

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

SECTION 4(1)(b)(1-i)

**THE PARTICULARS OF ITS ORGANIZATION, FUNCTIONS AND
DUTIES:-**

Name of organization	Govt. Pharmacy College Rakkar, District Kangra (HP)
Establishment and Address	Govt. Pharmacy College Rakkar, VPO. Kuhna, Tehsil Rakkar, District Kangra (HP)
Email-id	gcprakkar@gmail.com
Contact No.	01892-251251
Web Site	gpcrakkar.ac.in

ABOUT THE INSTITUTION

Government Pharmacy College, Rakkar was founded in 2018 under the aegis of the Department of Technical Education, Govt. of Himachal Pradesh. It is approved by the Pharmacy Council of India (PCI), New Delhi, and is affiliated with Himachal Pradesh Technical University, Hamirpur, H.P. Building on its mission and tradition of excellence, the college offers a well-developed and modern curriculum-based undergraduate program in Pharmacy education. **GPC Rakkar**, presently offers a Bachelor of Pharmacy (B. Pharm.), a 04-year degree course with a sanctioned intake of 60 students. The institute is duly affiliated with Himachal Pradesh Technical University, Hamirpur.. The institute is duly recognized by the Pharmacy Council of India, New Delhi upto 2026.

Government Pharmacy College Rakkar is committed to impart quality education. Institute intends to fulfill the needs and expectations of students, parents, society, and the pharmaceutical industry. This is done through the total involvement of the well-qualified, experienced, and dedicated faculty, students, and supporting staff and management in the process of teaching and learning, complying with the quality system and continually improving the processes and system.

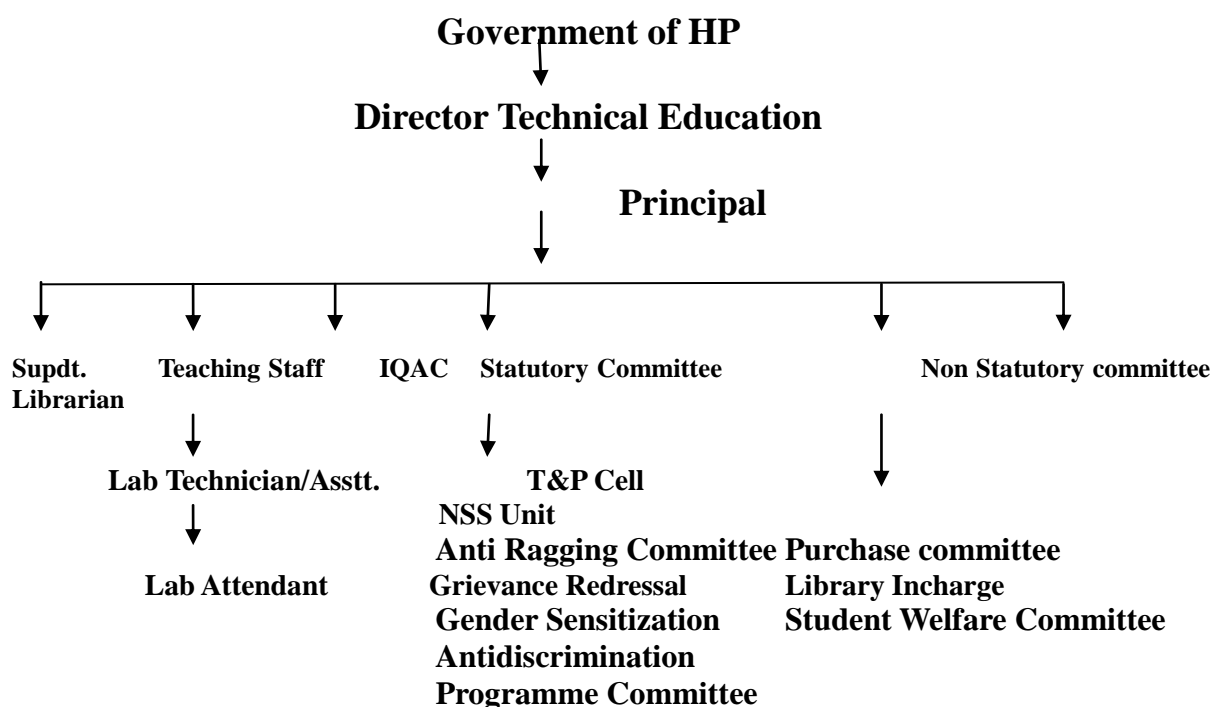
VISION OF THE INSTITUTE

To redefine excellence in higher education through an inclusive culture that connects innovative teaching and learning.

MISSION OF THE INSTITUTE

Our mission is to provide high-quality pharmaceutical education that integrates innovative teaching, research, and hands-on learning. We aim to develop skilled professionals committed to ethical practice, community service, and advancing healthcare through excellence in patient care, drug development, and therapeutic solutions.

