

JUNIOR COLLEGE STUDENT NOTICE NO:

**Instructions to STUDENT for Distribution of Hall Tickets-** 

**XII STD (REGULAR/PRIVATE/REPEATER/CLASS IMPROVEMENT)**

1. Hall Tickets will be distributed on SATURDAY, 25 January 2020 between 12:50 PM- 2:30 PM as per the below mentioned schedule:

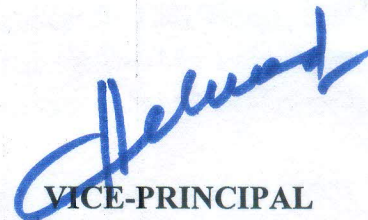
Class & Stream	Seat No		ROOM	Name of the Class teachers
	From	To		
12 ARTS	M137894	M138257	F4	Ms.Sharmilla & Ms. Ruby
12 ARTS	M138264	M138781	F5	Ms. Tania & Ms. Kajli
12 SCI	M063997	M064719	G4	Ms. Joanna & Ms. Archana
12 SCI	M064739	M065696	G5	Mr.Deepak & Ms. Rajani
12COM	M257750	M258537	S4	Mr. Sunny & Ms. Jennifer
12 COM	M258539	M259937	S5	Mr. Bosco & Mr. Samir
12 COM	M259940	M261945	S6	Ms. Swati & Ms. Rosel

2. Students are expected to sign on the signature sheet, while collecting Hall Ticket.
3. Common Laboratory Breakage fees of Rs. 40 will be collected for Science students by the Laboratory Assistants seated in the Class. **Students should bring exact change.**
4. Candidates must follow the below guidelines very carefully:
  - a) Candidates must check if all the details (Name, Signature, Subjects, Photo, etc) mentioned in the Hall Ticket is correct. In case of any error they must immediately approach the College Office (Ms. Belinda) and get it rectified. **In case any student fails to do so, he may be disallowed at the Examination Center from appearing for an examination. THE COLLEGE WILL NOT BE RESPONSIBLE , IF THE STUDENT FAILS TO GET THE ERRORS IN HALL TICKET RECTIFIED IMMEDIATELY.**
  - b) Once all the details in the Hall Ticket are correct, they should then see if the Vice-Principal's signature and the College seal are there on the Hall Ticket. If any one or both are missing, immediately inform the College Office (Ms. Belinda).
  - c) It is very important for the students to sign on the signature sheet before collecting the Hall Ticket.
  - d) Candidates must ensure that they have signed the Form-3A (H.S.C Board Form for Attendance) for Health and Physical Education Paper against their correct seat number, failing which **they will be declared "detained in XII STD"**. They should not leave the Class till they sign the Form-3A.

- e) Candidates must collect their EVS Journal on **29 January 2020 (OPEN DAY)**, put their Seat numbers on places as required by EVS teacher and preserve the Journal safely and bring them during H.S.C Board EVS Project Viva Examination. **Candidates should note that they will not be allowed to appear for the H.S.C Board EVS Project viva examination without the Project Book.**
- f) Candidates must read all the instructions given on the Hall Ticket and the Answer-Book (at the time of examination).
- g) **Very Important: Students should be at the examination center at least one hour before the commencement of the examination and in the examination hall 30 minutes before the commencement of the examination. LATE-COMERS WILL NOT BE ALLOWED TO APPEAR FOR THE EXAMINATION AND THE STUDENT WILL LOSE ONE FULL YEAR.**
- h) **CELL PHONES/MOBILE PHONES, SMART PHONES, ETC ARE STRICTLY PROHIBITED at THE EXAMINATION CENTER.**
- i) If all entries in the Hall ticket are correct, take a Xerox copy of the same and keep it at home as back-up.
- j) **Carry the Hall Ticket and College ID card daily without fail to the examination center. DO NOT SPOIL THE HALL TICKET.** Keep in Plastic Sheet for safety.
- k) **Go to the Examination center one day prior to the Examination**, to know your seating arrangement and to know the way to commute to your examination center.
- l) **If you are LD ( Learning Disability) or PC (Physically Challenged)**, two days prior to the examination, go to the center and submit all relevant documents and get all formalities (including that of the writer) fulfilled so that at the last minute you will not face any problem.
- m) **CANDIDATES MUST REFRAIN FROM INDULGING IN ANY FORM OF MALPRACTICE. THERE IS ZERO TOLERANCE BY THE GOVERNMENT OF MAHARASHTRA WITH REGARDS TO COPYING IN AN EXAMINATION. THE PENALTIES ARE VERY SEVERE AND THE CANDIDATE MAY BE DEBARRED FROM APPEARING FOR ANY EXAMINATION FOR A SPECIFIED PERIOD.**
- n) Candidates should follow all the instructions given by the invigilator during the conduct of examination.

- o) The Candidates must refer to College Website/SMS/College Notice Board daily for the Time-Table of all H.S.C Board Oral/Practical/Project/EVS Examinations. **Tentatively the Time-Table for H.S.C Board Oral /Practical /Project/EVS Viva-Voce will displayed by 31 January 2020 by 3 PM. The H.S.C Board Oral/Practical/Project/EVS Viva-Voce will be conducted between the period 01 February 2020 and 17 February 2020.**
- p) **DO NOT BELIVE IN RUMOURS.**
- q) **DO NOT COPY H.S.C BOARD THEORY TIME-TABLE FROM H.S.C BOARD WEBSITE. REFER TO THE HARD COPY THAT WILL BE DISPLAYED ON COLLEGE NOTICE BOARD.**
- r) **NOTE THE DAY, DATE AND TIME OF EACH SUBJECT. DO NOT MEMORIZE ANYTHING AND DAILY CROSS VERIFY WITH YOUR RESPONSIBLE CLASSMATES.**
5. **The College & its Junior College Staff wishes each and every student best in their examinations. We hope all our students will work hard and perform extraordinarily in their examinations with honesty and commitment.**
6. **OPEN DAY SCHEDULE will be put on College website and Notice Board on 28 January 2020.**
7. **DO NOT LEAVE THE CLASS TILL THE VICE-PRINCIPAL ADDRESS EACH CLASS.**
8. **Students should carry their Hall Ticket and ID card while appearing for their Oral/Practical/Project/EVS Viva-Voce examination.**
9. **The students Roll number, Name and Seat Number list is displayed on the College Notice Board. Students should note the same before entering the allotted Room.**

**DATE: 23 JANUARY 2020**



**VICE-PRINCIPAL**

**Frederick Arland**  
Vice-Principal, St. Andrew's College,  
Bandra (W), Mumbai - 400 050.