**ST. ANDREW’S COLLEGE OF ARTS, SCIENCE & COMMERCE**

**Bandra (W), Mumbai 400050**

**H.S.C BOARD EXAMINATION FORM FILLING FOR FEB-MARCH 2022**

**Total Pages in this document: 05**

**SCHEDULE AND INSTRUCTIONS (Regular Candidates only)**

 **Mentioned Below is the schedule for filling of H.S.C BOARD EXAMINATION FORM FILLING FOR FEB-MARCH 2022.**

**STREAM: ARTS DAY: MONDAY DATE: 22 -11-2021**

|  |  |  |  |
| --- | --- | --- | --- |
| **TIME** | **ROLL NO RANGE** | **ROOM** | **NAME OF THE FACULTY** |
| **12.10PM -1.10 PM** | **2001 - 2045** | **F4** | **Ms.Tania & Ms.Sweetie** |
| **2046 – 2090** | **F5** | **Ms. Nikita & Ms.Rosel** |
| **2091 - 2137** | **F6** | **Ms.Eleatha & Ms. Elcy** |
|  |  |  |  |
| **2.10PM - 3.10 PM** | **2151 - 2184** | **F4** | **Ms.Tania & Ms.Sweetie** |
| **2185 - 2218** | **F5** | **Ms. Nikita & Ms.Rosel** |
| **2219-2258** | **F6** | **Ms.Eleatha & Ms. Elcy** |

**Stand By**: Teachers not having lectures during the schedule.

**In-Charge**: Dr. Sylvia Pinto

**Room for photo affixing and signature of candidate**: F3

**Two helping staff- divide the work**: 1) Office Staff and 2) Mr. Mahesh (from Biology Department)

 Page-01

**ST. ANDREW’S COLLEGE OF ARTS, SCIENCE & COMMERCE**

**Bandra (W), Mumbai 400050**

**H.S.C BOARD EXAMINATION FORM FILLING FOR FEB-MARCH 2022**

**SCHEDULE AND INSTRUCTIONS ( Regular Candidates only)**

 **Mentioned Below is the schedule for filling of H.S.C BOARD EXAMINATION FORM FILLING FOR FEB-MARCH 2022.**

**STREAM: SCIENCE DAY: TUESDAY DATE: 23 -11-2021**

|  |  |  |  |
| --- | --- | --- | --- |
| **TIME** | **ROLL NO RANGE** | **ROOM** | **NAME OF THE FACULTY** |
| **12.40PM -1.40 PM** | **2301 - 2340** | **G4** | **Ms. Manisha & Ms.Ashwini** |
| **2341 - 2380** | **G5** | **Ms. Jessica & Ms Nisha**  |
| **2381 - 2421** | **G6** | **Mr.Deepak & Ms. Rajani** |
|  |  |  |  |
| **2.40PM - 3.40 PM** | **2451 – 2490** | **G4** | **Ms. Deepaxi & Ms. Joan**  |
| **2491 – 2530** | **G5** | **Ms. Jessica & Ms Nisha** |
| **2531 - 2581** | **G6** | **Mr.Deepak & Ms. Rajani** |

