

₹ . 25/-



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

Tel: 0484 2663380, 4044414, Fax: 0484 2663813,
Email: office@shcollege.ac.in, www.shcollege.ac.in

APPLICATION FOR CLAIMING GRACE MARKS

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						
CERTIFICATE BY THE TEACHER IN CHARGE OF THE EVENTS							
Certified that the details furnished above were verified and found correct. Hence recommended for further action.							
Place :		Thevara					
Date:			(Seal)	Signature with date			
Forwarded by PRINCIPAL							

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 2016 - 17
1	Within Stipulated Time	No Fee	Within 15th June 2017
2	Within 3 months after the time limit	Rs. 250/	within 1st Sept. 2017
3	After 3 months but before one year	Rs. 500/	Within 1st June 2018
4	After one year but before two years	Rs. 1000/	After 1st June 2018
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%
	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 Representing as University member : Participation Non Participation	10% 9% 8% 7% 6%
	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	(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%

	<p>National level Youth Festival (Individual and Team)</p> <p>I place II place III place</p> <p>(Limited to 10%) Accompanists of artists in Youth festivals (Zonal and National level only) be given Grace Marks as that of the artists, provided all the artists and accompanists are bona fide students from colleges/departments of this university.</p>	<p>10% 7% 5%</p>
11	<p>Deaf and Dumb candidates (Medical certificates from Medical board is requires. They are exempted from writing second language if they desire to do so)</p>	25%
12	<p>NSS Volunteers</p> <p>a) NSS Certificate holders b) Attending National Camp with attendance certificates c) NSS State Awardsee and National Awardee d) Republic day Camp (of at least one month duration) e) NSS volunteers nominated by State NSS cell and attended International programmes (An NSS Volunteer is eligible for any one of the above 5 catogories)</p>	<p>2% 3% 3% 5% 8%</p>
	<p>NCC Cadets</p> <p>a) Attending National Integration Camp b) Attending Republic day Camp/Parade c) Basic Leadership Camp (TSC)/ Nau Sainik Camp/Vayu Sainik Camp/Independence day Camp(Sports and Games at Delhi) d) Certificate holders 'C' Certificate 'B' Certificate e) NCC Weightage/ Equivalancy Certificate issued f) National level & other centrally organised camps / YEP g) 75% Attendance h) 10 Days Annual Training Camp i) IGC/ALC</p>	<p>3% 7% 5% - 4% 3% 3% 8% 3% yearly 3% 5%</p>