Performa-V: To award grace marks

Dispatch No:……………………………………………… Application No:……………………………………
(filled by department) (filled by exam cell)

DOON UNIVERSITY, DEHRADUN
(A STATE Govt. UNIVERSITY)

To,
The Assistant Coordinator of Examination, 
Deon University, Dehardun

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.

<table>
<thead>
<tr>
<th>S.No.</th>
<th>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)</th>
<th>Course Code</th>
<th>Semester and session</th>
<th>Whether backpaper? (YES/NO)</th>
<th>Grade obtained (F or G)</th>
<th>Filled by Exam Section</th>
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<td>Marks Distribution (Mid or Make-up/END/Assessment)</td>
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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 with comments (if any) of Assistant Coordinator of Examination

Signature of Assistant Coordinator of Examination

Comments (if any) of Technical Assistant Examination

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