**Stand By**: Teachers not having lectures during the schedule**.**

**In-Charge**: Dr. Sylvia Pinto & Ms. Joanna Leons

**Room for photo affixing and signature of candidate**: G3

**Two helping staff- divide the work**: 1) Office Staff and 2) Mr. Vijay (from Physics Department)

 Page-02

**ST. ANDREW’S COLLEGE OF ARTS, SCIENCE & COMMERCE**

**Bandra (W), Mumbai 400050**

**H.S.C BOARD EXAMINATION FORM FILLING FOR FEB-MARCH 2022**

**SCHEDULE AND INSTRUCTIONS ( Regular Candidates only)**

**Mentioned Below is the schedule for filling of H.S.C BOARD EXAMINATION FORM FILLING FOR FEB-MARCH 2022.**

**STREAM: COMMERCE DAY: WEDNESDAY DATE: 24 -11-2021**

|  |  |  |  |
| --- | --- | --- | --- |
| **TIME** | **ROLL NO RANGE** | **ROOM** | **NAME OF THE FACULTY** |
| **11.00 AM -12.00 PM** | **2601 – 2648** | **S4** | **Ms. Ratika & Ms.Jennifer** |
| **2649 - 2696** | **S5** | **Ms. Ruby & Mr.Samir**  |
| **2697 - 2746** | **S6** | **Ms. Swati & Ms. Yasmeen** |
|  |  |  |  |
| **12.40 PM - 1.40 PM** | **2751 – 2790** | **S4** | **Ms. Ratika & Ms.Jennifer** |
| **2791 – 2830** | **S5** | **Ms. Ruby & Mr.Samir**  |
| **2831 - 2868** | **S6** | **Ms. Swati & Ms. Yasmeen** |
|  |  |  |  |
| **2.20 PM - 3.20 PM** | **2901 -2930** | **S4** | **Ms. Ratika & Ms.Jennifer** |
| **2931 – 2960** | **S5** | **Ms. Ruby & Mr.Samir**  |
| **2961- 3000** | **S6** | **Ms. Swati & Ms. Yasmeen** |

**Stand By**: Teachers not having lectures during the schedule**.**

**In-Charge**: Dr. Sunny Fernandes

**Room for photo affixing and signature of candidate**: S3

**Two helping staff- divide the work**: 1) Office Staff and 2) Mr. Kailash (from Chemistry Department)

Page-03

**ST. ANDREW’S COLLEGE OF ARTS, SCIENCE & COMMERCE**

**Bandra (W), Mumbai 400050**

**H.S.C BOARD EXAMINATION FORM FILLING FOR FEB-MARCH 2022**

**SCHEDULE AND INSTRUCTIONS (Regular Candidates only)**

**----------------------------------- Instructions-----------------------------------------------------**

1. **Read the Schedule extremely carefully.**
2. Students **should report on time** as displayed in the schedule.
3. **Late-comers will not be entertained.**
4. **Standard Covid-19 protocol to be followed**.
5. Teachers will ensure that **there will be no crowding and work will be conducted smoothly**.
6. Once the student finishes his work **he/she should leave** the College campus.
7. On the day of HSC Board Exam form filling, **no lectures will be conducted for that stream**, only **Practical’s will be conducted as usual**.
8. **In-Charge should ensure that all work is done systematically, efficiently and smoothly. They can take the help of any Staff who is free**.
9. **Dress code and Discipline should be strictly observed by all students**.
10. **All instructions given in the class while form filling must be strictly observed and followed. If any student does any mistake due to his/her negligence or carelessness, he/she only will be responsible for the same. When in doubt, clarify before filling any entry**.
11. **Any mistake in Hall Ticket due to error in the form filling done by the student, the College will not be responsible for the same.**
12. **Be extremely careful while filling the subject combinations. Enter the correct subjects allotted to you.**

Page-04

**ST. ANDREW’S COLLEGE OF ARTS, SCIENCE & COMMERCE**

**Bandra (W), Mumbai 400050**

**H.S.C BOARD EXAMINATION FORM FILLING FOR FEB-MARCH 2022**

**SCHEDULE AND INSTRUCTIONS (Regular Candidates only)**

**List of things required during form filling**

1. **Blue and black ball pen ( gel pen not allowed)**
2. **Correction pen, Pencil, sharpener and eraser**.
3. **X STD Mark-Sheet Xerox ( one copy)**
4. **X STD Leaving Certificate Xerox( one copy)**
5. **LD Certificate Xerox ( only for LD candidates) ( one copy)**
6. **Caste Certificate Xerox ( only if applicable) ( one copy)**
7. **Adhaar Card Xerox( one copy)**
8. **XI STD Mark-sheet Xerox( one copy)**
9. **Recent Passport Size photo ( B&W or Colour) ( two photos)**
10. **Parent Account Details** ( for reimbursement of fees if any in future):
11. Account Number
12. IFSC Code
13. Account Holder- Father/Mother/Own/Other Parent (Guardian) (whose account it is?)

**Warning!!!**

* **BORROWING OF ANY STATIONARY WILL BE NOT BE ALLOWED.**
* **Without valid ID card (duly filled, photo affixed and Principal’s stamp) HSC Board Exam Form will not be issued.**
* **Mobile number given by student while form filling should not be changed till the HSC BOARD EXAM Result of Feb-March 2022 is not declared.**
* **No over-writing on the form.**

Date: 19 November 2021 V ice-Principal

 Page-05