

MOUNT SEENA COLLEGE OF ARTS & SCIENCE

(Affiliated to University of Calicut)

AKALUR, PALAKKAD (DT) - 679302

Tel: 0491- 2872211(Office)

E-mail : college@mountseena.com

Website : www.mountseenacollege.com

CALENDAR 2020-2021



Name:..... Date of Birth:.....

Programme:.....Duration:.....

Admission No: Blood Group:

Home Address :

.....

.....Telephone No.....Mob:.....

Managed by:

BAITHU SHARIQA AL KHAIRI TRUST

(A Registered Public Charitable Trust)

Pathiripala, Nagaripuram-678642

Palakkad (Dt), Kerala, S.India

Bring this Diary, on all working days

PRAYER

In the name of God, the most Gracious,
The Most Merciful

Praise be to God,
The cherisher and sustainer of the worlds;

The Most Gracious, The Most Merciful

Master of the day of judgement

Thee do we worship,
And Thine aid we seek.

Show us the straight way
The way of those on whom

Thou has bestowed Thy grace,
Those whose (Portion)
Is not wrath
And who go not astray.

-Ameen-

PLEDGE

India is my country. All Indians are my brothers and sisters.

I love my country and I am proud of its rich and varied heritage. I shall always strive to be worthy of it.

I shall give respect to my parents, teachers and all elders and treat everyone with courtesy.

To my country and my people, I pledge my devotion. In their well-being and prosperity alone, lies my happiness.

HISTORY

Mount Seena College of Arts and Science, Akalur is a self-financing college, started in June 2010 as per order (GA1/04/2780/2009 dated 25.11.2009) It is affiliated to the University of Calicut. It is started with the goal of imparting quality education to the rural people, especially to the backward communities and marginalised groups, focusing on character building and moral principles. Sincere attempts are being made to develop a sense of professional responsibilities, social, cultural and moral awareness.

Vision and Mission of the College

- * **To Promote Value Education**
- * **All round development of student through academic excellence and development of skills and character.**
- * **To ensure integrated development of individuals.**

PROGRAMME OFFERED

- 1. B.A English Literature**
(with Journalism and Political Science Complementary)
- 2. B.Sc Computer Science**
(with Mathematics and Physics Complementary)
- 3. B.Sc Mathematics**
(with Statistics and Physics Complementary)
- 4. B.Sc Physics**
(with Mathematics and Computer Application Complementary)
- 5. B.Com** (with Computer Application)
- 6. B.Com** (Finance)

7. B.B.A

8. MCom

COMMON COURSES OFFERED FOR UG

(English, Arabic/Hindi/Malayalam)

FACILITIES

- * Hostel facilities are provided for boys and girls
- * College Canteen
- * Transportation facility to Girls
- * College Store

TUTORIAL SYSTEM

To have a constant watch towards the activities of academic & non academic, the students are divided into groups with maximum No. 20 and are put under the supervision of a teacher. Students when submitting any application to the authorities will be accepted only if routed through the tutor or teacher concerned.

NSS (NATIONAL SERVICE SCHEME)

The government of India introduced the National Service Scheme in College and Universities in the year 1969. The college has one unit engaged in social service. The N.S.S aims at education through community service. The N.S.S Volunteers who complete the minimum requirement of 240 hrs of work in two consecutive years and attend a Seven day camp are eligible for certificate signed by Vice-Chancellor. N.C.C and N.S.S certificate holders are eligible for weightage of marks at the time of admission to higher courses of study.

NCC (NATIONAL CADET CORPS)

The national cadet corps came into existence under the National Cadet Corps Act XXXI of 1948. The motto of NCC is “UNITY AND DISCIPLINE”. The NCC is a youth development movement. It has enormous Potential for Nation building. It provides opportunity to the youth of the country for their all round development with a sense of duty, commitment, Dedication, Discipline and moral values so that they become able leaders and useful citizens also provides exposure to the cadets in a wide range of activities, with a distinct emphasis on social services, Discipline and adventure Training.

