

Junior College Student Notice No: -----

Distribution of H.S.C Mark-sheet Feb-March 2020

1. Hearty congratulations to all XII STD students for giving us an extra-ordinary results in the H.S.C Board examination Feb.-March 2020.

The College has received the hard copy of the H.S.C Mark-sheet.

2. **This Notice has 08 pages. Please go through all 08 pages.**
3. **As per the State Govt. Circular dated 28 July 2020**, keeping in mind the Covid-19 situation prevailing in the State, College will have to distribute the Mark-Sheet to its students following Standard Operating Procedure (SOP) with regards to Covid-19.
4. So the College has streamlined the entire process of H.S.C mark-sheet distribution, keeping all Standard Operating Procedure in place. **The distribution of H.S.C Mark-sheet will be done in a Phase –wise, Stream-wise manner and flexible manner. Parents and Students are expected to co-operate and strictly follow the SOP.**
5. **The schedule is displayed is for PHASE-I.**
6. **PHASE-II, PHASE-III, PHASE-IV and PHASE-V schedules will be displayed at the end of each phase.**
7. **Students/Parents must strictly follow the schedule in the given Phase. OUT of turn will not be allowed under any circumstances.**
8. **Standard Operating Procedure:**
 - a) **Only one person (parent/guardian/student) will be allowed to enter the College campus to collect the Mark-sheet.**
 - b) **The Distribution of Mark-sheet will be done keeping Social Distancing and Hygiene in mind.**
 - c) **The Security personnel and Helping Staff will guide the parent/guardian/student to appropriate collection room.**
 - d) **Student should carry their Hall-ticket and College ID card as a proof. If parent/guardian are coming, they should carry the Hall-Ticket and College ID card of their ward.**
 - e) **Parent/Guardian/Student should carry their own pen, water-bottle and sanitizer (if possible). College will provide sanitizer in case parent/guardian/student do not carry one.**
 - f) **Face Masks is a must.**
 - g) **Physical Distancing must be maintained at all times.**
 - h) **No gatherings of any sort will be allowed in College campus or outside the College Campus.**
 - i) **Parent/Guardian/Student not keeping well are strictly advised not to come to collect their Mark-sheet. They can collect their Mark-sheet in Phase II/III/IV/V.**
 - j) **Parent/Guardian/Student not able to come to collect their Mark-sheet in Phase I can come in Phase II or Phase III or Phase IV or Phase V.**
 - k) **No details of Degree College admission will be entertained in College campus. All information will be made available of College website.**
 - l) **In the Collection room parent/guardian/student will strictly follow instructions of the Staff.**
 - m) **As soon as parent/guardian/student have collected their Mark-sheet and other documents they will immediately leave the College premises.**
 - n) **Parent/Guardian/Student should report 15 minutes before the scheduled time. DO NOT COME TOO EARLY or LATE.**

The Phase-I Schedule for collecting the H.S.C Mark-sheet is as shown below:

Stream: SCIENCE

DAY & DATE: MONDAY; 03 AUGUST 2020

Reporting Time	Time of Collection of documents	Seat No		Classroom	Floor
		From	To		
10:45 AM	11:00AM – 11:30AM	M063997	M064041	G4	GROUND
		M064046	M064126	G5	GROUND
12:15 PM	12:30PM – 1:00 PM	M064130	M064247	G4	GROUND
		M064252	M064310	G5	GROUND
1:45 PM	2:00PM – 2:30 PM	M064317	M064564	G4	GROUND
		M064575	M064702	G5	GROUND

VERY IMPORTANT:

- ✓ **READ ALL THE INSTRUCTIONS GIVEN ABOVE IN THE NOTICE REGARDING STANDARD OPERATING PROCEDURE TO BE STRICTLY FOLLOWED.**

The Phase-I Schedule for collecting the H.S.C Mark-sheet is as shown below:

Stream: SCIENCE

DAY & DATE: TUESDAY; 04 AUGUST 2020

Reporting Time	Time of Collection of documents	Seat No		Classroom	Floor
		From	To		
10:45 AM	11:00AM – 11:30AM	M064706	M064868	G4	GROUND
		M064881	M065011	G5	GROUND
12:15 PM	12:30PM – 1:00 PM	M065012	M065109	G4	GROUND
		M065119	M065396	G5	GROUND
1:45 PM	2:00PM – 2:30 PM	M065401	M065579	G4	GROUND
		M065582	M065696 & M351354	G5	GROUND

VERY IMPORTANT:

- ✓ **READ ALL THE INSTRUCTIONS GIVEN ABOVE IN THE NOTICE REGARDING STANDARD OPERATING PROCEDURE TO BE STRICTLY FOLLOWED.**

