



OFFICE OF THE CONTROLLER OF EXAMINATIONS
FAROOK COLLEGE (AUTONOMOUS), P.O. FAROOK COLLEGE
Kozhikode, Kerala – 673632 (Ph :7510440661)

Aided by Govt. of Kerala and Affiliated to the University of Calicut • A College with Potential for Excellence(CPE)

• Re-accredited at 'A⁺ Grade' by the NAAC • A Minority Educational Institution

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APPLICATION FOR DISTRIBUTION OF GRACE MARKS / GRADE POINTS IN
I & II / III & IV / V & VI SEM OF UG / PG PROGRAMME

Name of Applicant :
Reg. No. :
Name of Programme :
Address to which communications are to be sent :

Phone No: Email ID :

Sanction Order No:

Total grade points claimed(See Sanction Order)

I & II Sem	III & IV Sem	V & VI Sem	Total

Rules for awarding grace mark appearances

1. The grace marks will not be awarded to the papers(s) in which a candidate is absent and total mark of papers for which the candidates in absent will not be reckoned for calculating the Grace Marks.
2. The maximum cumulative Grace Marks awarded to the students under CUCBCSS-UG programme in a particular year for all the activities and disabilities such as Sports, Games, Cultural Activities, NCC, NSS and other disabilities put together **should not** exceed 25% of marks.
3. The Grace marks awarded cannot be used **to achieve 90%** of mark in a particular course ie, upto 89% of mark in each course (common, core complementary and open) may be awarded utilizing the Grace Marks.
4. The Grace Marks awarded shall not be considered for ranking.
5. The maximum Grace Marks awarded for an **individual** course/ paper of UG Programme for a pass should not exceed **25%** of marks. The remaining Grace Marks are to be distributed on other passed papers/ courses so that the maximum Grace Marks awarded for an individual paper/ course should not exceed 30% marks.
6. The Grace Marks once distributed on the request of the candidates will **not be reopened**.
7. The Grace Marks in CUCBCSS-UG shall be calculated on the basis of total External/Written theory examination only, **excluding Internal marks** and the marks of Practical and Viva-voice from AO series Students (2014 Admission). (U.O. No. 6749/2016/Admn dated 30-05-2016)
8. The student shall claim the Grace Marks within 6 months after the end of the academic year (unless otherwise specified).

Courses to which the grace grade points/Marks are to be added in

Semester	Sl. No.	Course Code	Name of the course	External Marks Obtained	Grace Mark/ Point to be added	Total
I						
II						
Total of Grace Mark / point in the year 20..... – 20.....						
Semester	Sl.No.	Course Code	Name of the course	External Marks Obtained	Grace Mark/ Point to be added	Total
III						
IV						
Total of Grace Mark / point in the year 20..... – 20.....						
V						
VI						
Total of Grace Mark / point in the year 20..... – 20.....						

Total grade points claimed for the Semester :

Name and Signature of the Applicant with Phone No.

For Office use only

Grace Mark /Point added:

Controller of Examinations