OTHER CLUB ACTIVITIES

Nature-Club

Eco-Club

Tourism-Club

Science-Club

Literary-Club

Commerce-Club

Women's-Forum

Red Ribbon Club

DETAILS OF TEACHING STAFF

Principal : Prof. T. ABOOBACKER

Department of Commerce

Prasad P.

Deepa K.

Veena K.

Rajani P.

Ramya M.R.

Sobha P.G.
Najma K.M.
Seema E.
Ramya N.V.
Kadambari K.
Jisha T.
Sushama M.N.
Rashmi P.
Roshma P.M.
Shafna P.A.
Prasanna

Department of Computer Science:

Soumya P.G.
Raji K.
Sushama P.
Safna K.M.
Aparna Raj K.R.

Department of English

Divya K.
Preethi M.
Nirmala G.
Radhika Ramachandran
Smitha R.
Nisha P.T.
Basima Jamal P.

Department of Hindi : Rajani K.

Department of Journalism : Salini M.S.

Department of Malayalam : Radhika P.V.

Department of Arabic : Ramla V.P.

Department of Mathematics:

Sajeera V.P.
Vineetha Ram T.R.
Jamsheena

Department of Physics

Jaya K.V.
Sreeja U.K.
Shemina V.S.
Fasil M.A.

Department of Physical Education

Sunil P.P.

Department of Political Science: Divya M.V.

Department of Statistics : Sindhu P. Joseph

Moral Instructor : A. P. Abdul Nazar

LIST OF NON TEACHING STAFF

Administrative Officer	: Mohammed Rafi N.P.
Head Accountant	: Ismail P.S.
Clerk	: Sabna, Soumya
Office Assistant	: Geetha Thambi
Lab Asst. Physics	: Mohammed Haneefa
Comp. Lab Asst.	: Juraige
Librarian	: Sobha K.
Library Assistant	: Hemambika V.U.
L.G.S	: Narayanikutty, Bindu Suresh Usha V.S., Usha K.
Campus Supervisor	: Sainudheen
Store incharge	: Hemambika

COLLEGE RULES

GENEAL RULES

1. **Student should obey the rules and regulations signed by them and their parents at the time of admission.**
2. Students are expected to the college during working days only with proper uniform & Identity card on all occasions.

Uniform Pattern:

Boys : Half Slack Shirt with single Pocket, Ordinary Loose pant.

Girls : 1) Muslim girls should wear Mafta, 2) Full sleeve Shirt with over coat and pants.

for Boys & Girls: Low waist Pant, T-Shirt, Jeans Pant and tight fitting garments are not allowed under any occasion.

* Violation of Rule 2 will be fined with Rs.100/-

3. **Ragging is strictly prohibited in the college campus and hostel. Strict action will be taken against the culprits.**
4. No student should leave the class without permission of the teacher who engages the class.
5. Mobile phones are prohibited for students in college campus. If caught, will not be given back.
6. Students shall not loiter in the varandhahs during class hours and moving from one class to another class for the combined lecture, should be in an orderly and disciplined manner.

7. No indecent representation shall be made by any student towards any other student or staff either in words, letters, gestures or by any other means, in addition to this their speech and behaviour should be with decorum and dignity. They should give due respect to the teacher & other Staff & authority.
8. Student shall not smoke or chew pan in the premises of college or hostel
9. Students should not drive 2 Wheeler or 4 Wheeler vehicles in the Campus. They have to park their vehicle in the allotted area near the entrance.
10. Students should follow the heirarchy in the college.
11. Student should look into the Notice Board daily for updated information. Student shall not cause any loss or damage to the college property, and will be liable for the recovery of loss.
12. No Notice or Petition of any kind should be circulated among students or no money collection is allowed without the written permission of the principal in the case of necessity.
13. Students are strictly prohibited from participating in any meeting directed against the constitutional authority, or any political agitation against the government.
14. Students should handle college properties with utmost care. They should not involve in any act of disfiguring the college building, compound walls, desk benches etc with any writing or sticking posters or notices.
15. Students who go to other college or institutions to

take part in any activity like academic cultural and sports should keep the decorum and decency, and should not in any way disrupt the normal activity of that college or institution.

