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## **JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD**

(Established by JNTU Act No. 30 of 2008)

Kukatpally, Hyderabad – 500 085 Telangana (India)

ACCREDITED BY NAAC WITH 'A' GRADE

### **Dr. V. Kamakshi Prasad**

M.Tech., Ph.D. (IIT-M), FIE., MIEEE, MCSI, LMISTE

**Professor of Computer science and  
Engineering & DIRECTOR OF  
EVALUATION**

**Letter No EB / OLE /856**

**Date:09-11-2020**

**To**

**The Principals,**

JNTUH Constituent and Affiliated colleges offering B.Tech/B.Pharm Courses.

**Dear Sir/Madam,**

The Principals are informed to note that for the issue of grace marks benefit to the students, the attached format is to be filled up and printed on the principal letter-head, one for each candidate and send to DE office. For other types of letter formats, you are requested to visit the Url <https://studentservices.jntuh.ac.in/oss>

Further the principals are informed to note that college - wise lists of students (belonging to R-16 regulations) who are eligible to claim grace marks will be generated and sent to respective college Principals based on the marks the students secured in failed subject of I-I, I-II, II-I, II-II, III-I, III-II & IV-I semesters. After receiving the lists, the colleges can intimate the students to apply for the grace marks, if the students desire to do so.

Meanwhile the colleges can receive the grace marks requests from the students who do not have any backlog subjects till IV-I semester and by adding grace marks up to 10, students get eligibility to receive their PC & CMM. Such students can enclose the screen shot of IV-II semester results obtained from the results portal. They need not wait for the issue of IV-II original marks memo. The grace marks applicable course – wise for R16 regulation are as follows:

	IV-years course	III-years course (Lateral entry)
B.Tech	10 marks	7 marks
B.Pharm	10 marks	8 marks

The cooperation of the principals is highly solicited. Thank you

**Yours sincerely**

**Sd/-**

**DIRECTOR OF EVALUATION**

# FORM-5

Date: \_\_\_\_\_

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

S.No.	Year & Semester	Subject code	Subject Name	Internal Marks	External marks secured in recent exam

I hear by 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: Original Marks Memo(s) containing subject(s) for which award of Grace Marks requested.

INSTRUCTIONS: The application along with the necessary documents is to be submitted at the counter of Student Service Section, JNTUH Examination Branch

To  
The Director of Evaluation  
JNTUH  
Kukatpally, Hyderabad - 500085

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 here by forward the application for award of Grace marks of Mr./Ms. \_\_\_\_\_, a student of B.Tech. bearing the hall-ticket number \_\_\_\_\_.

Seal of Principal

Signature of Principal