

Application for Grace Marks

Date: _____

I, _____ bearing the H.T.No _____ student of _____ Department, NNRG Studied **B.Tech./ B.Pharm.**, during the A.Y _____ failed in subjects and addition of a few marks will enable me to pass in the failed subject(s). The detail of the failed subject(s) for which award of grace marks is requested is given below:

SL. No.	Year & Semester	Subject code	Subject Name	Internal Marks	External marks
1					
2					
3					
4					
5					
6					

I hereby submit that I did not apply for supplementary examination and will not apply in future for any supplementary examination. Hence, I request for processing of my Grace Marks application. Further I request you to issue me my Consolidated Marks Memo and Provisional Certificate, at the earliest, after adding grace marks.

Signature of the student

Enclosure:

1. Original Marks Memo(s) containing subject(s) for which award of Grace Marks requested.
2. Undertaking on Rs. 20 Stamp Paper.
3. Self Attested copies of all Semester Marks memos.
4. SSC Marks memo.

Instructions: The application along with the necessary documents is to be submitted to the **Examination Branch, NNRG.**

To,
The Controller of Examinations,
Nalla Narasimha Reddy Education Society's Group of Institutions,
Chowdariguda, Hyderabad-500088.

Dear Sir,

Sub: Request for processing of award of Grace Marks and issue of PC & CMM-Reg.

Ref: Hall-ticket number of the candidate is _____

With reference to the subject cited above, I hereby forward the application for award of Grace marks of Mr./Ms. _____, a student of B.Tech/B.Pharm bearing the hall-ticket number _____.

Signature of HOD with Seal

Signature of Director with Seal