16. The principal shall have the power to take disciplinary action like fine, cancellation of attendance, withholding of term certificates, forfeiture of educational concession and scholarship, suspension, compulsory issue of TC, expulsion etc against any student found/ involved in such acts/activities that are against the norms and discipline of the institution.
17. The principal shall have the right to issue TC to a student admitted to the college without any application from the student or guardian, if the student is found totally unfit in all aspects.

PUNISHMENT FOR VIOLATION OF RULES

1. Late Coming: Rs. 100/- from the third time onwards
2. Mobile phone caught for first time : Rs. 500/-
3. Mobile phone caught for second time : Mobile phone will not be returned (sim will be returned)
4. Non - Uniform : Rs. 50/-
5. Semester Fees remittance delay : Rs. 100/- after fifteen working days.
6. Loss of ID Card : Rs. 50/-
7. Delay in paying bus fees of girls : will not be permitted to use the bus
8. If the semester fee is not paid in time, they will not be permitted to sit in the class until they remit the fees.

Academic Rules

- * Students should attend all classes allotted to them.
- * They should secure minimum 75 percentage of attendance for each semester for writing the University Examination.
- * Attendance will be taken at the beginning of each class. Absence during one period will be counted as absence for that session.
- * If student is absent on any day should submit a leave letter to the tutor concerned on the day of coming after leave.
- * Students are expected to attend the entire curriculum including internal examination as directed by the teachers concerned.
- * They should also obey orders issued by the head of the institution from time to time.
- * They should also obey the instructions from teachers and authorities.
- * Any lapse from the part of the students will not be an excuse in following the curriculum.

ATTENDANCE AND LEAVE

- * Leave letter should be submitted to the tutor signed by parents.
- * Late coming or leaving class early shall result in loss of half day attendance. If any student wants to go early for unforeseen reason should get the permission of the teacher concerned and get the out pass during the working days.

- * If leave is taken for more than five days due to illness, the application for leave should be submitted along with medical certificates, when required.
- * A student who is absent without leave for 15 consecutive working days stands the risk of having his/her name struck off the rolls and will have to seek re-admission if to be continued.
- * Student whose attendance falls below the minimum shall apply for condonation to the university through the principal with required fee as per university rules, If it is within the condonable limits.

WORKING HOURS

On week days - FN Session : 09:30 am to 12:30 pm

AN Session : 01:30 pm to 03:30 pm

On Friday - FN Session : 09:30 am to 12:30 pm

AN Session : 02:00 pm to 03:30 pm

ADMISSION

- * Admission will be as per the rules laid by the University from time to time.
- * All admission will be provisional subject to the verification of certificate and the approval of University of Calicut. Before submitting the Original documents the students should take sufficient number of true copies and keep them duly attested for further use.
- * If the certificate submitting during the time of admission were found false their admission stand cancelled automatically. The admission to any student to any programme is the right of the principal.

LIBRARY RULES

1. Books will be lent only on production of Library card & ID card.
2. Strict silence should be observed in the Library.
3. The Final year students can take four books at a time.
4. PG students can take necessary number of books at a time and any number of journals.
5. 1st & 2nd year students can take three books and one magazine at a time.
6. Book should be returned or renewed within 15 days. Failing which will be liable to a fine of Re 1/day
7. Magazines & Journal can be kept for 7 days.
8. Books and magazines should be returned neatly without causing any damage/disfiguring.
9. Days of issue of books
I & II Sem - Monday
III & IV Sem - Tuesday & Thursday
V & VI Sem - Wednesday & Friday
For PG All days
10. Books will be issued to students from 9.00 to 9.30, 12.30 pm to 1.30 pm and after 3.30pm
11. Transfer or subletting of books is strictly forbidden.
12. If any book is lost, damaged or mutilated the student shall be required to replace the book or pay compensation as per rules.

