



**OFFICE OF THE CONTROLLER OF EXAMINATIONS**  
**ST. ALBERT'S COLLEGE (AUTONOMOUS)**  
BANERJI ROAD, ERNAKULAM, KOCHI - 682 018  
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10/06/2023

## **NOTICE – GRACE MARK**

Students of **PG (2021 Admission)** who are eligible for grace marks under various categories (**NSS, NCC, Sports, cultural activities and differently-abled**) are directed to submit the application for claiming grace mark to the Office of the Controller of Examinations through the Tutor / 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 the College
3. NSS : NSS Programme Coordinator
4. Cultural/Deaf & Dumb/Blind: Dean of Student Affairs of the College

Students are hereby informed to mail the scanned copy of the application form and relevant documents to **gracemark@alberts.edu.in** before submitting.

The hard copies of the duly filled application form along with the necessary documents should be submitted to the Department within 10 days after the publication of the PGS4 end semester results.

Application form for claiming grace marks, guidelines and activity code are available in the college website. For details and references, visit <https://www.alberts.edu.in/students-corner/grace-mark/>

Applications not conforming to the above rules will be rejected

*Late applications will be accepted as per rules along with prescribed fee.*

Sd/-

**Controller of Examinations**

