

AICTE Mandatory Disclosures

1. Name of the Institution

Name of the college	: Seacom Pharmacy College
Address of the college	: Vill-Jaladhulagori, Po-Sankrail, Dist-Howrah, Pin-711302
Mobile No	: 9831295514
Email id	: seacom@seacomengineering.org

2. Name and address of the Trust/ Society/ Company and the Trustees

Name of the Trust	: Seacom Marine College
Address of the trust	: 11, Kendua Main Road, Garia, Kolkata-700084
Registration Date	: 10.10.2003

3. Name and Address of the Vice Chancellor/ Principal/ Director

Name of the Chairman	: Mr. Anish Chakraborty
Mobile No	: 9831015226
Email id	: seacom@seacomgroups.com
Name of the Executive Director	: Mr.Subhamay Dhar
Mobile No	: 9831295514
Email id	: smdseacom@gmail.com
Name of the Director	: Dr. Pradip kumar karar
Mobile No	: 8708373549
Email id	: Kararpradip_24@yahoo.co.in

4. Name of the affiliating University

Name of the University	: West Bengal State Council of Technical Education
Address	: Kolkata Karigori Bhavan, S.N Banerjee Road, Kolkata
Website	: www.webscte.co.in

5. Governance

➤ *Members of the Board and their brief background*

Governing body of the Institution

Sl No	Name	Category	Designation
1	Mr. Anish Chakraborty	Management	Chairman
2	Prof.Nill Ratan Bandyopadhyay	Professor, IEST	Nominee of the affiliating University
3	Directorate of Technical Education	Nominee of the State Government (Ex-officio).	Directorate of Technical Education, Govt. of West Bengal.
4	Regional Officer	Nominee of the AICTE (Ex-officio).	ERO Kolkata
5	Mr. Subhamay Dhar	Management	Nominee by Trust
6	Mr. Abir Banerjee	Industrialist	Nominee by Trust
7	Dr. P.K Karar	Educationist	Nominee by Trust
8	Dr. Nirmalya Ghosh	Educationist	Nominee by Trust
9	Prof. Angana Naskar	Faculty	Senior Faculty member
10	Prof. Enakshi Ghosh	Faculty	Senior Faculty member
11	Dr. Pradip Kumar Manna	Ex-officio(Member Secretary)	Principal of the Institution