COLLEGE HOSTEL

- * Hostel Facilities are provided by the management for the time being in the main Campus
- * The Rules and Regulations pertaining to the hostel will be as per the MSGEI Hostel
- * All boarders are expected to abide by the rules.

BUS USER FEE

Bus users will have to pay the fee in advance as in lump for the entire semester at the beginning. Prior permission will have to be obtained for change of route or cancellation of Bus facility.

PARENT TEACHER ASSOCIATION.

The parent teacher association which is a statutory body composed of parents of students and members of the teaching staff of the college is functioning in the college. This is a forum for close interaction between parents and teachers for overall development of the students.

RULES OF WITHDRAWAL

Student applying for transfer certificates during a term on any day on which they are on the rolls of the college will be granted such certificate on payment of all arrears of fees and other dues.

- i) No fee will be levied from those who apply for the transfer certificate either at the time of completion of the programme or within one year after completion of the programme. A student will be deemed to have left the college on the date of completion of the

programme.

- ii) Late fee of Rs 10 (Ten only) will be levied from those who apply for the transfer certificate one year after leaving the college.
- iii) An additional fee of Rs 30 (Thirty) will be levied from those who apply for duplicate copies of the transfer certificate. A duplicate copy can be issued only on production of a certificate from a responsible 1st Class Judicial Magistrate to the effect that original is irrecoverably lost.

FEES

Semester fees should be paid within 20 working days from the commencement of the semester. After the due date, in extra ordinary cases, students can attend the class with permission for 10 days and after that if the student is not paying the Sem fee his/her name will be removed from the roll and they are not permitted to enter the class and campus unless and until they take re-admission and remit the fees with fine Rs.100/-

- * every student is liable to pay the prescribed fees for the entire semester, as long as his/her name remains in the roll of the college.
- * Students should remit all fees including examination fees as per schedule. Defaulters will be fined.
- * If the examination fees is not paid in the notified date, he/she has to pay the fees to the university directly his or her own risk.
- * Parents should see that students are remitting the fees properly

NB : 1) Fees once paid will not be refunded

- 2) Students leaving the college after the commencement of a term/Semester have to pay the fee for the entire term/Semester.
- 3) Caution Deposit will be refunded only at the end of the programme on production of remittance certificate after deducting the breakages establishment charges and other dues if any.
- 4) Holidays and working days are likely to change as per the orders given by the Government from time to time, Except 2nd Saturday extra classes will be arranged if required by the teachers concerned.
If any holidays is announced by the Principal or Local authorities, that will compensated by working on Saturdays.
- 5) General Informations will sent to the parents by sms.

LIST OF IMPORTANT DAYS

June 5	World Environment Day
June 19	Reading Day
June 21	International day of yoga
July 11	World Population Day
August 6	Hiroshima Day
August 9	Nagasaki Day - Quit India Day
August 15	Independence Day
August 29	National Sports Day
September 5	Teachers Day
September 8	World Literary Day
September 14	Hindi Day
September 16	World Ozone Day
September 20	UN Peace Day
September 24	World Heart Day
October 2	Gandhi Jayanthi
October 1 - 7	Wild life week
October 13	State sports day
October 15	Blind Day
October 16	World Food Day
October 20	National Solidarity Day
October 24	UN DAY
November 1	Kerala Piravi Day
November 7	C. V. Raman Day
November 19	National Integration Day
December 1	World Aids Day
December 7	Flag Day
December 10	World Human Rights Day
December 23	Kissan Day
December 24	Consumer Protection Right day
January 26	Republic Day
January 30	Martyr's day
February 12	Darvin day
February 21	World Mother Language Day
February 28	National Science Day
March 8	World Women Day
March 20	Disabled Day
March 21	World Forestry Day
March 24	T.B. Day
May 11	Mothers Day
May 31	Antismoking day

