONTROL:

- Administrative & Service Records
- Recruitment & Promotion (R&P) Rules and policies.
- Appointment, Transfer, and Promotion Files of faculty and staff.
- Personal Files (ACRs, Service Books, Leave Records) of employees. (restricted under confidentiality).
- Pension & Retirement Documents of retired staff.
- Employee Conduct, Compensation & Benefits records (restricted under confidentiality).
- Student Academic Records
- Admission & Enrollment Records of all students.
- Academic Performance Records (Marksheets, Transcripts, Degree Certificates).
- Attendance & Internal Assessment Records.
- Student Disciplinary & Grievance Redressal Records.
- Scholarship & Fee Payment Records.
- Financial & Budgetary Documents
- Annual Budget & Expenditure Statements.
- Reconciliation of Budget & Financial Planning Reports.
- Audit Reports (CAG/PAC Audit, Internal & External Audit).
- Procurement & Purchase Records (Tenders, Quotations, Bills, Invoices).
- Salary & Payroll Records of Employees.
- Academic & Research Documents
- Syllabi, Curriculum Framework, and Teaching Plans.
- Research Papers, Publications, and Project Reports.
- Conference & Seminar Reports.
- Library Records (Books, Journals, Digital Resources).
- Collaborative Research & Consultancy Agreements.
- Examination & Evaluation Documents
- Examination Question Papers & Answer Scripts (Confidential).
- Results, Degree Award Records, and Student Transcripts (Confidential).
- Grievance Redressal Records (Revaluation & Rechecking Applications).
- Regulatory & Compliance Documents
- Affiliation & Accreditation Documents (PCI, HPTU).
- Annual Reports & Institutional Development Plans.
- Anti-Ragging, Sexual Harassment, and Grievance Committee Records.
- Documents related to RTI Applications & Disclosures.
- Infrastructure & Asset Management Records
- Building & Campus Maintenance Reports.
- Lab Equipment & Inventory Records.
- IT Infrastructure & Maintenance Documents.

Access to Documents

Certain documents, such as financial reports, student admission data, and policy-related information, may be accessible under the Right to Information (RTI) Act, 2005, subject to prescribed conditions. However, confidential records related to employee performance, student examinations, and disciplinary matters are restricted from public disclosure to maintain institutional integrity and privacy.

By maintaining these records systematically, Govt. College of Pharmacy, Rohru, ensures administrative efficiency, academic excellence, and transparency in governance.

Sl. No.	Category of document	Procedure to obtain documents
1	2	Citizens seeking information or official documents from the institute may do so through the following mechanisms, in accordance with the Right to Information (RTI) Act, 2005 and relevant government norms:
	As mentioned above	
2		1. Accessing Documents Through General Institutional Procedures a) Certain academic, administrative, and policy-related documents are available on the official website and notice boards. b) For publicly accessible records, individuals may visit the administrative office during working hours.
3		
4		2. Filing a Request Under the RTI Act, 2005 If the required information is not readily available, individuals can submit a formal RTI application under the provisions of the RTI Act, 2005 by following these steps:
5		
6		Submitting an RTI Application
7		
8		c) Applications can be submitted in person, by post, or through online RTI portals (if applicable).
9		
10		d) The application must be addressed to the Public Information Officer (PIO) of the institute.
11		
12		e) It should clearly specify the information requested and be written in English or Hindi (or the official language of the state).
13		
14		f) A nominal application fee, as per RTI rules (usually ₹10), must be paid via cash, demand draft, postal order, or other prescribed modes.
15		
16		Response Time & Process The PIO is required to provide the requested information within 30 days from the date of receipt of the application.
17		
18		g) If the information concerns a third party, an additional 10 days may be granted.
19		
20		h) In cases where the request pertains to the life and liberty of a person, the information must be provided within 48 hours.
21		
22		3. Filing an Appeal in Case of Denial or Delay If the applicant is not satisfied with the response provided by the PIO or if there is no response within 30 days, they may file a First Appeal with the First Appellate Authority (FAA) within 30 days of receiving the PIO's reply or the expiry of the response period.
23		
24		i) The FAA will review the appeal and provide a decision within 30-45 days.
		j) If the applicant is still unsatisfied, a Second Appeal can be filed with the State Information Commission (for state government institutes) or the Central Information Commission (for central government institutes).
		4. Designated Authorities in the Institute k) Public Information Officer (PIO) – Responsible for processing RTI applications and providing requested information.
		l) First Appellate Authority (FAA) – Senior official who reviews appeals against PIO decisions.
		All RTI-related requests and appeals must comply with the RTI Act, 2005 and the guidelines of the Department of Technical Education, Government of Himachal Pradesh

SECTION 4(1)(b)(vii)
PARTICULARS OF ARRANGEMENTS IN FORMULATION OF POLICY

The institute implements academic reforms in accordance with its internal framework, ensuring compliance with the strict guidelines, consent, and approval of the Department of Technical Education, Government of Himachal Pradesh. These reforms are subject to further approval by the affiliated university, Himachal Pradesh Technical University (HPTU), Hamirpur, and the Pharmacy Council of India (PCI) to maintain academic excellence and regulatory compliance.