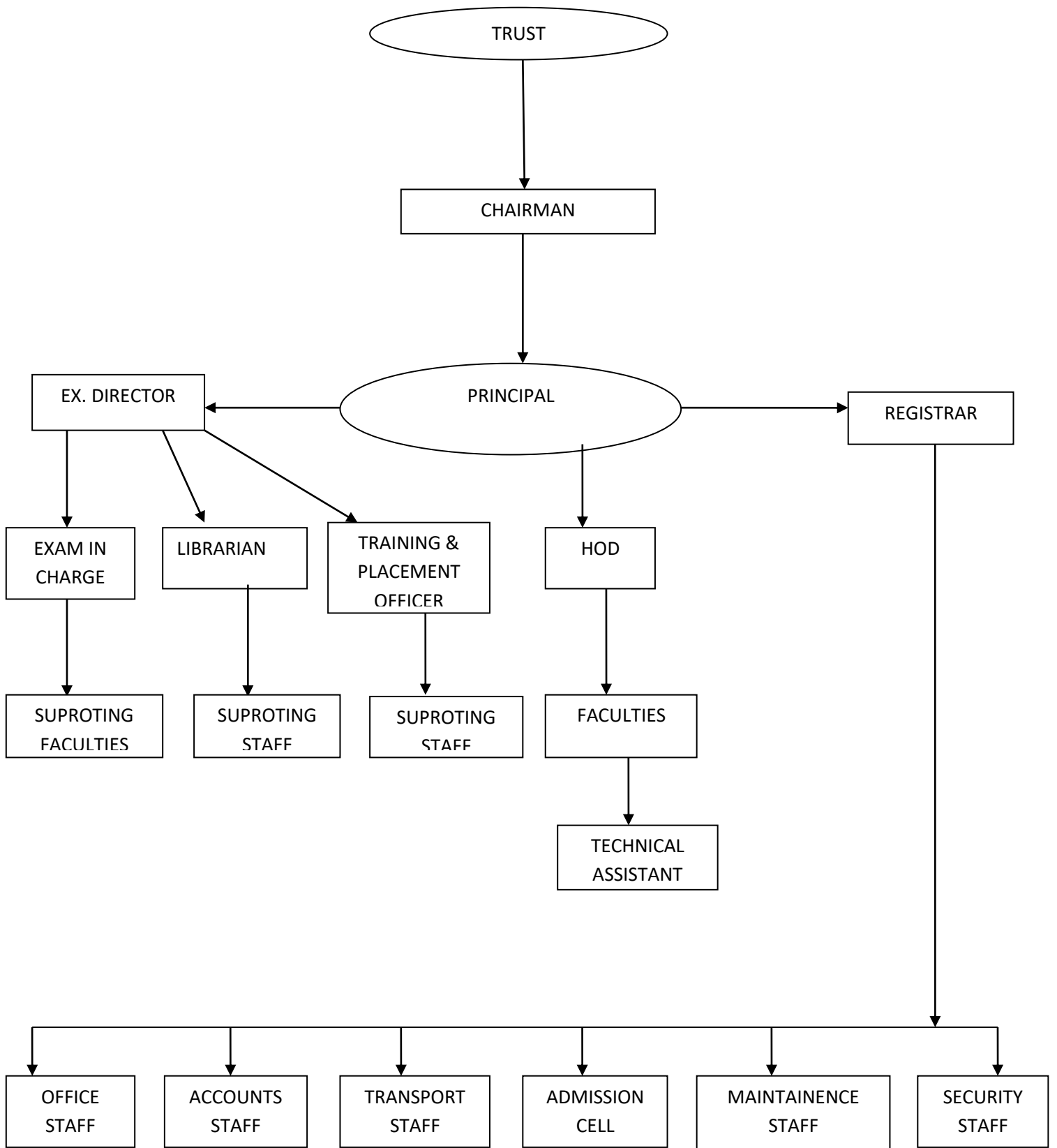
➤ *Members of Academic Advisory Body*

Academic Advisory body of the Institution

Sl. No	Name	Designation
1	Dr. Pradip kumar Karar	Principal
2	Prof. Angana Naskar	Assistant Professor
3	Prof. Enakshi Ghosh	Assistant Professor
4	Prof. Debdali Mondal	Assistant Professor
5	Prof. Pallav Banerjee	Assistant Professor
6	Prof. Debosmita singha	Assistant Professor
7	Prof Souvik Mal	Assistant Professor

➤ *Organizational chart and processes*

Our organizational Chart is as below:



➤ ***Nature and Extent of involvement of Faculty members and students in academic affairs***

Primarily the organization promotes initiatives to indoctrinate the spirit of research among faculty members and students. These initiatives are as follows Education, Training and development as well as Research on Pharmacy has been the main point of focus of the institution. These have been globally recognized as embryonic areas of rapid growth. This is done keeping in mind the enrichment of employability among diploma level students. As such, the Institute is committed to evolving excellence in education, training and development and also research. The institution is committed to promote the development of effective knowledge base in all students and obligation towards values among all staff members. Facilities can avail facilities such as flexibility in timings, use of laboratories etc. as per necessity. The organization encourages all faculty members to go for research and Increasing publications from both faculty and student sides are also a focal point maintained by the organization ever since its inception, Financial assistance are also provided as per requirement in all the above mentioned cases. The organization also encourage the students and the teachers to bring into life any innovative ideas nourished by their brains. The Organization also emphasizes on preparation of course materials, lecture, tutorial and laboratory delivery, assessment and feedback. The primary focus of the faculty members are to develop thinking abilities both logical as well as out of the box and also problem solving, analysis, design, team work, communication skills that would be preparing the students for lifelong learning. Innovative techniques and interactive lectures along with guided case studies, literature survey, regular lab assignments, project work are used by faculty members promoting critical as well as creative thinking. The faculty stresses active and collaborative learning that makes their teaching learner centric. Labs are utilized for skill development promoting application of different practical competences. Every Department have their own Departmental visions, objectives and roles helping in the overall development of the students. The organization always motivates students to participate in professional, curricular and co-curricular activities both within and outside the Institute. System of student mentoring has been put in place way before the university had made it a mandate. Feedback is scrutinized at Departmental levels as also through different committees in order to take in and embrace new and logical suggestions.

To promote the extra-curricular activities, the organization encourages various activities through annual cultural and technical fests, various events both academic and non-academic, parties, outings and other extemporaneous activities to sustain high levels of enthusiasm and integrated collaboration. These activities not only serve as a retreat from deep academic pressures but also presents the students with an opportunity to develop confidence, encourage teamwork and inculcates within the students a sense of achievement and belonging.

➤ ***Mechanism/ Norms and Procedure for democratic/ good Governance***

Transparency between internal stakeholders are what we believe, is the key for smooth functioning of any organization. Primarily, to encourage transparency of views, the management plans intermittent meetings, of different sorts including departmental ones and also one-on-one in order to analyze and understand employees' points of view. These interactions, brings in generation of new ideas that helps in the betterment of the institution. The activation of the Internal Quality Assessment Cell (IQAC) is a proof of this revelation. The management is also specific regarding an 'open-door policy' where, if need be, employees, students as well as guests get to discuss related matters directly with the authority.

