**St. Andrew’s College of Arts, Science & Commerce, Bandra-West, Mumbai-400050**

**Instructions to Students/Candidates for Distribution of Mark-sheet & LC - 2020-21**

1. **XII STD Mark-sheet for academic year 2020-21 will be distributed as per the schedule attached.**
2. **Signatures will be taken of the Student/Parent/Guardian on the Signature Sheet provided**.
3. Student should carefully go through their Mark-sheet and **if any corrections are to be done**, they should follow the following procedure:
4. **Take 04 Xerox copies of the XII STD Mark-sheet.**
5. **Submit the original XII STD Mark-sheet with one Xerox copy of the same in College Office to Ms. Belinda or Ms. Manisha. In the Xerox copy clearly mention the correction and put your signature with date.**
6. **Students are expected to give the correction within 01 day from the date of schedule of distribution of the XII STD mark-sheet, failing which they will be responsible for any inconvenience caused to them. The College will not be responsible for the same**.
7. Student should collect their **Junior College Leaving Certificate from Room F6 (First Floor)** after they have collected their XII STD Mark-sheet on the same day and put their signature on the Signature sheet provided to them.
8. **In case of any corrections** in the Leaving Certificate, students should immediately intimate the College Office.
9. **Students should return their XII STD ID cards in case they have collected the same, in the same allotted class where they will collect their XII STD Mark-sheet**.
10. Students must carry their **XII STD Hall Ticket /Adhaar card/ valid College ID card** to collect their XII STD Mark-sheet. XII STD **Mark-sheet & LC will not be issued to candidate who fail to produce their XII STD Hall Ticket or Adhaar Card or valid College ID Card.**
11. Students should strictly follow the **Covid-19 guidelines**.
12. **Students only will be allowed in the class to collect their XII STD Mark-sheet and Leaving Certificate**.
13. **In case of any emergency where the student is not able to come to College, the Parent / Guardian can collect the documents of their child. They should carry their child’s XII Hall Ticket/ Adhaar Card/Valid College ID card, with a letter of undertaking.**
14. **The Parent/Guardian should also carry with them their Adhaar card and attach a Xerox copy of their child’s Hall Ticket/Adhaar Card/ valid College ID card to the undertaking letter along with the Xerox copy of their own Adhaar card**.
15. **Students/Parent/Guardian should strictly follow the guidelines issued by the in-charge teacher and facilitate smooth & effective distribution of XII STD Mark-sheet and Leaving Certificate.**

**Date: 19 August 2021 Vice-Principal**