

User Manual for Grace Marks Request by Student

Students who are eligible to apply for Grace Marks can make Grace Mark Request through the e-Gov Portal. Grace Marks of 'Differently Abled' category can be requested by the student any time. For other categories like 'Rehabilitation Activities', student should request within the dates for which University opens registration.

The following steps can be performed to make grace marks requests.

Steps to be followed

i) Grace-Mark request for Rehabilitation Activities

- Go to **Student -> Grace Mark Request**
- The page navigates to Grace Marks request page which lists any existing grace marks requests.

The screenshot shows the 'Student Management' interface. The left sidebar includes 'My Profile', 'Course/Semester Exam Registration', 'Honours Degree', and 'Grace-mark Request' (highlighted). The main area has tabs for 'Student', 'Exam', and 'Result'. The 'Grace mark Request' section features a '+Add' button, two dropdown menus for 'Academic Year' and 'Request Type', and a table with columns: Date, Request Type, Name & Reg. No., Invitation, Status, and Action. The table is currently empty, displaying 'No records found.' and '0 items found, displaying 0 to 0.' with pagination controls.

- Click on **Add** to add new request. The page lists the grace mark registrations open by the University.

The screenshot shows the 'Add Grace mark Request' page. It features two main entries: 'Differently Abled' and 'Rehabilitation Activities'. The 'Rehabilitation Activities' entry is expanded to show '2018-Sept Flood Rehabilitation activity' with an 'Add Grace mark Request' button. Below this, the 'Activity period' is shown as '03/09/2018 - 10/10/2018' and the 'Last Date' is '31/03/2019'.

- Click on **Add Grace Marks** against the Rehabilitation entry.
- The page navigates to **Add/Edit Student Grace-Mark Requests** page. The page displays the student details, and the fields to enter the details.

[Redacted]

Saved by Student

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Authorized officer providing certificate

Authorized officer providing certificate

Activity Dates

04/03/2019,05/03/2019

Number of days involved in Activity

2

Remarks

Test Remark

The attached certificates should be self attested by Student and counter-signed by Principal / HoD with College seal

| Document Name | Description | Attachment | |
|------------------------------------|-------------|--|--------|
| Student Grace-mark request documen | | document.pdf Browse... | + - |

1. I certify that all the documents attached here are issued by the competent authorities and the same are attested by me and Principal/HoD of the institution.
2. I agree that if any document is found incorrect later, the University can withdraw all academic grace marks awarded to me against this request and liable to be penalized also.
3. I understand that once the grace mark is awarded, I will not have any claim to apply for the same again.
4. I agree to bind myself to the decision of the University in awarding grace marks as per the rules and/or guidelines approved for the award of grace marks

I hereby declare that all the information given above are correct.

Final Submit

Save

- Provide the required details.
 - Authorised body – Concerned official/body
 - Activity dates – Dates when students attended the activity
 - Documents – Applicable documents
- Click on **Save**. Once user checks on declaration, **Submit** button gets displayed.
- Click on **Final Submit**. Once submitted the data cannot be edited.

ii) Grace Marks request for Differently abled:

- Click on **Add Grace Marks** against the ‘Differently Abled’ entry
- The page displays the student details and the fields to be entered.

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| | | |
|---|--|--|
| Disability <input type="text" value="Deaf"/> | Details of Disability <input type="text"/> | Percentage of Disability <input type="text" value="10"/> |
| Authorized officer providing certificate <input type="text"/> | Remarks <input type="text"/> | |

The attached certificates should be self attested by Student and counter-signed by Principal / HoD with College seal

| Document Name | Description | Attachment | |
|--------------------------------------|----------------------|--|--|
| Differently Abled Student Grace-mark | <input type="text"/> | <input type="text" value="document.pdf"/> <input type="button" value="Browse..."/> | <input type="button" value="+"/> <input type="button" value="-"/> |

1. I certify that all the documents attached here are issued by the competent authorities and the same are attested by me and Principal/HoD of the institution.
2. I agree that if any document is found incorrect later, the University can withdraw all academic grace marks awarded to me against this request and liable to be penalized also.
3. I understand that once the grace mark is awarded, I will not have any claim to apply for the same again.
4. I agree to bind myself to the decision of the University in awarding grace marks as per the rules and/or guidelines approved for the award of grace marks

I hereby declare that all the information given above are correct.

- Provide the required details:
 - Disability – Give the disability type (ie; Deaf, Hearing Impaired, Others)
 - If disability type is Others, provide the details of disability.
 - Percentage of disability
 - Authorised body-Concerned official/body
- Attach the applicable documents and click on **Save**.
- Once the user accepts the declaration, **Final Submit** button gets displayed.
- Click on **Final Submit**. Once submitted the data cannot be edited.