The students and the staff members are informed duly of the proceedings and actions of the college from time to time through notices, circulars, website uploads as per necessity and requirements. Further, committees such as Examination committee, Cultural committee, Sports Committee, etc. are formed in order to look after events involving both students and staff members both academic and non-academic. The memberships and headships in different committees also motivates employees and make them consider themselves as an essential part of the organization.

Finally, to address complex issues or grievances, committees and cells as Grievance Redressal Committee, Anti-Ragging Committee, Disciplinary Committee, etc. have been bestowed with responsibility to address these issues without negotiating on the privacy. Besides, for day-to-day management and upkeep of college activities, Library Committee, Website & Internet Committee, Training & Placement Committee and the likes play important roles.

➤ ***Student Feedback on Institutional Governance/ Faculty performance***

Feedback regarding Faculty members are taken from students once every semester. The various parameters on which the assessment is made are:

- Subject Knowledge,
- Quality of Teaching,
- Content and Method of Delivery,

- Resourcefulness,
- Academic input,
- Communication Skills,
- Readiness of teacher,
- Accessibility of Teacher,
- Availability of Teacher in Campus/ Department.

The feedback is signed by the Director and sent to the particular faculty member through the respective Heads of the Department.

Parent-Teacher meeting is conducted once every semester. During these meetings, parents are informed regarding the attendance, academic performance of their wards' for that particular semester as well as regarding the knowledge procedures followed by the institute.

➤ ***Grievance Redressal mechanism for Faculty, staff and students***

The Grievance Redressal Cell is formed to investigate the grievances and recommend action plans to be originated at the institutional level for the redressal of a given problem. Any student or staff might approach the member of the committee if he/she has any grievance concerning academic and non-academic issues and the committee would take immediate and necessary action.

The learners approach this Cell in case there are any grievances related to their academic and non-academic matters. The cell redresses the grievances with immediate effect. The management and the Grievance Redressal cell scrutinize all complaints. HODs, Principal and Director regularly looks after the filed grievances on day-to-day basis. The college assures students that once a grievance is filed, it would definitely be looked after but also with confidentiality.

Moreover, there is a different mechanism to report the issues related to women and their grievances.

Objectives:

- To initiate proactive measures to redress the grievances of the students.
- To provide a support system for the students to address their grievances.
- To analyze the complaints and representations of aggrieved students and to take action with the appropriate authorities for redressal.
- To get suggestions periodically from the students for improvement.

Type of Grievance

1. Grievance related to physical or mental harassment of staff members or students
2. Grievance related to Working culture of staff members
3. Grievance related to Welfare Measure of staff members or students
4. Grievance related to Feedback in both academic and non-academic aspects.
5. Grievance related to Safety Measures of staff members or students.

The complaint management mechanism is carried out in three levels in the institution

- The concerned class Coordinators, Mentors and Departmental Heads attends the departmental level grievances.
- The student coordinators and staff coordinators of Grievance Redressal cell act as facilitators to communicate and sort out the grievances at the department level.
- Unsettled grievances at the departmental level are further referred to the Grievance Redressal Cell of the organization. The students can then approach the Grievance Redressal Cell of the organization with their complaints. Depending on the seriousness of the problem, the issues are settled by the Cell or forwarded to the Principal or Director in consultation with other members of the management, parents and faculty as required.

Grievance Redressal Cell of the institution

Sl No	Name	Department
1	Dr. Pradip kumar karar	Academic Head
2	Ms. Angana Naskar	Academic
3	Ms. Enakshi Ghosh	Academic
4	Ms. Anindita Chakraborty	Admin

Women's Cell

The relevant authority of the organization has formed the (UMA) committee in order to redress the issues related to women. Complaints can be lodged in person to the Convener of the relevant Committee or can be dropped in the Principal's or Director's chamber in accordance to the seriousness of the issue.

➤ Establishment of Anti Ragging Committee

What is Ragging?

Any conduct either through words spoken or written or by an act which has the effect of teasing or treating with rudeness any other student, indulging in any unfortunate or disobedient activities which causes or is likely to cause annoyance, adversity or psychological harm or to nurture fear or anxiety thereof in a fresher or a junior student or asking the students to do any act or perform something which a student will not be doing in the ordinary course and which has the effect of causing or causing a sense of shame or discomfiture so as to unpleasantly affect the physique or psyche of a fresher or a junior student. Ragging is wholly prohibited inside Seacom Pharmacy College and also outside the campus. Anyone found guilty of ragging and aiding ragging whether actively or passively or by being a part of any conspiracy to promote, ragging is liable to be punished in accordance with AICTE Regulations 2009 as well as under the requirements of any penal law for the time-being in force.

