



# DON BOSCO COLLEGE

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E-Circular ## Dated 19<sup>th</sup> April 2022

## Guidelines for Submitting Exam Forms

Dear Students,

Kindly follow the guidelines given below for submitting the Exam Form to the Counters allotted:

- a) Fill the Exam Form correctly without making any mistake.
- b) Write the Subject Code and Subject Title carefully without making mistakes.
- c) Paste the passport size photo in College Uniform on Exam Form, Admit Card and Attendance Card. Stapling pin is not allowed, photo should be pasted.
- d) Do not forget to sign the duly filled exam form.
- e) Students are not allowed to submit the exam form for his/her friends. For any exception written permission is required from Sr. Vice Principal.**
- f) In Case of unavoidable circumstances, parents are allowed to submit the exam form to the counter.
- g) Kindly bring exact amount for paying the exam fees. It will not be possible to give change to everyone. For example, bring Rs. 1050 or Rs. 1650 as your exam fee and not 1100 or 1700.**
- h) Those students who have fees to clear/documents to submit to Clerk/Internal Assessment issues to be sorted out with Sr. Vice Principal, are requested to **take a mobile snapshot of the slip given by Cashier/Clerk/Vice Principal after you fulfil the requirements and show it to the counter when you submit the duly filled-in Exam Form.**

Dr. Fr. Jose George  
Principal