ORGANIZATION STRUCTURE OF THE INSTITUTE



Sr. No.	Sections	Function	Duties
1.	Office of the Director cum Principal (Govt. Pharmacy College, Rakkar)	Policy Implementation, Curriculum Development and Support, Student Support Services, Financial Management	As mentioned in SECTION 4(1)(b)(ii)
2.	Department	B. Pharmacy	-
3.	Workshop	Not applicable	-
4.	Library	Providing Access to Academic Resources, Supporting Research and Learning, Study and Learning Space, Special Collections and Archives	Providing Access to Academic Resources, Supporting Research and Learning, Study and Learning Space, Special Collections and Archives

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

Name	Prof. Vinay Thakur (Officiating)
Designation	Principal
Powers	1.To administer the Institution
	2. To take decisions in Administrative, Academic & Financial matters.
Duties	1. Academic & administrative management of the institution.
	2.Providing academic and administrative leadership
	3. Monitoring and evaluation of academic activities in the institution.
	4. Ensure that the colleges assets are managed efficiently and responsibly
	5. Campus discipline and maintenance.
	6. Ensure the college has the necessary infrastructure, such as a library and laboratories.
	7. Public relations and interaction with the community.
	8. Participating in policy and system planning at State Regional and National levels for development of Technician education.
	9. Promoting and coordinating continuing education activities
	10. Organizing and coordination consult services.

Name	Dr. Kushal Kumar Bansal
Designation	Training and Placement Officer
Duties	<p>Training and Placement Officer of the institution is responsible for the following:</p> <ol style="list-style-type: none"> 1. Training and placement of the students in the industry/ other user system. 2. Industry Institute Interaction. 3. Arranging Industrial visit of students. 4. To arrange for the placement of the students through campus interviews during their course of study as well as after their passing out. 5. To arrange for expert lecturers to update the students and the staff regarding recent developments in industry. 6. To handle alumni affairs, including maintenance of all relevant details of pass out students and alumni association. 7. To monitor the working of the alumni association and to arrange their meetings. 8. To sponsor students for various paper presentations and technical exhibitions. 9. To arrange in service training program of the teachers according to update their knowledge and skill to teach the updated/ revised curriculum. 10.To arrange entrepreneurship camps and to motivate the students for self-employment. 11.To arrange programmes for guidance and counseling of the students regarding various sources of finance, men and material for self-employment. 12.To engage classes for teaching as well as for personality development of students. 13. Any other duty assigned by the Director cum Principal.

Designation	Professor /Head of Department
Duties	<ol style="list-style-type: none"> 1. Design and develop the course and curriculum. 2. Prepare lectures, syllabi, and labs. 3. Grade assignment, exams, papers and projects. 4. To assist the maintenance of Equipment in the laboratories 5. Development of Resource Materials 6. Participation in Co-Curricular and Extra Curricular Activities. 7. Student guidance and counseling and helping their character development 8. Innovation in technician education and evaluation 9. Providing leadership in teaching pharmacy course 10. Promotion and Coordinating Continuing Education Activities. 11. Self development through up-gradation of knowledge and skills. 12. Provide academic guidance and support. 13. Help students with their educational and career paths. 14. Advise students on their research projects. 15. Provide feedback and support on research projects. Collaborate with other faculty members on research projects, and Publish papers. 16. Encourage students to participate in innovation and entrepreneurship projects. 17. Collaborate with industries and institution to improve the institute 18. Conduct workshops, seminars, and special lectures 19. Other duties Participate in departmental meetings and committees and maintain records. 20. Any other duty assigned by the Director cum Principal.
Designation	Associate Professor
Duties	<ol style="list-style-type: none"> 1. Develop and Deliver lectures. 2. Create lesson plans and syllabus. 3. Suggest new course topics 4. Mentor students. 5. Evaluate students performance. 6. Supervise teaching assistants. 7. Conduct research, publish papers, attend conferences, and Write proposal to secure research funding. 8. Participate in departmental and college activities. 9. Contribute to departmental administrative duties. 10. Assist with the training of new Assistant Professors. 11. Organize guest seminars and faculty events. 12. Assist HoD /Professors in their day-to-day tasks. 13. Develop professional logistics to improve student performance. 14. Create career-enhancement programs and activities. 15. Any other duty assigned by the Director cum Principal / Head/OIC of the Department.