Punishments are ensured for those found guilty of Ragging.(Any act of physical or mental abuse directed at another student on the ground of color, race, religion, caste, ethnicity, gender, sexual orientation, appearance, nationality, geographical origins, linguistic identity, place of birth, place of residence or economic background)

Depending upon the nature and seriousness of the offence, as established, the possible punishments for the guilty parties in reference to ragging at the organizational level shall be decided by the competent authority from any one or any combination of the following:

- Cancellation of Admission.
- Suspension from classes.
- Debarring from appearing in any test/examination or other evaluation process withholding results
- Rustication from the institution for period ranging from 1 to 4 semesters
- Expulsion from the institution and consequent debarring from admission to any other Institution.
- Withholding / Withdrawal of scholarships /fellowships and any other benefits.
- Suspension /expulsion from the hostel.
- Debar from representing the institution in any regional, national or international meet, youth festival etc.

Any student found directly or indirectly committing or participating in ragging or propagating ragging inside or outside the organization shall be liable for punishment.

Anti Ragging Committee of the Institution

Sl. No	Name	Designation
1	Dr. Pradip kumar karar	Principal
2	Prof Angana Naskar	Asst. Professor
3	Prof. Enakshi Ghosh	Asst. Professor
4	Prof. Debdali Mondal	Asst. Professor
5	Prof Pallav Banerjee	Asst. Professor
6	Prof. Debosmita singha	Asst. Professor
7	Prof Souvik Mal	Asst. Professor
8	Mrs. Anindita Chakraborty	Marketing Head
9	Mr. Abhijit Bose	Financial Officer

This Squad is supposed to make surprise raids on canteens and playground apart from classes. The anti-ragging committee has been formed by the organization to completely eliminate the peril from the campus and also the society at large promoting a ragging free campus and to prohibit any conduct by any student or group of students whether through words spoken or through written or through an act which has the effect of teasing, mal-treating or handling with rudeness a fresher or any other student, or indulging in disorderly or unruly activities by any student or group of students which causes or is likely to cause irritation, adversity or psychosomatic harm or to raise fear or nervousness thereof in any fresher or any other student or asking any student to do any act which such student will not be doing under ordinary circumstances and which has the effect of causing or generating a sense of disgrace, or annoyance or awkwardness so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to develop a sadistic pleasure or showing off power, authority or superiority by a student or a group of students over any fresher or any other student. Moreover, preventing its existence and punishing those who indulge in ragging as per the Regulations and the appropriate rule in force.

- *Establishment of Online Grievance Redressal Mechanism* : In the Process
- *Establishment of Grievance Redressal Committee in the Institution and Appointment of OMBUDSMAN by the University* : In the Process

➤ **Establishment of Internal Complaint Committee (ICC)**

Internal Complaint Committee of the Institution was established on 04/02/2021
Internal Complaint Committee of the Institution

Sl. No	Name	Designation
1	Prof. Angana Naskar	Asst. Professor
2	Prof. Enakshi Ghosh	Asst. Professor
3	Prof. Debdali Mondal	Asst. Professor
4	Ms. Anindita Chakraborty	Marketing Head

➤ **Establishment of Committee for SC/ ST**

Committee for SC/ ST of the Institution was established on 01/01/2021
Committee for SC/ST

Sl. No	Name	Designation
1	Prof. Angana Naskar	Asst. Professor
2	Prof. Enakshi Ghosh	Asst. Professor
3	Prof. Debdali Mondal	Asst. Professor

➤ **Internal Quality Assurance Cell**

Internal Quality Assurance Cell (IQAC) of the Institution was established on 01/01/2021
IQAC of the Institution

Sl. No	Name	Designation
1	Mr. Debdali Mondal	Asst. Professor
2	Ms. Angana Naskar	Asst. Professor
3	Mr. Pallav Banerjee	Asst. Professor
4	Mr. Souvik Mal	Asst. Professor
6	Ms. Enakshi Ghosh	Asst. Professor
7	Ms. Debosmita singha	Asst. Professor

6. Programmes

- *Name of Programmes approved by AICTE* : i) Pharmacy
- *Name of Programmes Accredited by AICTE* : Nil
- *Status of Accreditation of the Courses* : Under process
 - Total number of Courses : 1
 - No. of Courses for which applied for Accreditation : Nil
 - Status of Accreditation : NA

➤ **For each Programme the following details are to be given:**

Programme Name	Diploma
Number of seats	Pharmacy
Duration	3 years
Cut off marks/rank of admission during the last 3 years	ANNEXURE I
Fee	
Placement Facilities	<p>Activities related to the corporate liaison, placement, and relevant training are pivoted through the Corporate Relation team, focusing on providing the students with an dependable and maximum number of campus opportunities. Their only purpose is to provide a platform to the fresh engineers. This team from our organization travels across the country to meet various companies and seek optimum pertinent opportunities for the students.</p> <p>A student needs to be wrought as per the corporate requirements; he or she needs to be taught the lines of the industry, behavioral patterns and expectations from both ends. Such knowledge is continuously imparted through regular training sessions on soft skills, corporate environments, interview strategies, aptitude training, mock interview sessions and sessions related to relevant technical software. To provide impetus, sessions with industry experts are also organized on a regular basis..</p>

