

**(Abstract)**

Guidelines for the submission of applications for Grace Grade/Mark to Arts - Syndicate Resolution - Implemented - Orders Issued.

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**DIRECTOR OF STUDENT SERVICES**

DSS/A1/357/2023

Dated: 06.04.2024

- Read:-1. DSS/A1/General/2009 dated 10.05.2011.  
2. University Order No. DSS/A1/2023 dated 03.04.2023.  
3. UO Note of Examination Branch No. EAII/SO EA II/16958/2020 dated 23.02.2024  
4. Note to Syndicate of even No. dated 13.03.2024.  
5. Minutes of the Meeting of the Syndicate (3/2024) held on 25.03.2024, item 2024.273.

**ORDER**

1. As per the University Order read (1) above, applications for Grace Grade/Mark with all relevant documents, attested copies of certificates and Hall Tickets shall be submitted to the following University authorities through the Head of the institution before 30th of April every year.

Arts : -Director of Student Services

2. As per the University Order read (2) above, Guidelines for the submission of application for Grace Grade/Marks Arts/NSS has been framed as follows.

i) The applications for the award of Grace Grade/Mark to Arts/NSS of each academic year shall be submitted to the authorities concerned of University on or before April 30th every year as per the format prescribed.

ii) The schedule of submitting late applications from May 01st to December 31st with Late fee is as follows:-

Duration	Late Fee
May 01 - July 31	₹250/-
August 01 - October 31	₹500/-
November 01 - December 31	₹1000/-

3. The Examination Branch, vide read (3) above has requested to make available the Orders concerned in granting of Grace marks to the Examination Branch before 15/04/2024.

4. The Vice Chancellor, after considering the matter in detail, has ordered to place the matter of revising the existing UO, referred as (2) above ie, framing the guidelines for the submission of application for Arts grace marks before the Syndicate for a study by the Standing Committee on Exam and Student Welfare.

5. Accordingly, vide paper read (4) above, the matter concerned was placed before the Syndicate for consideration.

6. The Syndicate, vide paper read (5) above, has considered the matter and resolved to permit to revise the

existing University Order in framing the guidelines for the submission of application for Arts grace marks as follows:

- i) The applications for the award of Grace Grade/Mark to Arts shall be submitted to the authorities concerned of University on or before 2024 March 31th as per the format prescribed.
- ii) The late applications can be submitted from April 01st to December 31st of 2024 with Late fee as follows:-

Duration	Late Fee
April 01 - June 30	₹250/-
July 01 - September 30	₹500/-
October 01 - December 31	₹1000/-

- iii) For clearing the defects in the application an amount of ₹100/- is to be remitted as processing charge
- iv) No revision of Grace Grade/ Mark is permitted, once the order is issued.
- v) Defects if any, in the University Order awarding Grace Grade/Mark shall be brought to the notice of the Registrar by the Principal/Campus Director/Campus Administrative Officer concerned within 45 days of issue of University Orders concerned and get them rectified.
- vi) Applications for Arts Grace Grade/Mark with all Merit Certificates and hall tickets duly attested by the Principal/Campus Director/Campus Administrative Officer concerned, arranged Year wise, Course wise and Reg No. wise shall be submitted to the Director of Student Services, Kannur University within the time stipulated .
- vii) The defects in the applications ,if any, shall be cleared within 30 days from the date of receipt of communication from the University. Otherwise an amount of ₹100/- is to be remitted as late fee.

7. Orders are therefore issued by implementing the above Syndicate Resolution regarding the revision of the existing University Order in framing the guidelines for the submission of application for Arts grace marks.

sd/-

**Dr.Nafeesa Baby T P**  
**DIRECTOR OF STUDENT SERVICES**

To: Principals/Campus Directors/Campus Administrative Officers  
Heads of the Departments

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Forwarded / By Order  
SECTION OFFICER