



# J.B. INSTITUTE OF ENGINEERING & TECHNOLOGY

UGC AUTONOMOUS

## Application for processing of Grace Marks – R18 & R20 Regulations

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

I, \_\_\_\_\_ Bearing the H. T. No \_\_\_\_\_

studied B. Tech (**Under R18 & R20 Regulations only**) during the A.Y \_\_\_\_\_  
failed in one or more 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	Exam Month /Year	Internal Marks	External Marks

*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.*

**Note: - Subject to approval of JNTUH only, otherwise student has to appear for supplementary examinations.**

**Mobile No:**

**Signature of the student**

**Note:** The duly filled application along with the necessary documents mentioned above, to be submitted at the Examination counter of JBIET.

To  
**The Chief Controller of Examinations**  
**JBLET**

Sir,

Sub: Request for processing of award of Grace Marks and issue of PC & CMM – Reg.

With reference to the subject cited above, I hereby forward the application for award of Grace marks of Mr./Ms. \_\_\_\_\_, student of B. Tech bearing the hall-ticket number \_\_\_\_\_.

**Signature of Controller of Examinations**

***Note: The performance of the student submitting this application will be calculated by adding grace marks, the grades and class so calculated will be final. The student shall not be permitted to write supplementary examinations in future.***