

# RIGHT TO INFORMATION ACT – INDEX

## AUGUST- 2020

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# **VEERAYATAN INSTITUTE OF PHARMACY, MANDVI**

## **Information for public**

### **1. The particulars of the organization, functions and duties**

Self-finance Pharmacy College run by VEERAYATAN - KUTCH.

To offer under graduate and post graduate courses in Pharmacy approved, by AICTE and PCI New Delhi and affiliated with Gujarat Technological University, Ahmedabad.

Degree College started in the year 2005 and post graduate course started in the year 2010.

The Total campus area is 7 acre (2 Acre allotted to Pharmacy) and college built up area is 6552 sq mt. The boys Hostel campus is having 1 block with necessary infrastructural facility including WI\_FI and girls hostel is having 1 blocks also including necessary facility.

Other facilities for students.

1. A/C Auditorium
2. Seminar / conference Hall
3. Alumni. Association (LAA)
4. Students Store
5. Canteen
6. Library
  - \* Books – 9508 (Including E-books)
  - \* News Papers – 03.
7. Student Hostel capacity for boys 200 students and for girls 100
8. Computer centre and e- corner
9. Xerox centre

**Duties:**

To plan, develop, execute and monitor technical education programme as per the need of the society in particular and country as a whole to provide consultancy, training, research and development opportunity to students, staff, faculty, society and professionals of the field .

**Structure:****Principal (Head of office)**

<b>Ex officio Establishment Section</b>	<b>Ex officio Student Section</b>	<b>Ex officio Account Section</b>	<b>Ex officio Store Section</b>	<b>Ex officio Library</b>	<b>Professor</b>	<b>Rector</b>
<b>Administrator</b>	<b>Clerk</b>	<b>Clerk cum Accountant</b>	<b>Storekeeper</b>	<b>Librarian</b>	<b>Associate Professor</b>	<b>Warden</b>
<b>Junior clerk</b>					<b>Assistant Professor</b>	
					<b>Lab. Assistant</b>	
<b>Chokidar</b>				<b>Hamal</b>	<b>Hamal Chokidar</b>	

**Function:**

To impart education in the area of Pharmacy from undergraduate to Post graduate in the following programmes run by institute.

Programme	Full or part time	Year of starting	Duration (yrs.)	Sanctioned intake
<b>B. Pharm</b>	<b>Full Time</b>	<b>2005</b>	<b>04</b>	<b>60</b>
<b>M. Pharm</b>				
<b>Pharmaceutical Quality Assurance</b>	<b>Full Time</b>	<b>2010</b>	<b>02</b>	<b>09</b>
<b>Pharmaceutical Technology</b>	<b>Full Time</b>	<b>2012</b>	<b>02</b>	<b>09</b>

**Address and contact nos. of Institute :-**

Veerayatan Institute of Pharmacy,  
Jakhania, Mandvi-Bhuj Road, Mandvi (k), Gujarat - 370460  
INDIA

**Working Days and Timings of Institution.**

Monday to Friday from 09.00 to 4.30

## **2. The powers and duties of officers and employees**

### **1. Principal CI- I :**

As Head of office all administrative powers delegated by Management.  
Responsibility of Academic and administration

### **2. Administrative Officer( Ex. Officio ) :-**

To assist in all administrative duties, control for organization coordination as per instruction form Head of office for the institution.

### **3. Accounts Officer ( Ex. Officio ):**

To manage all financial matters of payment & receipt as per the Veerayatan Managements norms.

### **4. Store Officer ( Ex. Officio ):**

To carry purchase of material and equipment as per Institutions requirement and take work from subordinate staff.

### **5. Librarian :**

To manage all library functions for the students & faculties of college.

### **6. Student Section ( Ex. Officio ) :**

Managing student record and carry, liaison with university in academic and other student related activities with the help of subordinate staff.

### **7. Rector:**

Hostel administration and provide necessary accommodation and other necessary facilities to the students.

### **8. Assistant Professor:**

Teaching & duties imparted by the Principal.

### **9. Associate Professor:**

Managing the respective academic program development and contact the subordinate teaching and technical staff.

### **10. Instructional Staff:**

To maintain laboratory and assist in performing experiments.

### **11. Financial:**

As its Self Finance Institute. All Financials are managed by Tuition fees from Students.

### **12. Other:**

1. Purchase as per procedure laid down by Veerayatan - Management for purchase of stores.
2. Hostel admission as per Veerayatan – Management norms.

### **3.The procedure followed in decision making process including channels supervision and accountability**

Establishment comprising of ex officio Administrative officer, Accounts officer, Store officer follows the rule of Veerayatan – Management for service, finance and disciplinary power delegated.

