

APPLICATION FORM FOR AWARDING GRACE MARKS FOR BA/BSW/BVC/BTTM

Name of the candidate

Register Number

Name of the College

Eligible grace marks may be distributed to the following papers.

Name of Year / Semester	Name of Course	Course code	Existing Marks/Grade Point	Letter Grade Obtained	Grace Marks to be added	Total
(1)	(2)	(3)	(4)	(5)	(6)	(7)

I am aware that once the grace marks are awarded, I will not have any claim for the same again.

Date:

Signature of the Candidate

For Office Use

As per Order No./Letter No.....

Sri/Smt.....with Reg. No. is eligible for grace marks/ grade point for

The date has been verified and found correct. Sanction may therefore be accorded to effect the grace marks/grade points as detailed below and to issue revised grade card to the candidate.

SL No.	Name of Course	Course code	Existing Marks/Grade Point	Letter Grade Obtained	Grace Marks to be added	Total (After effecting grace marks)	Remarks
Grand Total							

ASST

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CE/JCE

APPLICATION FORM FOR AWARDING GRACE MARKS FOR BA/BSW/BVC/BTTM

Name of the candidate :
 Register Number :
 Name of the College/Centre of Exam :
 Name of Programme :
 Address to which communications are to be sent :
 Activities for which grace marks is eligible :

NSS	NCC	SPORTS	CULTURAL ACTIVITIES	OTHERS
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Percentage of attendance secured by the candidate
 per semester/year for degree course :
 Sanctioned Order No. and Date :
 Marks/grade point eligible (As per certificate / Order) :

Academic Year		Marks/Grade		Total
From	To	For Certificates	For attendance (per Semester)	
Grand Total				

Date :

Signature of the Candidate

Signature of NCC Officer with Seal
 (for NCC Grace Marks)

Signature of Principal with Seal
 (for all categories)

Instructions to the Candidates

1. The candidates should submit separate application for each semester.
2. The candidates shall submit original of the certificate and one set of self attested copy of the same. **And a copy of Semester wise Grade Card downloaded from the University Website.**
3. Grace marks will not be added to the Practical, Viva voce or Project except to attain a minimum pass for the course.
4. The candidates shall claim the grace marks within six months after the end of the academic year.
5. No grace marks will awarded to supplementary appearance except in the case of candidates who could not attend the exam solely due to their participation in Sports/Games camp. In such cases an attendance certificate signed by the competent authority shall be produced.
6. The maximum cumulative grace marks awarded to the students under CUCBCSS-UG programme in a particular year for all the activities and disabilities such as Sports, Games , Cultural Activities, NCC, NSS and other disabilities put together should not exceed 25% of marks.
7. The grace marks awarded cannot be used to achieve 90% of mark in a particular course ie, up to 89% of marks in each course (common, core, complimentary and open) may be awarded utilizing the Grace marks.
8. In CUCBCSS-UG semester pattern, the academic year may be taken from 1st June to 31st May and the grace marks may be distributed to the two semester in that academic year according to the choice of the student.
9. N+1 students under CUCBCSS-UG programme are eligible for award of Grace marks for sports activities.
10. **The Grace marks shall be awarded to all categories coming under CUCBCSS-UG from 2014 admissions onwards.**