June - 2020

Date	Day	Descriptions	No.of. Working Days
1	MON	College Reopens after summer holidays	1
2	TUE		2
3	WED		3
4	THU		4
5	FRI		5
6	SAT	Holiday	0
7	SUN	Holiday	0
8	MON		6
9	TUE		7
10	WED		8
11	THU		9
12	FRI		10
13	SAT	Holiday	0
14	SUN	Holiday	0
15	MON		11
16	TUE		12
17	WED		13
18	THU		14
19	FRI		15
20	SAT	Holiday	0
21	SUN	Holiday	0
22	MON		16
23	TUE		17
24	WED		18
25	THU		19
26	FRI		20
27	SAT	Holiday	0
28	SUN	Holiday	0
29	MON		21
30	TUE		22

Total Working Days- 22

July - 2020

Date	Day	Descriptions	No.of. Working Days
1	WED		23
2	THU		24
3	FRI		25
4	SAT	Holiday	0
5	SUN	Holiday	0
6	MON		26
7	TUE		27
8	WED		28
9	THU		29
10	FRI		30
11	SAT	Holiday	0
12	SUN	Holiday	0
13	MON		31
14	TUE		32
15	WED		33
16	THU		34
17	FRI		35
18	SAT	Holiday	0
19	SUN	Holiday	0
20	MON	Karkidaka Vavu -Holiday	0
21	TUE		36
22	WED		37
23	THU		38
24	FRI		39
25	SAT	Holiday	0
26	SUN	Holiday	0
27	MON		40
28	TUE		41
29	WED		42
30	THU	Holiday	0
31	FRI	EID	0

Total Working Days- 20

August - 2020

Date	Day	Descriptions	No.of. Working Days
1	SAT	Holiday	0
2	SUN	Holiday	0
3	MON		43
4	TUE		44
5	WED		45
6	THU		46
7	FRI		47
8	SAT	Holiday	0
9	SUN	Holiday	0
10	MON		48
11	TUE		49
12	WED		50
13	THU		51
14	FRI		52
15	SAT	Independence Day	0
16	SUN	Holiday	0
17	MON		53
18	TUE		54
19	WED		55
20	THU		56
21	FRI		57
22	SAT	Holiday	0
23	SUN	Holiday	0
24	MON		58
25	TUE		59
26	WED		60
27	THU		61
28	FRI	Onam Holiday	0
29	SAT	Holiday	0
30	SUN	Holiday	0
31	MON	Onam Holiday	0

Total Working Days-18

September- 2020

Date	Day	Descriptions	No.of. Working Days
1	TUE	Onam Holiday	0
2	WED	Onam Holiday	0
3	THU	Onam Holiday	0
4	FRI	Onam Holiday	0
5	SAT	Holiday	0
6	SUN	Holiday	0
7	MON		62
8	TUE		63
9	WED		64
10	THU		65
11	FRI		66
12	SAT	Holiday	0
13	SUN	Holiday	0
14	MON		67
15	TUE		68
16	WED		69
17	THU		70
18	FRI		71
19	SAT	Holiday	0
20	SUN	Holiday	0
21	MON		72
22	TUE		73
23	WED		74
24	THU		75
25	FRI		76
26	SAT	Holiday	0
27	SUN	Holiday	0
28	MON		77
29	TUE	Mahanavami	0
30	WED	Vijayadasami	0