- *Name and duration of programme(s) having Twinning and Collaboration with Foreign University(s) and being run in the same Campus along with status of their AICTE approval. If there is Foreign Collaboration, give the following details* : Nil
- *Details of the Foreign University* : NA
- *For each Programme Collaborated provide the following* : NA
- *Whether the Collaboration Programme is approved by AICTE? If not whether the Domestic/Foreign University has applied to AICTE for approval* : NA

7. Faculty

➤ Faculty members

List Faculty members

SI No	Name	Designation
1	Dr. Pradip kumar karar	Principal
2	Prof.Angana Naskar	Asst. Professor
3	Prof.Enakshi Ghosh	Asst. Professor
4	Prof.Debdali Mondal	Asst. Professor
5	Prof.Pallav Banerjee	Asst. Professor
6	Prof.Debosmita singha	Asst. Professor
7	Prof. Souvik Mal	Asst. Professor

Permanent Faculty 07

➤ *Adjunct Faculty* : Nil

8. Fee

➤ *Details of fee, as approved by State Fee Committee, for the Institution:* Rs. 30000

➤ *Time schedule for payment of fee for the entire programme*

Odd semester- June, 1st week

Even semester- December, 1st week

➤ *Number of scholarship offered by the Institution, duration and amount*

➤ Different kinds of scholarships are offered by the organization to more than 60% of total student strength.

➤ *Criteria for fee waivers/scholarship:* As per the merit and economical condition of the students.

10. Admission

➤ *Number of seats sanctioned with the year of approval:* Pharmacy 60

➤ *Number of Students admitted under various categories each year in the last two years*

Year	Stream	No of students admitted
2019	Pharmacy	5 6
2020	Pharmacy	6 0

11. Admission Procedure

- *Mention the admission test being followed, name and address of the Test Agency and its URL (website)*

Sl. No.	Name and address of the Test Agency	URL of name and address of the Test Agency
1.	West Bengal State Council of Technical Education, Kolkata Karigori Bhavan, S.N Banerjee Road, Kolkata	https://webscte.co.in/

➤ **Calendar for admission against vacant seats:**

- Last date of request for applications : Last Week of September
 - Last date of submission of applications : Last Week of September
 - Dates for announcing final results : End of September
 - Release of admission list : Vary on situation
 - Date for acceptance by the candidate : Within October 15
 - Last date for closing of admission : Mid of October
 - Starting of the Academic session : Mid of August
 - The waiting list shall be activated only on the expiry of date of main list : NA
 - The policy of refund of the fee, in case of withdrawal, shall be clearly notified
- Our admission team take care of the refund policy

12. Criteria and Weightages for Admission

- *Describe each criterion with its respective weightages i.e. Admission Test, marks in qualifying examination etc.* : No Admission Test.
- *Mention the minimum level of acceptance, if any:* Pass in+12 with PCM/B with 45% minimum(25% seats) & as per WBSCTEVD regulation in remaining 75% seats through central counseling.

13. List of Applicants

- *List of candidate whose applications have been received along with percentile/percentage score for each of the qualifying examination in separate categories for open seats. List of candidate who have applied along with percentage and percentile score for Management quota seats:* NA

14. Results of Admission Under Management seats/Vacant seats

- *Composition of selection team for admission under Management Quota with the brief profile of members (This information be made available in the public domain after the admission process is over)*

Formation of Infrastructure and Other Resources Available

Administrative Area:					
Room No.	Room type (mention Class Room/ Laboratory/ Toilet, etc.)	Carpet area (in m ²)	Completion of flooring	Completion of Walls and painting	Completion of Electrification and lighting
001 A1	Faculty Room	50	Ready	Ready	Ready
03 A1	Exam Control Office	30	Ready	Ready	Ready
101 A1	Principal Directors Office	36	Ready	Ready	Ready
101 TP	Security	10	Ready	Ready	Ready
103 A1	Office All Inclusive	300	Ready	Ready	Ready
107 A2	Cabin for Head of Deptt	30	Ready	Ready	Ready
110 A2	Reception Area	10	Ready	Ready	Ready
112 A3	Central Store	30	Ready	Ready	Ready
114	Maintenance	10	Ready	Ready	Ready
115	Housekeeping	10	Ready	Ready	Ready
201 TP	Placement Office	10	Ready	Ready	Ready
Amenties Area:					
Room No.	Room type (mention Class Room/ Laboratory/ Toilet, etc.)	Carpet area (in m ²)	Completion of Flooring	Completion of Walls and painting	Completion of Electrification and lighting
191	Toilet	50	Ready	Ready	Ready
192	Toilet	50	Ready	Ready	Ready
204	Boys Common Room	150	Ready	Ready	Ready
205	Girls Common Room	100	Ready	Ready	Ready
206	First aid cum Sick	30	Ready	Ready	Ready

