



OFFICE OF THE CONTROLLER OF EXAMINATIONS
ST. ALBERT'S COLLEGE (AUTONOMOUS)
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29/05/2025

NOTICE – GRACE MARK

Students of **PG (2023 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**](mailto: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 on or before **04th June 2025**.

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