Total Working Days-16

October - 2020

Date	Day	Descriptions	No.of. Working Days
1	THU		78
2	FRI	Gandhi Jayanthi - Holiday	0
3	SAT	Holiday	0
4	SUN	Holiday	0
5	MON		79
6	TUE		80
7	WED		81
8	THU		82
9	FRI		83
10	SAT	Holiday	0
11	SUN	Holiday	0
12	MON		84
13	TUE		85
14	WED		86
15	THU		87
16	FRI		88
17	SAT	Holiday	0
18	SUN	Holiday	0
19	MON		89
20	TUE		90
21	WED		91
22	THU		92
23	FRI		93
24	SAT	Holiday	0
25	SUN	Holiday	0
26	MON	Holiday	0
27	TUE		94
28	WED		95
29	THU	Holiday	0
30	FRI		96
31	SAT	Holiday	0

Total Working Days- 19

November- 2020

Date	Day	Descriptions	No.of. Working Days
1	SUN	Holiday	0
2	MON		97
3	TUE		98
4	WED		99
5	THU		100
6	FRI		101
7	SAT	Holiday	0
8	SUN	Holiday	0
9	MON		102
10	TUE		103
11	WED		104
12	THU		105
13	FRI		106
14	SAT	Holiday	0
15	SUN	Holiday	0
16	MON		107
17	TUE		108
18	WED		109
19	THU		110
20	FRI		111
21	SAT	Holiday	0
22	SUN	Holiday	0
23	MON		112
24	TUE		113
25	WED		114
26	THU		115
27	FRI		116
28	SAT	Holiday	0
29	SUN	Holiday	0
30	MON		117

Total Working Days-21

December - 2020

Date	Day	Descriptions	No.of. Working Days
1	TUE		118
2	WED		119
3	THU		120
4	FRI		121
5	SAT		0
6	SUN		0
7	MON		122
8	TUE		123
9	WED		124
10	THU		125
11	FRI		126
12	SAT	Holiday	0
13	SUN	Holiday	0
14	MON		127
15	TUE		128
16	WED		129
17	THU		130
18	FRI		131
19	SAT	X - Mas- Holiday	0
20	SUN	X - Mas- Holiday	0
21	MON	X - Mas- Holiday	0
22	TUE	X - Mas- Holiday	0
23	WED	X - Mas- Holiday	0
24	THU	X - Mas- Holiday	0
25	FRI	X - Mas- Holiday	0
26	SAT	X - Mas- Holiday	0
27	SUN	Holiday	0
28	MON	Holiday	0
29	TUE		132
30	WED		133
31	THU		134

Total Working Days- 17

January- 2021

Date	Day	Descriptions	No.of. Working Days
1	FRI		135
2	SAT	Holiday	0
3	SUN	Holiday	0
4	MON		136
5	TUE		137
6	WED		138
7	THU		139
8	FRI		140
9	SAT	Holiday	0
10	SUN	Holiday	0
11	MON		141
12	TUE		142
13	WED		143
14	THU		144
15	FRI		145
16	SAT	Holiday	0
17	SUN	Holiday	0
18	MON		145
19	TUE		146
20	WED		147
21	THU		148
22	FRI		149
23	SAT	Holiday	0
24	SUN	Holiday	0
25	MON		150
26	TUE	Republic Day Holiday	0
27	WED		151
28	THU		152
29	FRI		153
30	SAT		0
31	SUN		0

