

**Performa-V: To award grace marks**

Dispatch No:.....  
(filled by department)

Application No:.....  
(filled by exam cell)



**DOON UNIVERSITY, DEHRADUN  
(A STATE Govt. UNIVERSITY)**

To,  
The Assistant Coordinator of Examination,  
Doon University, Dehradun

Subject in brief: **To award grace marks as per rules**

Sir, my details are as follows:

1. Name of the Student (in capital letters):..... Father's Name:.....
2. Student ID:..... Student Roll No: ..... Mob. No.....
3. Programme:..... Batch:..... Semester:..... UG/PG:.....
4. Name of the School:..... Name of the Department:.....
5. Request for: Award of grace marks in the following subject(s) [maximum allowed in two subjects] as per university grace marks policy.

S.No.	Course Name (Only those courses will be considered for grace marks whose examination including backpaper are given in final year odd/even semesters of the program)	Course Code	Semester and session	Whether backpaper? (YES/NO)	Grade obtained (F or G)	Filled by Exam Section	
						Marks Distribution (Mid or Make-up/ END/Assessment)	Grace marks given (Max 3 in each course), if eligible as per rules.
1.							
2.							

Please consider my request as mentioned in point (5) and kindly give me grace marks, if I am eligible to award grace marks.

Date: .....

.....  
Signature of the Student

.....  
Signature of the Head of the Department  
with comments (if any) along with seal

.....  
Signature with comments (if any) of Assistant  
Coordinator of Examination

.....  
Comments (if any) of Technical Assistant  
Examination

.....  
Signature of Assistant Coordinator of Examination  
with comments (if any) along with seal