For students, university rules are followed for academic examination.

For academic matter, Principal opinion is considered.

### **4. The norms set for the discharge of its functions**

Norms are framed by Veerayatan – Management for administration and for academic matter Gujarat Technological University, AICTE and PCI rules are followed.

### **5. The rules, regulations, instructions, manuals and records used by employees for discharging their functions are as followed**

- Prescribed syllabus of various course
- Hostel admission Veerayatan – Management Guidelines
- Store purchase Veerayatan – Management rules

### **6. A Statement of the categories of the document held**

<b>Sr. No.</b>	<b>Category of Documents</b>	<b>Name of Documents in 1 Line</b>	<b>Procedure to Obtain Document</b>	<b>Held by / Under Control of</b>
<b>01</b>	<b>Institutional</b>	<b>Syllabus course Curriculum</b>	<b>From Gujarat Technological University Web Portal</b>	<b>GTU Coordinator</b>
<b>02</b>	<b>Institutional</b>	<b>Hostel Admission Rules</b>	<b>Personally</b>	<b>Rector</b>
<b>03</b>	<b>Institutional</b>	<b>Store Purchase Rules &amp; Regulations</b>	<b>Personally</b>	<b>Storekeeper</b>
<b>04</b>	<b>Institutional</b>	<b>Financial Rules, Resolutions and Rules</b>	<b>Personally</b>	<b>Administrator</b>
<b>05</b>	<b>Institutional</b>	<b>Service Matters</b>	<b>Personally</b>	<b>Administrator</b>
<b>06</b>	<b>Institutional</b>	<b>Library Purchase Rules &amp; Regulations</b>	<b>Personally</b>	<b>Librarian</b>

**7. The particulars of any arrangement that exists for consultation with or representation by the members of the public, in relation to the formulation of policy or implementation there of**

Implementing academic reforms as set by itself and approved by Affiliated university, AICTE, PCI and Govt. of Gujarat.

**8. A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted by it additional information as to whether the meeting of these are open to the public, or the minutes of such meetings are accessible to the public**

Various Committees & other bodies have been constituted in the college as under:-

- A.** Purchase Committee.
- B.** Hostel Committee.
- C.** Anti Ragging Squad and Committee.
- D.** SC-ST Committee.
- E.** Women Development Cell.
- F.** Veerayatan Executive Committee .
- G.** Internal complain Committee.
- H.** INDUSTRY INSTITUTE CELL Committee.
- I.** Internal Quality Assurance Committee.
- J.** AICTE, GTU & PCI approval Process Committee.

Not open for public or the minutes of such meetings are not accessible to the public.

## **09. Information about Officers and Employees**

### **Faculty and Non-Teaching Staff**

<b>Sr. No.</b>	<b>Name of the Staff Member</b>	<b>Designation</b>
<b>01</b>	Dr. Bharat G. Chaudhari	Principal
<b>02</b>	Dr. Mahesh K. Senghani	Associate Professor
<b>03</b>	Dr. Prakash Sukhramani	Associate Professor
<b>04</b>	Mr. Ravi Vaishnov	Assistant Professor
<b>05</b>	Mrs. Shweta Dubey	Assistant Professor
<b>06</b>	Mrs. Sangita Joshi	Assistant Professor
<b>07</b>	Mr. Imran Chaki	Assistant Professor
<b>08</b>	Ms. Roshani Chothani	Assistant Professor
<b>09</b>	Mrs. Sweety Oza	Assistant Professor
<b>10</b>	Ms. Dimple Chawda	Assistant Professor
<b>11</b>	Mrs. Malvika Singh	Assistant Professor
<b>12</b>	Ms. Rinkal Dayani	Assistant Professor
<b>13</b>	Mr. Dheerajkumar Sagar	Assistant Professor
<b>14</b>	Mr. Jaydipsinh Gohil	Assistant Professor
<b>15</b>	Mrs. Yogita Mungra	Assistant Professor
<b>16</b>	Mr. MahammadAli Turiya	Assistant Professor
<b>17</b>	Mr. Harsh Kotak	Assistant Professor
<b>18</b>	Ms. Ripal Patel	Assistant Professor
<b>19</b>	Mr. Deepakkumar Parmar	Assistant Professor
<b>20</b>	Ms. Shruti Dixit	Assistant Professor
<b>21</b>	Mrs. Foram Parmar	Librarian
<b>22</b>	Ms. Halima Gajan	Laboratory Technician
<b>23</b>	Ms. Daksha Halai	Laboratory Technician
<b>24</b>	Mr. Anil Jain	Administrator - Veerayatan
<b>25</b>	Mr. Piyush Goswami	Clerk cum Accountant - Veerayatan
<b>26</b>	Mr. Umar Rayma	Hamal cum Driver