Total Working Days-20

February - 2021

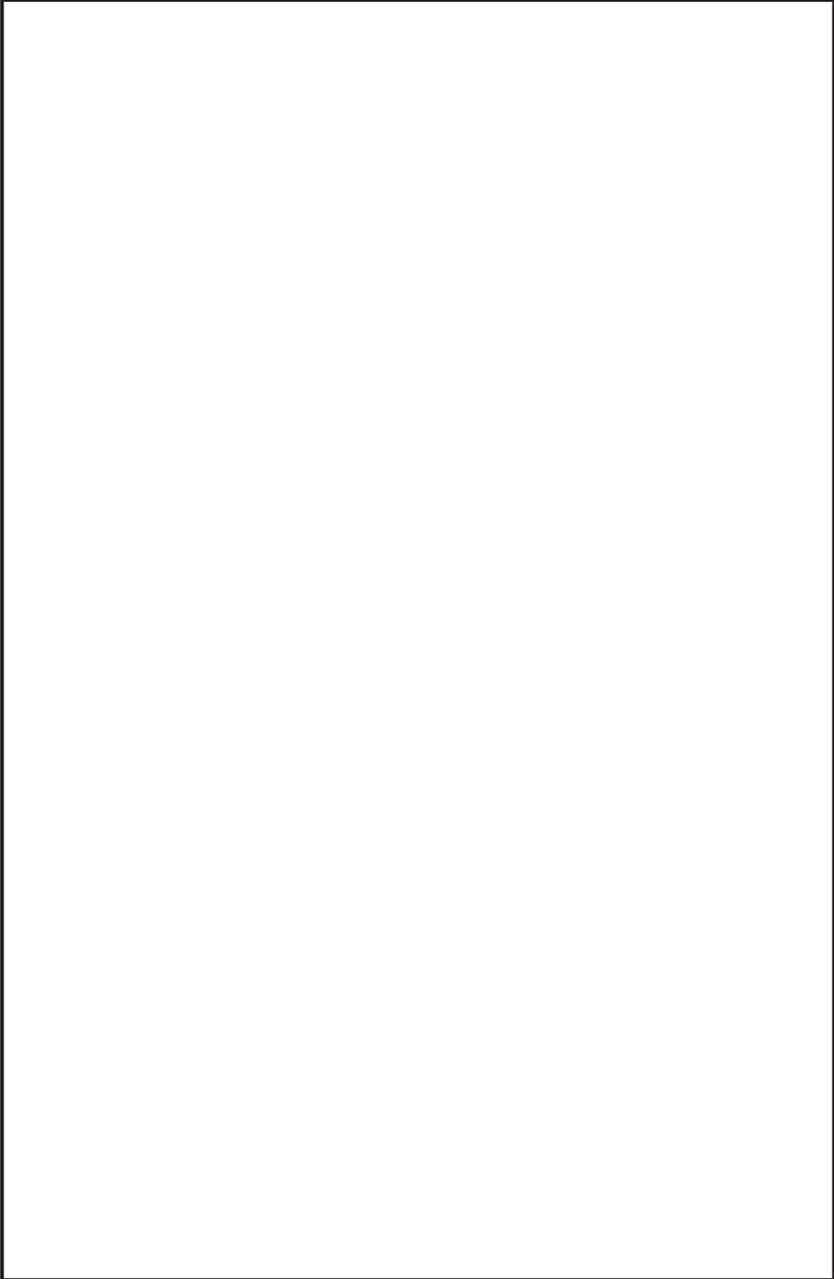
Date	Day	Descriptions	No.of. Working Days
1	MON		154
2	TUE		155
3	WED		156
4	THU		157
5	FRI		158
6	SAT	Holiday	0
7	SUN	Holiday	0
8	MON		159
9	TUE		160
10	WED		161
11	THU		162
12	FRI		163
13	SAT	Holiday	0
14	SUN	Holiday	0
15	MON		164
16	TUE		165
17	WED		166
18	THU		167
19	FRI		168
20	SAT	Holiday	0
21	SUN	Holiday	0
22	MON		169
23	TUE		170
24	WED		171
25	THU		172
26	FRI		173
27	SAT	Holiday	0
28	SUN	Holiday	0

Total Working Days- 20

March - 2021

Date	Day	Descriptions	No.of. Working Days
1	MON		174
2	TUE		175
3	WED		176
4	THU		177
5	FRI		178
6	SAT	Holiday	0
7	SUN	Holiday	0
8	MON		179
9	TUE		180
10	WED		181
11	THU	Siva Rathri Holiday	0
12	FRI		182
13	SAT	Holiday	0
14	SUN	Holiday	0
15	MON		183
16	TUE		184
17	WED		185
18	THU		186
19	FRI		187
20	SAT	Holiday	0
21	SUN	Holiday	0
22	MON		188
23	TUE		189
24	WED		190
25	THU		191
26	FRI		192
27	SAT	Holiday	0
28	SUN	Holiday	0
29	MON		193
30	TUE		194
31	WED		195

