



OFFICE OF THE CONTROLLER OF EXAMINATIONS

ST. ALBERT'S COLLEGE (AUTONOMOUS)

BANERJI ROAD, ERNAKULAM, KOCHI - 682 018

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APPLICATION FOR CLAIMING GRACE MARKS FOR UNDERGRADUATE PROGRAMMES

(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	PRN(Permanent Register Number):				Class No:			
5	Contact Number of the Candidate (Mobile)							
6	Category (Put a tick ✓)	NSS	NCC	SPORTS	CUTURAL	BLIND	DEAF & DUMB	MENTALLY CHALLENGED
7	Year for which Grace Mark claimed (Put a tick ✓):				I		II	
8	Period of time of claiming (Put a tick ✓):				Within the time limit			Beyond the time limit
9	Details of achievements for which Grace Mark claimed (<i>See instructions</i>)							
	Year	Activity Code	Activity			Prize/Grade		Grace Mark %
	I							
	II							
	III							

10	Options for Grace Marks distribution (Select Option I or Option II: Put a tick ✓) (<i>See instructions</i>)				Option I	Option II
11	Details of failed courses (To be furnished if option II is selected)					
	Semester	Course Code	Course Title	Marks secured (External)	Max. Marks (External)	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.						
Name and Signature with date: (Seal)						
Forwarded by Head of the Department						
Forwarded by PRINCIPAL						
Space for other notes of CoE Office:						
<u>Order of the Controller of Examinations</u>						
Eligible Grace Mark:				Signature of CoE with date:		

DETAILS OF AWARDING GRACE MARKS							
Sl. No.	ITEM TO WHICH GRACE MARK SHALL BE AWARDED		Activity Code	PERCENTAGE OF GRACE MARKS	PERFORMING YEAR (Put a tick ✓)		
SPORTS (SP)					I	II	III
1	Inter Collegiate events (Individual /team events)	I Place	SP1	7%			
		II place	SP2	5%			
		III place	SP3	3%			
2	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	SP4	5%			
		II place	SP5	4%			
		III place	SP6	3%			
3	Representing the state and Winning in Approved National Competition(Inter - state)	I Place	SP7	12%			
		II place	SP8	10%			
		III place	SP9	7%			
		Representation	SP10	5%			
4	Inter University South Zone/South – West Zone	I place	SP11	10%			
		II place	SP12	9%			
		III place	SP13	8%			
	Representing as University Member	Participation	SP14	7%			
		Non - Participation	SP15	6%			
5	All India Inter-University Competition(Indian Universities / Combined University team)	I place	SP16	17%			
		II place	SP17	14%			
		III place	SP18	12%			
	Representation in Indian/Combined University Team	Participation	SP19	10%			
		Non - Participation	SP20	6%			
6	Representing India in approved World competitions(Asiad/Afro-Asian/Common Wealth/World University Games/Pre-Olympics/Olympics/Universiad – Junior, Youth, Senior tournaments)		SP21	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		SP22	5%			
	Maximum Grace Mark for SPORTS is limited to 25%						

YOUTH FESTIVAL (YF)							
8	Inter Collegiate Youth Festival (Individual/Group events)	I place/A Grade/Best Actor/Actress	YF1	5%			
		II place	YF2	4%			
		III place	YF3	3%			
	(Limited to 5%)						
9	South Zone Inter-University Youth Festival conducted by AIU(Association of Indian Universities) (Individual and Team events)	I place	YF4	6%			
		II place	YF5	5%			
		III place	YF6	4%			
	(Limited to 6%)						
10	National level Youth Festival (Individual and Team) 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.	I place	YF7	10%			
		II place	YF8	7%			
		III place	YF9	5%			
	(Limited to 10%)						
11	Deaf and Dumb candidates with disability of 40% or above / Hearing impaired with disability of 70% or above/Mentally retarded candidates (irrespective of the degree of disability) Medical certificate from Medical Board is required.	DD1		25%			

NATIONAL SERVICE SCHEME (NS)	
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12	a) NSS Certificate holders (for 2 performing years)	NS1	2%			
	b) Attending National Camp with attendance certificates(NIC, National Youth Festival, Mega Summer Camp, Adventure Camp, Pre-RD Camp Etc. with at least 5 Days duration)	NS2	3%			
	c) NSS State Awardee and National Awardees	NS3	3%			
	d) Republic day Camp (of at least one month duration)	NS4	7%			
	e) NSS volunteers nominated by State NSS cell and attended International programmes	NS5	8%			
	f) Indira Gandhi National Service Scheme Awardees(IGNSS)	NS6	10%			

	<i>An NSS Volunteer can claim grace marks under all the six categories subject to the limit of 10%</i>
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13	NATIONAL CADET CORPS (NC)					
	1) 75% Attendance (Yearly)	NC1	3%			
	2) 10 Days Annual Training Camp (ATC/CATC)	NC2	3%			
	3) Attending Pre Republic Day Parade	NC3	5%			
	4) 'B' Certificate	NC4	4%			
	5) 'C' Certificate	NC5	5%			
	6) Basic Leadership Camp(BLC) Tal Sainik Camp (TSC)/ Nau Sainik Camp (NSC)/Vayu Sainik Camp (VSC) Inter group Combination (IGC)/ Advanced Leadership Camp (ALC) /National Integration Camp or Ek Bharat Shreshtha Bharat Camp (NIC/EBSB) Trekking/ Adventure Mountaineering Camp/ Social Service Camp (SSC) Army Attachment Camp (AAC) Independence Day Camp / Sports and Games at Delhi.	NC6	6%			
	7) Republic Day Camp (RDC) / Independence Day Camp (IDC)	NC7	8%			
	8) Youth Exchange programme (YEP)	NC8	9%			
Maximum Grace Mark for NCC is limited to 15%						

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
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	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*

The excess eligible grace marks after allotted for a pass minimum for the courses of a performing year shall be redistributed to failed courses only of the same semester or any other semester for a pass minimum of that courses.

5. Grace marks shall be distributed for all written (external) exams.
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 marks effected to a course shall be carried over to its reappearance in the next two chances.
8. Deaf and Dumb candidates with disability of 40% or above, hearing impaired candidates with disability of 70% or above and mentally retarded (irrespective of the degree of disability) are eligible to receive Grace Marks on production of a medical certificate obtained from a Medical Board.
9. No candidate can claim grace marks for both NCC and NSS.

The candidate shall submit the application to the Office of the Controller of Examinations through the Head of the Department in the prescribed format along with the relevant documents in original and a photocopy after verification by

1. Sports & Games: HoD, Dept. of Physical Education

2. NCC : NCC officer of college

3. NSS : NSS programme coordinator

4. Cultural/Deaf & Dumb/Blind: Dean of Student Affairs of the College

Applications not conforming to the above Rules will be rejected