Room					
Instructional Area					
Room No.	Room type (mention Class Room/ Laboratory/ Toilet, etc.)	Carpet area (in m ²)	Completion of Flooring	Completion of Walls and painting	Completion of Electrification and lighting
02 A1	Classroom	66	Ready	Ready	Ready
04 A1	Classroom	66	Ready	Ready	Ready
101 A2	Classroom	66	Ready	Ready	Ready
101 A3	Classroom	66	Ready	Ready	Ready
103 A3	Laboratory	66	Ready	Ready	Ready
105 A3	Laboratory	66	Ready	Ready	Ready
109 A1	Laboratory	66	Ready	Ready	Ready
109 A3	Laboratory	100	Ready	Ready	Ready
120 A1	Laboratory	100	Ready	Ready	Ready
150 A1	Laboratory	100	Ready	Ready	Ready
515A1	Seminar hall	200	Ready	Ready	Ready
W1	Work shop	300	Ready	Ready	Ready

- *Number of Computer Centres with capacity of each* : 2, 30 each
- *Central Examination Facility, Number of rooms and capacity of each*
15 no of rooms are allotted for Examination Purpose and capacity of each 30 no of candidates.
- *Barrier Free Built Environment for disabled and elderly persons* : Ramp available

➤ **Library**

- Number of Library books/ Titles/ Journals available (program-wise)

Sl. No	Program	No of Titles	No of Books
1	Pharmacy	60	562

- List of online National/ International Journals subscribed: **Magazine**-Electronics For You
- E- Library facilities : NDLI

➤ *Laboratory and Workshop*

- List of Laboratory : ANNEXUREIV

➤ *Computing Facilities*

- Internet Bandwidth : 100 Mbps
- Number and configuration of System : 60 (Desktop), Configuration: Dual Core 2.20 GHz
- Total number of system connected by LAN 30
- Total number of system connected by WAN 30
- Major software packages available : Windows-7 , Office 2010, Auto CAD (Student Version), ODLL (Inter Active Language Learning Software)
- Special purpose facilities available: Nil

➤ *Innovation Cell*

SI No	Name	Designation
1	Dr. Pradip kumar karar	Principal
2	Ms. Angana Naskar	Asst. Professor
3	Ms. Enakshi Ghosh	Asst. Professor
4	Mr. Debdali Mondal	Asst. Professor
5	Ms. Debosmita singha	Asst. Professor
6	Mr. Pallav Banerjee	Asst. Professor
7	Mr. Souvik Mal	Asst. Professor

➤ *Social Media Cell*

SI No	Name	Designation
1	Ms. Enakshi Ghosh	Asst. Professor
2	Mr. Debdali Mondal	Asst. Professor
3	Ms. Debosmita singha	Asst. Professor
4	Mr. Pallav Banerjee	Asst. Professor
5	Mr. Souvik Mal	Asst. Professor

➤ *Compliance of the National Academic Depository (NAD), applicable to PGCM/ PGDM Institutions and University Departments : NA*

➤ *List of facilities available*

- **Games and Sports Facilities:** The organization has a sports committee. A senior faculty member is nominated as the convener of the committee along with a selected body comprising of faculty members and students. The committee conducts all types of sports activities. We have dedicated grounds for Cricket, Football, basketball, volleyball, etc.
- **Extra-Curricular Activities:** Extra-curricular activities help in highlighting particular skill sets or interest students apart from their academic activities. They help students introduce themselves in activities related to culture & traditions, better time management i.e. how to balance their academics along with their hobbies & interest. Therefore, our organization organizes various programmes such as induction programme, fresher's welcome, cultural meet, farewell, etc to add more vibrancy in the campus. Workshops, Conferences, Project exhibition for students, lectures by industry experts etc. are also organized on a regular basis.
- **Soft Skill Development Facilities:** Soft skills are a combination of people skills such as communication, leadership, presentation, personality development skills etc. Soft skills training include added advantage apart from having technical knowledge in respective fields of study. Our

institution provides special soft skills developments facilities to students with a view to enhance their employability and sustainability in the industry. Every department conducts at least 20hours per semester for soft skill training.

- **Medical Facility:** At least one doctor is present 24 hours a day to treat ailments of all related to the organization. A dedicated medical facility is available within the campus. The college provides all type of medical facilities to all related. Apart from this, a dedicated vehicle is omnipresent to rush any serious cases to the nearby hospital at the earliest.

➤ *Teaching Learning Process*

- Curricula and syllabus for each of the programmes as approved by the University Pharmacy
- Academic Calendar of the University

Academic Calendar for the Academic Session 2019-2020

The Academic Calendar to be followed by the Institutes offering Diploma Courses in Engineering / Technology / Architecture / Modern Office Practice & Management / Pharmacy, etc. for the Academic Session 2019-2020.