**10. The Monthly Remuneration Received by Each of its Officers and Employees, Including the system of Compensation as Provided in its Regulations**

**STATEMENT OF SALARY - FEBRUARY – 2021**

<b>Sr. No.</b>	<b>Name of the Staff Member</b>	<b>Designation</b>	<b>Pay Scale in Rs.</b>	<b>Remarks</b>
<b>1</b>	Dr. Bharat G. Chaudhari	Principal	<b>37400-67000 + 10000 AGP</b>	<b>6<sup>th</sup> Pay Commission</b>
<b>2</b>	Dr. Mahesh K. Senghani	Associate Professor	<b>37400-67000 + 9000 AGP</b>	<b>6<sup>th</sup> Pay Commission</b>
<b>3</b>	Dr. Prakash Sukhramani	Associate Professor	<b>37400-67000 + 9000 AGP</b>	<b>6<sup>th</sup> Pay Commission</b>
<b>4</b>	Mr. Ravi Vaishnov	Assistant Professor	<b>15600 – 39100 + 6000 AGP</b>	<b>6<sup>th</sup> Pay Commission</b>
<b>5</b>	Mrs. Shweta Dubey	Assistant Professor	<b>15600 – 39100 + 6000 AGP</b>	<b>6<sup>th</sup> Pay Commission</b>
<b>6</b>	Mrs. Sangita Joshi	Assistant Professor	<b>15600 – 39100 + 6000 AGP</b>	<b>6<sup>th</sup> Pay Commission</b>
<b>7</b>	Mr. Imran Chaki	Assistant Professor	<b>15600 – 39100 + 6000 AGP</b>	<b>6<sup>th</sup> Pay Commission</b>
<b>8</b>	Ms. Roshani Chothani	Assistant Professor	<b>15600 – 39100 + 6000 AGP</b>	<b>6<sup>th</sup> Pay Commission</b>
<b>9</b>	Mrs. Sweety Oza	Assistant Professor	<b>15600 – 39100 + 6000 AGP</b>	<b>6<sup>th</sup> Pay Commission</b>
<b>10</b>	Ms. Dimple Chawda	Assistant Professor	<b>15600 – 39100 + 6000 AGP</b>	<b>6<sup>th</sup> Pay Commission</b>
<b>11</b>	Mrs. Malvika Singh	Assistant Professor	<b>15600 – 39100 + 6000 AGP</b>	<b>6<sup>th</sup> Pay Commission</b>
<b>12</b>	Ms. Rinkal Dayani	Assistant Professor	<b>15600 – 39100 + 6000 AGP</b>	<b>6<sup>th</sup> Pay Commission</b>
<b>13</b>	Mr. Dheerajkumar Sagar	Assistant Professor	<b>15600 – 39100 + 6000 AGP</b>	<b>6<sup>th</sup> Pay Commission</b>
<b>14</b>	Mr. Jaydipsinh Gohil	Assistant Professor	<b>15600 – 39100 + 6000 AGP</b>	<b>6<sup>th</sup> Pay Commission</b>
<b>15</b>	Mrs. Yogita Mungra	Assistant Professor	<b>15600 – 39100 + 6000 AGP</b>	<b>6<sup>th</sup> Pay Commission</b>
<b>16</b>	Mr. MahammadAli Turiya	Assistant Professor	<b>15600 – 39100 + 6000 AGP</b>	<b>6<sup>th</sup> Pay Commission</b>
<b>17</b>	Mr. Harsh Kotak	Assistant Professor	<b>15600 – 39100 + 6000 AGP</b>	<b>6<sup>th</sup> Pay Commission</b>
<b>18</b>	Ms. Ripal Patel	Assistant Professor	<b>15600 – 39100 + 6000 AGP</b>	<b>6<sup>th</sup> Pay Commission</b>
<b>19</b>	Mr. Deepakkumar Parmar	Assistant Professor	<b>15600 – 39100 + 6000 AGP</b>	<b>6<sup>th</sup> Pay Commission</b>
<b>20</b>	Ms. Shruti Dixit	Assistant Professor	<b>15600 – 39100 + 6000 AGP</b>	<b>6<sup>th</sup> Pay Commission</b>
<b>21</b>	Mrs. Forum Parmar	Librarian	<b>7350 Basic + 3896 Allowance</b>	<b>As per Veerayatan Norms</b>
<b>22</b>	Ms. Halima Gajan	Laboratory Technician	<b>4200 Basic + 2226 Allowance</b>	<b>As per Veerayatan Norms</b>
<b>23</b>	Ms. Daksha Halai	Laboratory Technician	<b>4200 Basic + 2226 Allowance</b>	<b>As per Veerayatan Norms</b>
<b>24</b>	Mr. Anil Jain	Administrator -	<b>53385 Basic + Allowances</b>	<b>As per Veerayatan Norms</b>



