

Guidelines for the Award of Grace Marks for CBCSS Undergraduate Programmes other than Professional Programmes

1. The maximum Grace Marks that can be awarded to a student in a particular year for all activities put together should not exceed **25%**. (MGUO No.2180/01/Ac.AVIII/2016 dtd.16.4.2016)
2. The Grace Marks will be calculated on the basis of the **maximum marks** of each theory paper, if not specified otherwise.
3. Eligible Grace Marks shall be distributed equally on all papers / courses of an examination.
4. The Grace Marks shall be given for all papers /courses/subjects in a year irrespective of whether the programme is annual or semester. For semester programmes, the percentage shall be same as applicable to annual programme.
5. Re-distribution of Grace Marks shall be allowed only in the case of those courses of an examination for which candidate has passed ie re- distribution can be done from passed courses to failed courses only. Re- distribution of grace mark is not permissible from failed courses to other courses for a pass.
6. Re- distribution shall be done only for enabling a candidate to obtain **minimum marks** required for a pass in a paper/course.
7. If a candidate does not secure the minimum marks required for a pass even after effecting re-distribution, eligible moderation fixed by the respective Board if any, shall be awarded to that candidate for a pass.
8. Eligible Grace Marks shall be given for regular examination of the performing year only, ie.if the candidate appears for the improvement/betterment examination of the previous year semesters along with the regular examination of the performing year, the candidate shall be eligible for Grace Marks for regular examinations only. Eligible Grace Marks awarded for the regular examination shall be carried over only to the corresponding paper (s)/course (s) of the next immediate supplementary examinations.

9. In the case of semester courses re-distribution of Grace Marks shall be effected only to enable the candidate to get a pass in the examination of a particular semester i.e. Grace Marks cannot be re-distributed from one semester to another semester of a particular course/ programme.
10. The Performing Year /Academic Year shall be taken as from 1st June to 31st May.
11. Grace Marks will be awarded initially on the basis of the performance in the respective academic year.
12. The request for a Grace Marks shall be submitted in the Student Support Section in the college office. Those who fail to submit the request for Grace Marks within the time limit shall be liable to remit late fee as prescribed by the college from time to time. However, the request for Grace Marks received two years after the prescribed time limit will not be entertained on any account.
13. The candidate shall claim Grace Marks on or before 30th June of the year follows the performing year. However, NCC “C” Certificate holders and students who participate in Sports Meet at National level shall have to submit the same on or before 31st December of the year following the performing the year concerned.”: **Example: For the academic year 2016-17,claims for Grace Marks/grace grade points shall be made on or before 31st December 2017”.**
14. Grace Marks shall normally be given for End Semester (ES) written examination only. But if the marks secured by a candidate for Continuous Assessment (CA) is less than the minimum mark required for a pass, Grace Mark can be redistributed to the written examination component of the CA to get a minimum pass.
15. Course-wise distribution shall be followed and Grace Marks will not be awarded to a candidate if he/she secures less than 5% of the maximum marks for the theory paper.
16. Even though the claim for the benefit of Grace Marks is restricted to regular and one immediate supplementary appearance only, differently abled candidates who are eligible for Grace Marks will be awarded Grace Marks for regular and supplementary chances on

production of a medical certificate issued by the Government Medical Board until they pass the whole examination .However, the stipulation 5% minimum marks fixed for the award of Grace Marks is binding for them also.

17. In the case of outstanding and exceptional candidates who failed to appear for the next immediate chance after the regular appearances because of the participation in the events at the National/International level concerned, such candidate are permitted to claim Grace Marks for the next immediate chance.
18. Grace Marks to NSS volunteers shall be awarded on submission of application along with NSS certificate. Grace Marks of 2% shall be given for 2 years. (Modified as per MGUO No.3649/01/Ac.AVIII / 2016 dtd.5.7.2016)
19. Grace Marks Awarded shall not be considered for ranking. The total marks after awarding Grace Marks shall be 1(one) mark below the marks of the third rank.
20. If a candidate participated in both NSS and NCC and are eligible for Grace Marks for both activities, **the candidate can claim Grace Marks either for NSS or NCC.**

Notes

1. For NCC cadets the grace mark of 3% shall be given for each performing year. But for NCC B and C certificate holders the marks shall be given for the year of obtaining the certificate.
2. For NSS volunteers the grace mark of 2% shall be given for each performing year.
3. The maximum mark of the NCC is limited to 15% as per the MGUO 1013/01/Ac.AVIII/2017 dated 20-02-2017.
4. The maximum mark of the NSS is limited to 10% as per the MGUO 3649/01/Ac.AVIII/2016 dated 5-07-2016.

Finalised on 13/9/2017