Designation	Assistant Professor
Duties	<ol style="list-style-type: none"> 1. Create assignments for classes. 2. Teach classes and administer tests. 3. To work in charge of the laboratory in the concerned discipline. 4. Review student progress and development. 5. Provide guidance on course choices and academic requirements. 6. Organize lectures and workshops. 7. Conduct of Practicals in the laboratory. 8. Conduct research and write articles for academic journals. 9. Publish studies, papers and reports. 10. Prepare proposals and apply for research funding. 11. Represent the institute at conferences and give presentations. 12. Mentor students through academic challenges. 13. Provide insights into students educational and career paths. 14. Supervise graduate research projects and provide feedback. 15. Mentor teaching assistants and other junior personnel. 16. Attend faculty meetings and contribute suggestions. 17. Participate in faculty governance and professional activities. 18. Help with department responsibilities, and Assist in organizing recruitment programs. 19. Assist Associate Professor/Professor in their day-to-day tasks. 20. Any other duty assigned by the Director cum Principal.

Designation	Lab Technician
Duties	<ol style="list-style-type: none"> 1. Maintain and upkeep all laboratory equipment. 2. To maintain equipment logbook and keep the equipment in working order. 3. To maintain dead stock register. 4. Managing daily routine work of the labs. 5. Maintain in entry/exit register in the lab. 6. Help the UG students in conduct of lab experiments. 7. To other duty assigned by lab Incharge 8. To keep himself updated about the various development in the related industry. 9. Any other duty assigned by the Director cum Principal
Designation	Librarian
Duties	<ol style="list-style-type: none"> 1. Maintaining the stock and store record of the library. 2. Issuing the books to student and faculty. 3. General administration. 4. Books selection & acquisition. 5. Planning & developing the library. 6. Orienting the users towards effective utilization of library services. 7. Supervising and cataloguing indexing. 8. Any other duty assigned by the Director cum Principal.

SECTION 4(1)(b)(iii)

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

The procedure followed in the decision making process is as per the State Government guidelines from time to time and the decision taken in the governing body meeting & supervised by the DTE & Himachal Pradesh Technical University , Hamirpur, Himachal Pradesh (HPTU) and accountability as fixed by the government from time to time.

SECTION 4(1)(b)(iv)

THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS:-

The norms set by Govt. from time to time by Govt. Gazette notification/ order and broadly in consent with AICTE norms and DTE & Himachal Pradesh Technical University, Hamirpur, Himachal Pradesh (HPTU) regulations.

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 DISCHARGING ITS FUNCTIONS:

The rules, regulations, instructions, manuals and records are followed by the employees for discharging its functions by using Government of Himachal Pradesh Civil Service manual, code, administrative procedures and instructions issued by DTE and Himachal Pradesh Technical University, Hamirpur, Himachal Pradesh (HPTU) from time to time and also instruction available in their website i.e (techedu.hp.gov.in & www.himtu.ac.in)

SECTION 4(1)(b)(vi)**A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY
IT OR UNDER ITS CONTROL :**

Sr. No.	Category of the document	Procedure to obtain the documents
1	2	3
1	Bank Pass Books	The Documents can be obtained from concerned officer in charges
2	Service Book	
3	Personal files	
4	Diary and Issue register	
5	Acquaintance	
6	Bill Register	
7	Book of Drawl register	
8	DCR	
9	Cash. Books	
10	Admission registers	
11	Placement Record	
12	Students Result	
13	Vehicle logbook	
14	Duty attendance	
15	Stock Registers, Indent books	
16	Files related to budget, correspondence, RTI.	
17	Files & documents related to building works.	
18	Files related to Procurement /Tender	
19	Files related to student counseling	
20	Files related to Hostel, etc	
21	Files related to university correspondence	
22	Student's academic record ledgers.	
23	Student admissions	
24	File related to academic, examinations.	
25	Files related to DTE correspondence.	
26	Vehicle Record file	
27	Consultancy Record	
28	Files related to outsource staff.	

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

H.P Govt.

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

1. Internal Committees of the Institution.
2. Anti ragging Committee.
3. Disciplinary Committee.
4. Sexual Harassment Committee / Women cell
5. Student Grievance Redressal Committee (SGRC).
6. Institutional Industry Cell(IIC)
7. Internal Complaint Committee(ICC)
8. Prevision of Atrocities in SC/ST Student and faculty and staff.
9. Internal Quality Assurance Cell (IQAC).
10. Intellectual Property Right Cell (IPRC)
11. Academic incharge
12. Institutional Purchase committee.

