

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 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: 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 hereby 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