SECTION 4(1)(b)(viii)
BOARDS, COUNCILS & OTHER BODIES CONSTITUTED

As a Government Institute, there is no provision for forming independent boards, councils, or other bodies, except as mandated under the strict guidelines of the Government of Himachal Pradesh, Department of Technical Education.

SECTION 4(1)(b)(ix)**DIRECTORY OF OFFICERS AND EMPLOYEES**

Sr. No.	Name Of the Staff Member (Sh./Smt.)	Designation	Land Line Number (01781241306)
1	Prof. (Dr.) Vivek Sharma	Director/ Principal	9816532662
2	Dr. Harish Kumar	Assistant Professor	01781241306
3	Sh. Raneev Thakur	Assistant Professor	
4	Dr. Priyanka Nagu	Assistant Professor	
5	Lt. (Dr.) Vineet Mehta	Assistant Professor	
6	Dr. Pankaj Sharma	Assistant Professor	
7	Ms. Shivani	Assistant Professor	
8	Sh. Pankaj Jinta	Assistant Professor	
9	Smt. Chetna Jhagta	Assistant Professor	
10	Smt. Sandheera Devi	Office Superintendent	
11	Ms. Champa Devi	Sr. Asst	
12	Sh. Jagdish Chand	Jr. Asst	
13	Sh. Sushil Kumar	JOA(IT)	
14	Sh. Bhagat Ram	Driver	
15	Sh. Kashmir Singh	Lab Technician	
16	Sh. Ashwani Kumar	Lab Assistant	
17	Sh. Rajesh Kumar	Lab Assistant	
18	Smt. Ranju Bala	Lib. Attendant	
19	Sh. Dhan Bahadur	Lab Attendant	
20	Smt. Anju	Dispenser	
21	Sh. Jagdish Chand	Peon	
22	Sh. Radhesh Kumar	Sweeper	
23	Smt. Pampi Devi	Sweeper	
24	Sh. Balwant	Peon	
25	Sh. Satpal	Watchman	
26	Sh. Parmod Negi	Watchman	
27	Sh. Hari Singh	Lab Attendant (SWF)	
28	Smt. Suman Lata	Lab Attendant (SWF)	

SECTION 4(1)(b)(x)
MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES,
INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED BY ITS REGULATIONS

Sr. No.	Designation	Pay Scale
1.	Director/ Principal	1,44,200-218200/-
2.	Professor	1,44,200-218200/-
3.	Associate Professor	1,31,400-218200/-
4.	Assistant Professor (Regular)	57,700-182400/-
5.	Assistant Professor (Contract)	35,000/-(Fixed)
6.	Office Superintendent	46000-146500/-
7.	Sr. Asst	38500-122700/-
8.	Jr. Asst	38500-122700/-
9.	JOA(IT)	20600-65500/-
10.	Lab Technician	25600-81200/-
11.	Lab Assistant	20210-6400/-
12.	Lib. Attendant	18000-56900/-
13.	Lab Attendant	18000-56900/-
14.	Dispenser	2970-94100/-
15.	Driver	21300-67700/-
16.	Peon	18000-56900/-
17.	Sweeper	18000-56900/-

SECTION 4(1)(b)(xi)
THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS
OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE:

Budget Availability Report

Financial Year-2024-25

Sr. No.	Object Code Description	Amount Allocated
1	M/E	10,00,000/-
2	M/S	5,00,000/-
	O/E	5,00,000/-
3	Medical	1,00,000/-
4	Others	5,00,000/-
5	T/A	1,00,000/-
6	Outsource	1,80,000/-
7	Medical (Retd.)	3711/-
8	M/V	50,000/-

SECTION 4(1)(b)(xii)
Manner of Execution of Subsidy Programs

NIL.

The institute does not operate any independent subsidy programs or schemes. It functions solely as an implementing authority for initiatives notified or directed by the government.

SECTION 4(1)(b)(xiii)

Particulars of Recipients of Concessions, Permits or Authorization Granted

The institute provides concessions, permits, and authorizations strictly in accordance with government policies, regulations, and directives. Concessions related to admissions, examinations, and fee structures are granted as per the norms established by Himachal Pradesh Technical University (HPTU) and the Government of Himachal Pradesh.

In line with government initiatives, reservation in seats and fee concessions are extended to students belonging to various categories, including Scheduled Castes (SC), Scheduled Tribes (ST), Other Backward Classes (OBC), Economically Weaker Sections (EWS), Below Poverty Line (BPL), and Beti Hai Anmol (BHA), and others. Additionally, relaxation in minimum qualifying marks for admission is provided as per HPTU norms to promote equitable access to education. Detailed information on these concessions can be accessed through the Prospectus (Part-I and Part-II: Counselling-Cum-Admission Brochure).

The institute has no role in granting concessions, permits, or authorizations of any kind, except as directed by the Government of Himachal Pradesh, the Department of Technical Education, PCI and HPTU Hamirpur. All such concessions and authorizations are implemented in strict compliance with the prescribed guidelines.