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

Sr. No.	NAME OF THE STAFF MEMBER (SH./SMT.)	DESIGNATION	Land Line Number
1	PROF. (Dr.) VINAY	DIRECTOR/PRINCIPAL	94181-54232
2	Dr. ATHAR JAVED	ASSOCIATE PROFESSOR	88943-94489
3	Dr. PRATEEK KUMAR	ASSISTANT PROFESSOR	94590-12007
4	VIKRANT ARYA	ASSISTANT PROFESSOR	86289-98699
5	Dr. KUSHAL KUMAR	ASSISTANT PROFESSOR	80532-31296
6	SHIVANI SHARMA	ASSISTANT PROFESSOR	70184-47413
7	SHUBHAM DHIMAN	ASSISTANT PROFESSOR	70186-85994
8	UPASANA THAKUR	ASSISTANT PROFESSOR	98053-09903
9	VISHAKHA DHIMAN	ASSISTANT PROFESSOR	91499-55924
10	NAVDEEP SINGH	ASSISTANT PROFESSOR	85805-16873
11	PRIYANKA	DISPENSER	88942-48964
12	VINOD KUMAR	LIBRARIAN	98828-09437
13	RAJAN SHARMA	SENIOR ASSISTANT	96251-74224
14	DEEPAK SHARMA	CLERK	96258-55911
15	ASHWANI KUMAR	CLERK	98170-05742
16	CHATTAR SINGH	JOA (IT)	94184-34962
17	PUJA KUMARI	LAB TECHNICIAN	88945-57660
18	SHALU	LAB TECHNICIAN	82192-27301
19	RANJANA KUMARI	LAB. ASSISTANT	86794-16419
20	AKSHAY KUMAR	PEON	78762-37017
21	ANIKET	PEON	83528-54789
22	SAPNA KUMARI	SWEEPER	98162-12695

SECTION 4(1)(b)(x)

MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS:

Sr. No.	Designation	Pay Scale
1.	Professor	Rs. 144200-218200
2.	Associate Professor	Rs. 131400-217100
3.	Assistant Professor	Rs. 57700-182400
4.	Office Supdt. Grdae-II	Rs. 43000-136000
5.	Accountant/Sr. Assistant	Rs. 38500-122700
6.	Hostel Supdt.	Rs. 35600-112800
7.	Dispenser	Rs. 29700-94100
8.	Librarian	Rs. 25600-81200
9.	Laboratory Technician	Rs. 25600-81200
10.	Steno Typist-cum Data Entry Operator	Rs. 21300-67800
11.	Driver	Rs. 21300-67800
12.	JOA (I.T.)	Rs. 20600-65500
13.	Clerk	Rs. 20200-64000
14.	Laboratory Assistant	Rs. 20200-64000
15.	Lab. Attendant, Librarian Attendant, Store Attendant	Rs. 18000-56900
16.	Conductor-cum-Cleaner	Rs. 18000-56900
17.	Sweeper, Peon, Gardener	Outsourced
18.	Watchman, Animal House Keeper	Outsourced

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 2023-2024

Sr. No.	Object Code Description	Amount allocated
1	Salaries & DA	11935256
2	Wages	274500
3	Travel Expense	38441
4	Office Expense	500737
5	Scholarship/Stipend	-
6	Machinery & Equipments	1350722
7	Motor Vehicle	-
8	Material & Supplies	238269
9	Other Charges	560500
10	Medical Reimbursement	47526
11	Transfer expenses	-
12	Remuneration to outsource employee	399039
13	Honorarium	17625

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

The institute does not disburse any subsidy related program.

SECTION 4(1)(b)(xiii)
Particulars of Recipients of Concessions, Permits or Authorizations Granted

The concessions of tuition fee are admissible to female students as per the directives of the state govt. Scholarship scheme viz Technical Education scheme and Post matric scheme authorizations are granted as per the scheme direction of the HP Govt./National Scholarship Portal. The relevant records of the authorization are maintained by the institution.

SECTION 4(1)(b)(xiv)
DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM:-

No material/Information is held in electronic form by the institution. No information has been reduced by the institution to electronic form at present.

SECTION 4(1)(b)(xv)
THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READINGROOM, IF MAINTAINED FOR PUBLIC USE:-

- The admission related information is instantly available free of any charge to the citizens. The information also is specifically made available on the institutional website.
- General attestation related facilities are available to the general public free of cost.
- The institute has maintained its library restricted only to its students and staff. The library is not open to the general public.

SECTION 4(1)(b)(xvi)

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

A. Public Information Officers (PIOs):-

Sr. No.	Designation of Officer	Contact Number	E-mail	Area of Jurisdiction
1	Director-cum-Principal, Govt. Pharmacy College, Rakkar	01892-251251	gcprakkar@gmail.com	Govt. Pharmacy College, Rakkar, District Kangra (HP)

B. Appellate Authorities Information:-

Sr. No.	Designation of Officer	Contact Number	E-mail	Area of Jurisdiction
1.	Joint Director, Technical Education, Vocational & Industrial Training, HP Sundernagar, Distt. Mandi.	01907266572	techedu-hp@nic.in	With respect to PIOs of all Govt. Engineering Colleges, Pharmacy Colleges and Polytechnics of the State.