

Application for effecting Grace Marks

(Please see Instructions overleaf)

1	Name of College			
2	Name of Candidate			
3	Register Number of Candidate			
4	Name of the Programme			
5	Phone Number & email id			
6	Academic Year & Semester Concerned			
7	Number and Date of University Orders awarding Grace Marks(Give Serial Number in Brackets)	a.Sports b.Arts c.NCC d.NSS e.Others		
8	% of Grace Marks awarded (specify items like sports, arts, NCC, NSS, Others and Total)	a.Sports.....% b.Arts% c.NCC% d.NSS% e.Others.....% TOTAL.....%		
9	Maximum marks in the semester		10. Total of Grace Marks awarded	

11. Courses or Papers to which the Grace Marks are to be added

Sl.No	Course/Paper Code & Title	Marks secured	Grace Marks added	Marks on Adding Grace Marks
			Total--	

Declaration:

- 1.Certified that the entries made above are correct
- 2.We understand that the courses opted for effecting Grace Marks cannot be changed later.
- 3.**We understand that moderation awarded, if any, shall be withdrawn/adjusted while adding grace marks.**
- 4.We understand that this request will be rejected without notice or the grace marks awarded will be withdrawn if any of the information given is found wrong.

Name& Signature with date
of Candidate

Name and Signature of
HOD/ Teacher in Charge

Name &Signature of Principal
COLLEGE SEAL

INSTRUCTIONS FOR SUBMISSION OF APPLICATION FOR EFFECTING GRACE MARKS

1. Applications for effecting grace marks (in the format Annexure 6) shall be collected from the students and forwarded to the Controller of Examinations by the Principal in one lot, semester wise and programme wise. Applications of students who are having more than one type of grace marks in a year, and awaiting the issuance of further orders (ie, orders awarding other grace marks), may be forwarded separately later.(please see 7 below)
2. Applications for effecting grace marks of various items like sports, arts, NCC, NSS and Physically challenged shall be made together in the same form in the case of students eligible for grace marks of more than one item.
3. Application for effecting grace marks shall be submitted within three months from the date of issuance of orders awarding grace marks.
4. A fine of Rs.305/- shall be remitted if the application is submitted 3-6 months late.
5. A fine of Rs.610/- shall be remitted if the application is submitted 6 months to 1 year late.
6. Application submitted after one year of the date of issuance of the U.O awarding grace marks will not be considered.
7. If there are more than one type of grace mark (ie,sports/arts/NCC/NSS) for a student in a year, the date of issuance of last U.O in this regard will be taken into account for fixing the due date for submission of application for effecting grace marks and imposing fine if any.
8. Moderation, if any, given earlier will be withdrawn or adjusted on effecting grace marks.