

(Abstract)

Guidelines for the submission of applications for Grace Grade/mark to Arts/NSS - Framed - Orders issued.

DIRECTOR OF STUDENT SERVICES

DSS/A1/1/2023

Dated: 03.04.2023

- Read:-1. University Order No. DSS/A1/General/2009 dated 10.05.2011.
2. Orders of the Vice Chancellor in the even file dated 23.03.2023.

ORDER

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
NSS : -NSS Programme Co-ordinator,

2. Though the above University Order insists on collecting fine for late application, it is not specific about the period up to which the late applications can be considered. As the Order is not specific regarding the period, the branch is in receipt of applications from the students for awarding Grace Grade/Mark, revision in the already awarded Grace Grade / Mark etc. even many years after the completion of Courses.

3. After considering the matter in detail, the Vice Chancellor, vide reference (2) above, has approved the following guidelines with regard to the submission of applications for awarding Grace Grade/Mark to Arts /NSS, revision in the Grace Grade /Mark already awarded and also fixing fine for late submission of applications,

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 of every year as per the format prescribed.

ii) The late applications can be submitted from May 01st to December 31st of every year with Late fee as follows;-

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

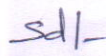
v) Defects if any, in the University Order awarding Grace Grade/Mark shall be brought to the notice of the Registrar by the Principal/Campus Director concerned within 45 days of issue of University Orders concerned and get them rectified.

vi) Applications for Arts Grace Grade/Mark with all Merit Certificates and hall tickets duly attested by the Principal/Campus Director 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) Applications for NSS (Grace Marks shall be arranged Reg No. wise and submitted to the NSS Programme Co-ordinator along with the Principal's Affidavit, relevant certificates and hall ticket attested by the Principal.

viii) The defects in the applications ,if any, shall be cleared within 30 days from the date of receipt of communication from the University.

4. Orders are issued accordingly.

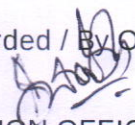

Dr.Nafeesa Baby T P

DIRECTOR OF STUDENT SERVICES

To: Principals/Campus Directors
Heads of Departments

Copy To: PS to VC, PA to PVC/Registrar

Forwarded / By Order


SECTION OFFICER

