

₹ . 25/-



SACRED
HEART
COLLEGE
Autonomous



**SACRED HEART COLLEGE (AUTONOMOUS)
THEVARA KOCHI KERALA**

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APPLICATION FOR CLAIMING GRACE MARKS : 2017 - 18

1	Name of the Candidate (in Block letters)			
2	Name of the Department			
3	Programme and Year of Admission			
4	Register No. of the Candidate			
5	Year & Semester for which Grace Mark claimed			
6	Period of time of claiming: (Fee may be levied for belated requests)		Within the time limit <input type="checkbox"/>	Beyond the time limit <input type="checkbox"/>
7	Details of achievements for which grace mark claimed			
	Semester	Activity Code	Activity	Prize/Grade
				Percentage Grace Mark/GGP
8	Total Grace Marks Percentage eligible			
9	Options for Grace Marks distribution (Select Option I or Option II) (See instructions)			
10	Details of failed courses (To be furnished if option II is selected)			
	Semester	Course code	Course Title	Marks secured (%)
				Marks to be added for a pass
11	Particulars of documents attached			
12	Signature of the candidate with date			
<u>CERTIFICATE BY THE TEACHER IN CHARGE OF THE EVENTS</u>				
Certified that the details furnished above were verified and found correct. Hence recommended for further action.				
	Place :	Thevara		
	Date:		(Seal)	Signature with date

GUIDELINES FOR AWARDING GRACE MARKS

- 1 Maximum grace marks awarded to a candidate in a particular year for all the activities together should not exceed 25%
- 2 The performing year shall be from 1st June to 31st May
- 3 Late fee may be levied for belated requests up to 2 years

Sl. No.	Period of time	Fee to be levied	Due Date 2017 - 18
1	Within Stipulated Time	No Fee	Within 15 June 2018
2	Within 3 months after the time limit	Rs. 250/	Within 1 Sept. 2018
3	After 3 months but before one year	Rs. 500/	Within 1 June 2019
4	After one year but before two years	Rs. 1000/	After 1 June 2019
5	After two years	Requests for Grace marks will not be entertained	

- 4 Options for Grace Marks Distribution (Choose any one of the following)
 - a. Option I: Distribution of grace marks equally for all written courses in the performing year
 - b. Option II: Distribution of grace marks for failed courses for a pass and the remaining equally for all courses in the performing year
- 5 Grace points shall be normally distributed for all written (external) exams. But if the marks of a candidate are below the required minimum for a pass in internal examinations, the grace mark can also be redistributed to these item to get a pass.
- 6 Grace marks need not be awarded to a student if she secures less than 5% of the maximum marks for the final examination of that theory course.
- 7 The grace points effected to a course shall be carried over to its reappearance in the immediate next chance.
- 8 Deaf and Dump candidates with disability of 40% or above on production of a medical certificate obtained from a Medical Board are only eligible to receive Grace Marks
- 9 No candidate can claim grace marks for both NCC and NSS
- 10 The candidate shall submit the application to the principal through the Head of the Department in the prescribed format along with the relevant documents in original and a photocopy after verification by the following:
 1. Sports & Games: HOD, Dept. of Physical Education
 2. NCC: NCC officer of college
 3. NSS: NSS programme coordinator
 4. Cultural/Deaf & Dump/Blind: Student Deans of College
- 11 Applications not conforming to the above Rules will be rejected

DETAILS OF AWARDING GRACE MARKS

Sl. No.	ITEM TO WHICH GRACE MARK SHALL BE AWARDED	PERCENTAGE OF GRACE MARKS
1	State level events in all Sports/Games/Relay events (Inter – Districts competition – Individual /team /games event. Certificates from the State / District Association concerned) I place II place III place	5 % 4% 3%
2	Inter Collegiate events (Individual /team events) I place II place III place	7% 5% 3%
3	Representing the state and Winning in Approved National Competition(Inter - state) I place II place III place Representation	12% 10% 7% 5%
4	Inter University South Zone/South – West Zone I place II place III place	10% 9% 8%
	Representing as University member : Participation Non Participation	7% 6%
5	All India Inter-University Competition (Indian Universities / Combined University team) I place II place III place Representation/participation in Indian/Combined University Team Non Participation	17% 14% 12% 10% 6%
6	Representing India in approved World competitions(Asiad/Afro-Asian/Common Wealth/World University Games/Pre-Olympics/Olympics/Universiad –Junior, Youth, Senior tournaments)	25%
7	Blind students securing I/II/III places in Sports/Cultural/Youth Festival Activities conducted by Kerala Federation of the Blind at College/University/Inter-University level	5%
8	Inter Collegiate Youth Festival (Individual/Group events) I place II place III place (Limited to 5%)	5% 4% 3%
9	South Zone Inter-University Youth Festival conducted by AIU(Individual and Team events) I place II place III place (Limited to 6%)	6% 5% 4%

