



SACRED
HEART
COLLEGE
Autonomous



**SACRED HEART COLLEGE (AUTONOMOUS)
THEVARA, KOCHI, KERALA**

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APPLICATION FOR CLAIMING GRACE MARKS : 2024 - 25

To be submitted before 31 March 2025

1	Name of the Candidate (in Block letters)			
2	Register No. of the Candidate			
3	Programme and Year of Admission			
4	Contact Number of the Candidate (Mobile)			
5	Year & Semester for which Grace Mark claimed			
6	Period of time of claiming: (Fee may be levied for belated Applications)		Within the time limit	<input type="checkbox"/>
7	Details of achievements for which grace mark claimed			
	Semester	Activity Code	Activity	Prize/Grade
8	Total Grace Marks Percentage eligible			
9	Options for Grace Marks distribution (Select Option I or Option II) (See instructions)			
10	Details of failed courses (To be furnished if option II is selected)			
	Semester	Course code	Course Title	Marks secured (%)
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.				
	Place :	Thevara		Signature with date (Seal)
	Date:			
Forwarded by PRINCIPAL				

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 . **Application shall be submitted within 31 March 2025**
- 3 Late fee may be levied for belated requests up to 2 years

Sl. No.	Period of time	Fee to be levied	Due Date for 2024 - 25
1	Within Stipulated Time. Submission of Relevant Certificates	No Fee	Within 31 May 2025
2	Within 5 months after the time limit	Rs. 250/	Within 1 Sept. 2025
3	After 5 months but before one year	Rs. 500/	Within 1 June 2026
4	After one year but before two years	Rs. 1000/	After 1 June 2026
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
 - c. 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
- 10 The candidate shall submit the application to the principal 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 & Dump/Blind: Student Deans of the College
- 11 Applications not conforming to the above Rules will be rejected

DETAILS OF AWARDING GRACE MARKS

Sl. No.	ITEM TO WHICH GRACE MARK SHALL BE AWARDED	Activity Code	% OF GRACE MARKS
	SPORTS (SP)		
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 Unity Member : Participation	SP14	7%
	Representing as Unity Member : Non - Participation	SP15	6%
5	All India Inter-University Competition(Indian Universities / Combined University team) I place	SP15	17%
	II place	SP16	14%
	III place	SP17	12%
	Representation in Indian/Combined University Team : Participation	SP18	10%
	Representation in Indian/Combined University Team : Non - Participation	SP19	6%
6	Representing India in approved World competitions(Asiad/Afro-Asian/Common Wealth/World University Games/Pre-Olympics/Olympics/Universiad –Junior, Youth, Senior tournaments)	SP20	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	SP21	5%
	YOUTH FESTIVAL (YF)		
8	Inter Collegiate Youth Festival (Individual/Group events) I place	YF1	5%
	II place	YF2	4%
	III place	YF3	3%
		(Limited to 5%)	
9	South Zone Inter-University Youth Festival conducted by AIU (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) I place	YF7	10%
	II place	YF8	7%
	III place	YF9	5%
	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.	(Limited to 10%)	
11	21 categories of disabilities as per schedule of the RPWD Act 2016 as per MGU Order: No. 7396/ACA 1/2022/MGU Dated 11.07.2022 & 12203/ACA 1/2022 MGU Dated 01.12.2022 Exemption from writing second language may be granted to specific Learning Disability, Autism Spectrum disorder and Mental Retardation. (Medical certificates from Medical board is requires.)	No. DD1	10 - 25%
12	NATIONAL SERVICE SCHEME (NS)		
	a) NSS Certificate holders (for 2 performing years)	NS1	2%
	b) Attending National Camp with attendance certificates	NS2	3%
	c) NSS State Awardsee and National Awardee	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 (IGNSS)	NS6	10%
	An NSS Volunteer can claim grace marks under all the six categories subject to the limit of 10%		
13	NATIONAL CADET CORPS (NC)		
	1) 75% Attendance (Yearly)	NC1	3%
	2) 10 Days Annual Training Camp	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 (NIC) Trekking/ Adventure Mountenering Capm/ Social Service Camp (SSC) Army Attachment Camp (AAC) Independence Day Camp / Sports and Games at Delhi.	NC6	6%
	7) Weightage Certificate	NC7	3%
	8) Republic Day Camp (RDC) / Indipendance Day Camp (IDC)	NC8	8%
	9) Youth Exchange programme (YEP)	NC9	9%
Maximum Grace Mark for NCC = 15%			