The Phase-I Schedule for collecting the H.S.C Mark-sheet is as shown below:

Stream: ARTS

DAY & DATE: WEDNESDAY; 05 AUGUST 2020

Reporting Time	Time of Collection of documents	Seat No		Classroom	Floor
		From	To		
10:45 AM	11:00AM – 11:30AM	M137894	M137929	G4	GROUND
		M137934	M137966	G5	GROUND
12:15 PM	12:30PM – 1:00 PM	M137968	M138047	G4	GROUND
		M138048	M138090	G5	GROUND
1:45 PM	2:00PM – 2:30 PM	M138095	M138165	G4	GROUND
		M138166	M138204	G5	GROUND

VERY IMPORTANT:

- ✓ **READ ALL THE INSTRUCTIONS GIVEN ABOVE IN THE NOTICE REGARDING STANDARD OPERATING PROCEDURE TO BE STRICTLY FOLLOWED.**

The Phase-I Schedule for collecting the H.S.C Mark-sheet is as shown below:

Stream: ARTS

DAY & DATE: THURSDAY; 06 AUGUST 2020

Reporting Time	Time of Collection of documents	Seat No		Classroom	Floor
		From	To		
10:45 AM	11:00AM – 11:30AM	M138207	M138292	G4	GROUND
		M138299	M138351	G5	GROUND
12:15 PM	12:30PM – 1:00 PM	M138353	M138419	G4	GROUND
		M138426	M138503	G5	GROUND
1:45 PM	2:00PM – 2:30 PM	M138504	M138576	G4	GROUND
		M138577	M138654	G5	GROUND
		M138659	M138781	G6	GROUND

VERY IMPORTANT:

- ✓ **READ ALL THE INSTRUCTIONS GIVEN ABOVE IN THE NOTICE REGARDING STANDARD OPERATING PROCEDURE TO BE STRICTLY FOLLOWED.**

The Phase-I Schedule for collecting the H.S.C Mark-sheet is as shown below:

Stream: COMMERCE

DAY & DATE: FRIDAY; 07 AUGUST 2020

Reporting Time	Time of Collection of documents	Seat No		Classroom	Floor
		From	To		
10:45 AM	11:00AM – 11:30AM	M257750	M258028	G4	GROUND
		M258036	M258212	G5	GROUND
12:15 PM	12:30PM – 1:00 PM	M258213	M258264	G4	GROUND
		M258268	M258329	G5	GROUND
1:45 PM	2:00PM – 2:30 PM	M258332	M258411	G4	GROUND
		M258415	M258490	G5	GROUND

VERY IMPORTANT:

- ✓ **READ ALL THE INSTRUCTIONS GIVEN ABOVE IN THE NOTICE REGARDING STANDARD OPERATING PROCEDURE TO BE STRICTLY FOLLOWED.**

The Phase-I Schedule for collecting the H.S.C Mark-sheet is as shown below:

Stream: COMMERCE

DAY & DATE: SATURDAY; 08 AUGUST 2020

Reporting Time	Time of Collection of documents	Seat No		Classroom	Floor
		From	To		
10:45 AM	11:00AM – 11:30AM	M258491	M258557	G4	GROUND
		M258558	M258632	G5	GROUND
12:15 PM	12:30PM – 1:00 PM	M258633	M258733	G4	GROUND
		M258763	M259124	G5	GROUND
1:45 PM	2:00PM – 2:30 PM	M259125	M259426	G4	GROUND
		M259431	M259563	G5	GROUND

VERY IMPORTANT:

- ✓ **READ ALL THE INSTRUCTIONS GIVEN ABOVE IN THE NOTICE REGARDING STANDARD OPERATING PROCEDURE TO BE STRICTLY FOLLOWED.**

DATE: 31 July 2020

Page-07

VICE-PRINCIPAL

The Phase-I Schedule for collecting the H.S.C Mark-sheet is as shown below:

Stream: COMMERCE

DAY & DATE: MONDAY; 10 AUGUST 2020

Reporting Time	Time of Collection of documents	Seat No		Classroom	Floor
		From	To		
10:45 AM	11:00AM – 11:30AM	M259588	M259888	G4	GROUND
		M259896	M259982	G5	GROUND
12:15 PM	12:30PM – 1:00 PM	M259998	M260306	G4	GROUND
		M260334	M260522	G5	GROUND
1:45 PM	2:00PM – 2:30 PM	M260523	M260737	G4	GROUND
		M260820	M261727	G5	GROUND
		M261736	M261945	G6	GROUND

VERY IMPORTANT:

- ✓ **READ ALL THE INSTRUCTIONS GIVEN ABOVE IN THE NOTICE REGARDING STANDARD OPERATING PROCEDURE TO BE STRICTLY FOLLOWED.**