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

**Instructions to Students/Candidates for Distribution of Hall Tickets- 2020-21**

1. **Hall Tickets will be distributed as per the schedule displayed.**
2. Signatures will be taken of the student on the Class Mark-sheet.
3. Following instructions Candidates must follow if they wish to have hassle free smooth examination process.
4. **Candidates must check if all the details** (Name, Signature, Subjects, Photo, Medium, Gender, 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.**
5. **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).
6. **It is very important** for the students to sign on the signature sheet before collecting the Hall Ticket.
7. **Candidates must read all the instructions** given on the Hall Ticket and the Answer-Book (at the time of examination).
8. **Very Important: Students should be at the examination center at least one and half 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.**
9. **CELL PHONES/MOBILE PHONES, SMART PHONES, ETC ARE STRICTLY PROHIBITED at THE EXAMINATION CENTER.**
10. If all entries in the Hall ticket are correct, take a Xerox copy of the same and keep it at home as back-up.
11. Carry the Hall Ticket and College ID card daily without fail to the examination center. **DO NOT SPOIL THE HALL TCIKET. Keep in Plastic Sheet for safety.**
12. **If you are LD ( Learning Disability) or PC (Physically Challenged)**, , please submit all relevant documents in College Office without fail to avail the concession granted to LD /PC students..
13. **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 PENALITIES ARE VERY SEVERE AND THE CANDIDATE MAY BE DEBARRED FROM APPEARING FOR ANY EXAMINATION FOR A SPECIFIED PERIOD.**

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1. Candidates should follow all the instructions given by the invigilator during the conduct of examination.
2. **The Candidates must refer to College Website/SMS/College Notice Board daily for the Time-Table of all H.S.C Board Oral and Practical Examinations. DO NOT BELIVE IN RUMOURS**.
3. **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 & the COLLEGE WEBSITE**
4. **NOTE THE DAY, DATE AND TIME OF EACH SUBJECT. DO NOT MEMORIZE ANYTHING AND DAILY CROSS VERIFY WITH YOUR RESPONSIBLE CLASSMATES.**
5. **The College Principal, Vice-Principal& 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. **A detailed notice dated 31 March 2021 regarding conduct of HSC Board examination ( Theory & Practical ) April-May-June 2021 is displayed on the College website. Students are expected to read these notices very carefully and follow the same.**
7. **PLEASE CARRY TWO PASSPORT SIZE RECENT PHOTOS WITH YOU, WHEN YOU COME TO COLLECT YOUR HALL TICKET.**

**DATE: 04 April 2021 VICE-PRINCIPAL**