		Veerayatan		
25	Mr. Piyush Goswami	Clerk	6415 Basic + Allowances	As per Veerayatan Norms
26	Mr. Umar Rayma	Hamal cum Driver	5110 Basic + 2890 Allowance	As per Veerayatan Norms

**11. The budget allocated to each of its agency indicating the particulars of all plans, proposed expenditures**

Budget Heads	2020 - 2021
Recurring	Amount in (INR)
Fee to apex Bodies	285100
Chemicals	100000
Electricity	250000
Phone Bills	38000
Travelling	70000
Annual maintenances	350000
Stationary	55000
Miscellaneous	6500000
Glassware's	50000
Non-Recurring	Amount in (INR)
Building	200000

Equipments	80000
Vehicles	0
Books & Journals	100000
Furniture's	200000

**12. The manner of executive of subsidiary programmes, including the amounts allocated and the details and beneficiaries of such programmes.**

Not applicable

**13. Particulars of recipients of concessions, permits or authorizations granted by it**

Not applicable

**14. Details of the information available to or held by it reduced in an electronic form**

Institution Web site

**15. The particulars of facilities available to citizens for obtaining information including the working hours of a library of reading room if maintained for public use**

Citizens are not allowed to use library

**16. Management information Officer's Name, Designation & Other Detail :-**

**Public Information Officers, Assistant public Information Officers  
& Appellate Officer**

**Name of Institution :-**

Veerayatan Institute of Pharmacy,  
Jakhania, Mandvi-Bhuj Road, Mandvi (k), Gujarat - 370460  
INDIA

**Name of public information officer :-**

Name	Designation	STD Code	Phone Number		Fax	e-mail	Address
			Office	Residence			
Shri Anil Jain	Administrator	02834	275245	9825372951	275268	Veerayatan@gmail.com	As above

**Name of assistant public information officer :-**

Name	Designation	STD Code	Phone Number		Fax	e-mail	Address
			Office	Residence			
Dr. M. K. Senghani	Associate Professor	02834	275245	9429817941	275268	senghanimahesh@gmail.com	As above

**Name of Applet officer :-**

Name	Designation	STD Code	Phone Number		Fax	e-mail	Address
			Office	Residence			
Dr. B. G. Chaudhari	Principal	02834	275245	9825372991	275268	veerayatanpharmacy@gmail.com	As above

**17. Such other information as may be prescribed and thereafter updated every year**

**A. College Fees :-**

<b>Sr. No.</b>	<b>Name of the Course</b>	<b>Year/Semester</b>	<b>Yearly Tuition Fees For Boys &amp; Girls Rs.</b>
<b>01</b>	<b>Degree Pharmacy</b>	<b>1<sup>st</sup> Year ( Sem. I &amp; II )</b>	<b>60000.00</b>
<b>02</b>	<b>Degree Pharmacy</b>	<b>2<sup>nd</sup> Year ( Sem. III &amp; IV )</b>	<b>60000.00</b>
<b>03</b>	<b>Degree Pharmacy</b>	<b>3<sup>rd</sup> Year ( Sem. V &amp; VI )</b>	<b>60000.00</b>
<b>04</b>	<b>Degree Pharmacy</b>	<b>4<sup>th</sup> Year ( Sem. VII &amp; VIII )</b>	<b>60000.00</b>
<b>05</b>	<b>Master of Pharmacy</b>	<b>1<sup>st</sup> Year ( Sem. I &amp; II )</b>	<b>95000.00</b>
<b>06</b>	<b>Master of Pharmacy</b>	<b>2<sup>nd</sup> Year ( Sem. III &amp; IV )</b>	<b>95000.00</b>

**B. Hostel Fees for Boys & Girls :-**

<b>Sr. No.</b>	<b>Name of the Course</b>	<b>Year/Semester</b>	<b>Yearly Fee Rs.</b>
<b>01</b>	<b>Degree Pharmacy</b>	<b>I to VIII Semester</b>	<b>45000.00</b>
<b>02</b>	<b>Master of Pharmacy</b>	<b>I to IV Semester</b>	