SEMESTERS SYSTEM

- **FIRST / THIRD / FIFTH SEMESTERS**

- **Classes of 1st Semester :** August 1, 2019 to November 23, 2019.
- **Classes of 3rd & 5th Semester for all branches :** July 22, 2019 to November 23, 2019.
- **1st Internal Assessment** to be completed before August 31, 2019.
- **2nd Internal Assessment** to be completed before November 23, 2019.
- **External Assessment** for sessional / practical examination to be conducted before December 24, 2019 (for all Semesters).
- Tentative date of **commencement of 1st, 3rd & 5th Semester Examination:** December 10, 2019.

- **SECOND / FOURTH / SIXTH SEMESTERS**

- **Classes of all semesters to be held from** January 9, 2020 to April 18, 2020.
- **1st Internal Assessment** to be completed before February 22, 2020.
- **2nd Internal Assessment including “Engineering Drawing”** to be completed before April 18, 2020.
- **External Assessment** for sessional/practical examinations to be completed by May 9, 2020.
- The Institute is authorised to conduct Internal Assessment in decentralised manner also subject to prior approval of the Council.
- Tentative date of commencement of 2nd, 4th & 6th Semester Examination : May 11, 2020.

*** SUPPLEMENTARY EXAMINATION**

- The Supplementary Examination (5th & 6th Semester only) may be held tentatively within 21 days from the date of publication of results of Even Semester Examinations.

ANNUAL SYSTEM

- **Classes of 1st Year Pharmacy:** August 1, 2019 to April 30, 2020.
- **Classes of 2nd Year Pharmacy:** July 22, 2019 to April 30, 2020.
- **Classes of Part-time Section-A :** August 1, 2019 to April 18, 2020.
- **Classes of Part-time Section-B, C & D :** July 22, 2019 to April 18, 2020.
- **1st Internal Assessment** to be completed by November 30, 2019.
- **2nd Internal Assessment** to be completed by April 18, 2020.
- **External Assessment for Pharmacy and Section-A, B, C & D** to be conducted by May 9, 2020.
- Tentative date of **commencement of Annual Examination:** May 11, 2020.

EXAMINATION RELATED WORKS

A. Online Registration of Diploma students for the Academic Year 2019-20 :

Last week of August, 2019 (exact date will be notified in due course)

B. Last date of submission of hard copy of filled-in Registration documents to Council's Office:

Second week of September, 2019 (exact date will be notified in due course)

(Note: All institutes have to submit attested copies of – (i) Secondary/HS Mark Sheet, Admit Card (age proof), (ii) SC/ST, PC, Land Looser, etc. certificate (which is/are applicable), (iii) allotment letter of all admitted students along with the Online filled-in Registration Forms and fees. The said supporting documents must be attached with the Online filled-in Registration Form)

. C. Sending of Indent for Question Papers, Blank Answer Script and Blank Loose Sheet

Please note that the indent of question papers, blank answer scripts and blank loose sheets for the students other than **PART-TIME and PHARMACY** courses need not to be submitted.

The indent of question papers for **PART-TIME and PHARMACY** courses are to be submitted latest by **14th March, 2020**.

C. Opening of the Online eligibility website of the Council or Delivery of Application Form / Eligibility CD (as applicable) for Regular & Casual students from Council's Office

1st / 3rd / 5th Semester Examination	2nd / 4th / 6th Semester Examination	Part-time Section-A, B, C & D and Pharmacy Examination
21st, 22nd & 23rd October, 2019	1 st, 2nd & 3rd April, 2020	1 st, 2nd & 3rd April, 2020

SUMMARY

<u>ODD Semester (1st, 3rd & 5th Semesters)</u>	
<i>Classes of 1st Semester will be started :</i>	1 st August, 2019
<i>Classes of 3rd & 5th Semesters will be started :</i>	22th July, 2019
<i>External Assessment for 1st, 3rd & 5th Semesters :</i>	To be completed by 24th December, 2019
<i>Tentative date of commencement of 1st, 3rd & 5th Semester Examination :</i>	10th December, 2019

<u>EVEN Semester (2nd, 4th & 6th Semesters)</u>	
<i>Classes of 2nd, 4th & 6th Semesters will be started :</i>	9 th January, 2020
<i>External Assessment for 2nd, 4th & 6th Semesters ::</i>	Within 9th May, 2020
<i>Tentative date of commencement of 2nd, 4th & 6th Semester Examination :</i>	11th May, 2020

- Internal Continuous Evaluation System and place

- Student’s assessment of Faculty, System in place

Feedback regarding the teaching of faculties is taken from a few students at the end of each semester, on the basis of their academic performance and attendance.

