

 		CMS COLLEGE KOTTAYAM (AUTONOMOUS) Kottayam, Kerala – 686001 Website: www.cmscollege.ac.in Email: kottayamcmscollege@gmail.com Ph:0481-2566002, Fax: 0481-2565002				
APPLICATION FOR CLAIMING GRACE MARKS (Sports, Cultural Activities, NSS, NCC and Differently Abled)						
1	Name of the Candidate (in block letters):					
2	Name of the Department:					
3	Programme:		Year of Admission			
4	UPRN of the candidate:					
5	Category:	General	Blind	Deaf & Dumb	Mentally Challenged	
6	Year and Semesters for which Grace mark is claimed		Year		Sem	
7	Period of time of claiming:		Within the time limit		Beyond the time limit	
Details of Achievements for which Grace Mark is claimed:						
8	SEM	Activity Code	Activity	Prize / Grade /position	% Grace Mark	Signature of the teacher in charge
9	Total Grace Marks Eligible		Percentage:		Mark:	
10	Options for Grace Mark Distribution (see instruction 6)			Option I	Option II	
Details of failed courses (To be furnished if option II is selected)						
11	SEM	Course code	Course title	Marks Secured (%)	Marks to be added for a pass	
12	Particulars of document attached:					
13	Signature of the candidate:			Date:		
Signature and Seal of the Head of the Department			Signature and Seal of the Dean of Students Affairs			

INSTRUCTIONS FOR FILLING THE GRACE MARK CLAIM FORM

1. No candidate can claim Grace Marks for both NCC and NSS
2. Maximum Grace Marks awarded to a candidate in a particular year for all the activities together shall not exceed 25% of the total marks.
3. The performing year shall be from 1st June to 31st May
4. Application for Grace Mark shall be submitted on or before 30th June every year
5. Late fee may be levied for belated requests up to two years as under

Sl No.	Period of time	Fee to be levied
1	Within stipulated time	No fee
2	Within 3 months after the time limit	RS.250
3	After 3 months but before one year	RS.500
4	After one year but before two years	RS.1000
5	Requests for Grace marks will not be entertained after 2 years	

6. 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
7. Grace Mark need not be awarded to a student if he/she secures less than 5% of the maximum marks for the final examination of that theory course.
8. The Grace Mark effected to a course shall be carried over to its reappearance / improvement in the immediate next chance.
9. The candidate shall submit the application to the Student Support Section in the College through the Head of the Department in the prescribed format along with the relevant documents in original (Returnable) and a photocopy after verification by the following authorities.
 - a. Sports & Games : HOD, Dept. of Physical Education
 - b. NCC: NCC officer of college
 - c. NSS: NSS Programme Coordinator
 - d. Cultural: Teacher in charge of Cultural affairs
 - e. Deaf& Dump/Blind : Faculty Advisor
10. Applications not conforming to the above rules will be rejected