SECTION 4(1)(b)(xiv)

DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM: -

The institute maintains and provides access to various types of information in electronic form as per government policies and institutional requirements. The following categories of information are available in digital format:

1. Academic Information – Syllabi, course structures, examination schedules, and results as per Himachal Pradesh Technical University (HPTU) norms.
2. Admission Details – Prospectus, eligibility criteria, seat reservations, fee structures, and admission guidelines accessible through the Counselling-Cum-Admission Brochure (Part-I & Part-II).
3. Administrative Records – Notifications, circulars, office orders, and policies issued by the Government of Himachal Pradesh and the Department of Technical Education.
4. Financial Information – Details regarding fee payments, concessions, and scholarships as per government directives.
5. Library Resources – E-books, journals, and online databases available for academic and research purposes.
6. Grievance Redressal & RTI – Mechanism for filing complaints, Right to Information (RTI) applications, and related responses.
7. Faculty & Staff Information – Details of faculty qualifications, staff appointments, and service records.

SECTION 4(1)(b)(xiv)

THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MANDATED FOR PUBLIC USE: -

The institute ensures transparency and accessibility by providing various facilities for citizens to obtain information as per government guidelines. The following modes are available for accessing institutional information:

1. Official Website & Online Portals – Essential academic, administrative, and admission-related information is available on the institute's official website and affiliated government portals. Also records of filled seats, status of vacant seats is available on official site of university.
2. Right to Information (RTI) – Citizens can seek information under the RTI Act, 2005, by submitting formal requests to the designated Public Information Officer (PIO).
3. Notice Boards & Publications – Important announcements, circulars, and notices are displayed on campus notice boards for public reference.
4. Institutional Office – The administrative office is open during working hours for any queries related to academics, admissions, and policies.
5. Library & Reading Room – The institute's library provides academic and research materials for students and faculty. However, it is not mandated for public use and operates during regular institutional working hours.

SECTION 4(1)(b)(xvi)

For the implementation of Right to Information Act, 2005, following officers have been nominated as Appellate Authority & Public Information Officer:

A. Public Information Officers (PIOs): -

Sr. No.	Designation of Officer	Contact Number	E-mail	Area of Jurisdiction
1	Director/Principal Govt. College of Pharmacy, Rohru	01781241306	gcprohru@gmail.com	Concerned College

B. Designation and other particulars of the Appellate Authorities

Appellate Authorities: -

Sr. No.	Designation of Officer	Contact Number	E-mail	Area of Jurisdiction
1	Joint Director (TE), The Directorate of Technical Education, Vocational & Industrial Training, Sunder Nagar, Himachal Pradesh	01907-266572	techedu-hp@nic.in	All Govt. Engineering college, Pharmacy Colleges and Polytechnics of the state.

1. Suo-Moto disclosure of more items under section -4 of RTI act, 2005

1.1 Information Related to Procurement

The institute strictly adheres to the Store/Purchase Rules as per the directives of the Government. The procurement of goods is carried out in accordance with the established Store Purchase Rules, including all amendments and updates issued from time to time. Additionally, all procedures related to inviting tenders, quotations, and procurement processes are well-documented and systematically recorded in the store.

1.2 Public-Private Partnerships (PPP)

The institute actively engages in Public-Private Partnerships (PPP) to enhance academic, research, and infrastructural development. These collaborations aim to strengthen industry-academia relations, improve learning outcomes, and contribute to institutional growth by fostering innovation and resource sharing.

1.3 Transfer Policy and Transfer Orders

As an implementing authority, the institute follows transfer policies and orders as issued by the Government. All decisions regarding transfers are made by the respective government authorities, and the institute ensures their effective implementation in strict compliance with the prescribed guidelines.

1.4 RTI Applications

The institute fully complies with the provisions of the Right to Information (RTI) Act, 2005, ensuring transparency and accountability in governance. Any RTI applications received are processed in accordance with the prescribed rules and regulations to facilitate public access to institutional information.

1.5 CAG & PAC Paras

All audit observations and paras raised by the Comptroller and Auditor General (CAG) and the Local Audit Department (LAD) have been thoroughly addressed and resolved. There are no pending audit paras for the period for which audits have been conducted.

1.6 Citizens' Charter

The institute is committed to efficiency, accountability, and transparency in its operations. The Citizens' Charter outlines the institute's commitments toward delivering quality education, services, and support to students, faculty, and stakeholders. The detailed institute policy is also available on the official website for further reference.

1.7 Discretionary and Non-Discretionary Grants

The institute receives discretionary and non-discretionary grants as per the directives of the Government. These funds are allocated and utilized in accordance with institutional objectives and financial regulations, supporting infrastructure, research, and academic development initiatives.

1.8 Tours of Head of Office / Delegations

The official tours and delegations of the Head of Office and other representatives are undertaken in accordance with institutional requirements and government guidelines. These visits are instrumental in fostering collaboration, facilitating knowledge exchange, and advancing institutional objectives. All TA/DA bills raised by employees are systematically recorded and maintained in the office as per procedural guidelines. This information is available for scrutiny and can be accessed by stakeholders under the provisions of the Right to Information (RTI) Act, 2005, if required