- For each Post Graduate Courses give the following: NA
 - Title of the Course
 - Curricula and Syllabi
 - Laboratory facilities exclusive to the Post Graduate Course
- Special Purpose
 - Software, all design tools in case
 - Academic Calendar and frame work

At Seacom Pharmacy College, we believe that knowledge is inestimable. As such, planning ahead of implementation is a work half- done & with clearly informed dates regarding the action plan, our academic calendar is tailor made to suit the requirements of our students. Our attitude, that is student focused, helps us in continually maneuvering the path for arranging workshops, seminars in every academic session, relating to recent technical progress. Eminent professionals are invited, to make the continuous evaluation process prosper through their technical knowledge, ultimately leading to the betterment of students, organization and the society at large..

15. Enrollment of students in the last 3 years

Year	2018	2019	2020
Enrollment	0	56	60

16. List of Research Projects/ Consultancy Works

- Number of Projects carried out, funding agency, Grant received : Nil
- Publications (if any) out of research in last three years out of masters projects : NA
- Industry Linkage : Yes
- MoUs with Industries (minimum 3)
 - i) Tata Power Skill Development Institute (TPSDI)

17. Best Practices adopted, if any

The aim of our organization is to face-lift and legitimize students’ advancement from vivid cultures ranging from ne'er-do-well sections to prosperous ones. One of the best practices of our organization is **“In Service of Humanity”**. It facilitates dignity, happiness and righteousness in the service of mankind. We at Seacom believe that humanity lies in serving the society at large not only in terms of imparting knowledge but also in structuring their personality, magnetism and humankind to be dedicated to the service of the society. This helps the students in exploring their potential to the fullest.

Practices like Imparted learning are adopted by our organization, using power-point presentations. This helps the students to organize their thinking process and shape up their professional skills, using **audio-visual aides** (such as screening of films and plays, displaying paintings, photographs etc.). We seek help of experts from certain given fields apart from academics in order to **promote wellbeing**. Through a **practical feedback process, open communication**, with adoption of quality maintaining practices like quality circles within faculty and staff we inculcate an **ethos of critical thinking** and holding an array of **in-depth analysis**, for the appraisal and betterment of the organization. The college has

managed to elevate members from unprivileged backgrounds into self-reliant, career oriented human beings.

This is also possible through the individualized **mentoring** that the teachers provide to the students. The students are directed to turn into professionals with expertise and sound technical quest and sense. Our **college library** with its varied collection of books, journals, magazines and e-resources also opens a window to the wider world for the students.

Students regularly take to **working for organizations and in distribution of help for the SERVICE OF HUMANITY**, while also undertaking academically driven **research projects of applied nature both in experimental and analytical fields**. Various departments of the college affiliate themselves and work in **collaboration with nationally acclaimed associations**. The students here are empowered through educational and co-curricular tasks alike to be better citizens and leaders in fast-changing culture of the country. Reputed organizations have come for **campus placements** over the years and have also recruited many of our students.

We organize professional sessional trainings and also Technical Industrial Visits to improve the competency of technical knowledge and skills. This gives them exposure to professional life and to the aspect of their job responsibility.

Apart from these we also inculcate sensitivity and **responsibility towards environment** in our students. To make the campus eco-friendly, the college maintains three ornamental gardens. We appreciate biodiversity through our herbal garden.

Pharmacy fees structure for the academic year 2020-2021

Fees Details	At the time of Admission	2 nd semester	3 rd semester	4 th semester	5 th semester	6 th semester
Admission	5,000.00					
Tuition Fees*	24,000.00	29,000.00	29,000.00	29,000.00	29,000.00	29,000.00
Caution Money						
Library Fees	500.00	500.00	500.00	500.00	500.00	500.00
ApplicationKits						
Students welfare and Sports game fees	500.00	500.00	500.00	500.00	500.00	500.00
Total	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00
Total per student						1,80,000.00

Seacom pharmacy college Lab details

1. Pharmaceutics Lab

Instrument present in lab – Hot plate, weight machine, tablet punching machine, coating machine, hot air oven, incubator, autoclave, homogeniser, clarity test apparatus, hardness tester, waterbath, hand grinder, tablet counter, laminar air flow bench and aseptic chamber

2. Pharmaceutical chemistry lab

Instrument present in lab – Digital pH meter, digital photo colorimeter, hot air oven, magnetic stirrer with hot plate

3. Pharmacology Lab

Instrument present in lab – Student organ bath, tail-flick apparatus, histamine chamber, electroconvulsimeter, blood pressure machine, weight machine, homogeniser

4. Pharmacognosy lab

Instrument present in lab – Microscopes, electrical microscope, slides, different charts, petri dish

5. Machine room lab

Instrument present in lab – Tablet compressor machine, tablet coating machine, colloidal mill, friability tester, sieves sets, capsule filling machine, percolator