Total Working Days-22



Appendix A
MOUNT SEENA COLLEGE OF ARTS & SCIENCE
Application for Transfer Certificate & Conduct Certificate

1. Name of Student :
2. Year in which the student studied with class and subject. :
3. Roll No. and Adm.No. :
4. Date of Birth :
5. Particulars regarding concession or Scholarship obtained if any :
6. The date on which the student actually left the college :
7. Reason for leaving :
8. Date of Application :
9. Signature of the student :
10. Remarks of Tutor regarding conduct & character with signature
11. Order of Principal :

OFFICE USE

- Date of Admission :
Adm. No :
T.C. No :
Class :
Subject :

Appendix B
MOUNT SEENA COLLEGE OF ARTS & SCIENCE
Non liability certificate

1. Name :
2. Programme :
3. Course :
4. Admission number :
5. Roll Number :

Department	Particulars of dues	Sign of HOD
English	:	
Commerce / Physics	:	
Maths/ Journalism	:	
Computer Science/ Politics	:	
Language	:	
Accounts	:	
Library	:	
Physical Education	:	
Recommendation of		

Appendix C

MOUNT SEENA COLLEGE OF ARTS & SCIENCE

Application for Refund of Caution Deposit

(Note: Attach original receipt for payment of caution money)

1. Name of applicant (in block letters) :
2. Class and Course/Subject :
3. Admission No./Class No :
4. Years of study :
5. Amount of caution deposit to be returned :
6. No. and date of receipt received in token of having made the deposit :
7. Whether T.C has already been taken. If so, state No. and date of T.C obtained :
8. Address (Permanent home Address) :
Phone No :

Place : _____ Signature of student

Date :

Name & signature of members
of staff Identifying student :

FOR OFFICE USE ONLY

Orders of the Principal :

Amount Paid :

Date of Payment :

Head Accountant

Clerk

Principal

Appendix D
MOUNT SEENĀ COLLEGE OF ARTS & SCIENCE
Application format for Financial Assistance

1. Name of student :
2. Class and duration :
3. Permanent Address :
4. Name of parent/Guardian :
5. Reason for claiming assistance :

Declaration

1. I do hereby certify that the particulars given above are true to the best of my knowledge.
2. I shall repay the amount when I become financially sound or getting a job, through the principal.

Signature of parent

Signature of student

FOR OFFICE USE ONLY

Principal

OUR NATIONAL FLAG

Our National Flag adopted by the constituent Assembly on 22nd July 1947, is a tri-colour rectangular panel made up of three rectangular sub-panels of equal width. The colour of the top panel is deep saffron(denoting renunciation, in difference to material gains and dedication to work) and that of the bottom panel is dark green (showing our relation to soil). The middle panel is white (representing light and the path to guide our conduct) in the centre of which is the Ashoka Chakra (the wheel of law of Dharma) in Navy blue.

NATIONAL ANTHEM

Jana Gana, Mana adhinayaka jayahe
Bharatha bhagya vidhata,
Punjab, Sindh, Gujarath, Maratha,
Dravida Utkala Banga
Vindhya Himachala Yamuna Ganga
Uchala jaladhitaranga
Thava Subha name jage
Thava Subha ashisha mage
Gahe thava jaya gatha
Jana Gana Mangala dayaka jayahe
Bharatha Bhagya Vidhata
Jayahe, Jayahe, Jayahe,
Jaya, Jaya, Jaya, Jayahe!

TIME TABLE

PERIOD / DAY	I	II	III	IV	V
MON					
TUE					
WED					
THU					
FRI					