

TKR COLLEGE OF ENGINEERING & TECHNOLOGY
(AUTONOMOUS & Accredited by NAAC with 'A' Grade)
EXAMINATION BRANCH

Date:15.09.2021

Dear Sir,

As per the approval of the note file (01.09.2021) by your high office, we are herewith submitting the formats for the students to apply for Grace marks, Credit Exemption and both. We request your high office to approve the same. The formats are enclosed with this note file as annexures (TKR-Form-I, TKR-Form-II, TKR-Form-III).

The above grace marks, credit exemption rules will be implemented to the students who opt for the mentioned categories only. However, the aggregate CGPA will be calculated for 186 credits only for regular admitted B.Tech students and 138 credits for lateral entry admitted B.Tech students.

After implementing the above guidelines, while printing the Consolidated Grade Memo (CGM) for B.Tech Students the following rules submitted for your approval:

1. **For the students who pass regularly and gets eligibility for the award of degree:**
 - a. The two subjects with least grade point will be marked with '*' indicating that "courses registered but not counted for calculation of aggregate".
2. **For Students who gets eligibility for the award of degree with grace marks:**
 - a. As per rule, 10 marks will be added for regular admitted B.Tech Students and 7 marks will be added for lateral entry admitted B.Tech students (subjected to a maximum of two subjects only).
 - b. Student has to submit the original grade memo along with TKR Form-I duly filled and signed.
 - c. If the student has already paid the examination fee or results wait for the particular subject, it will be void.
 - d. Student has to submit an undertaking on Rs.20/- stamp paper in the format enclosed.
3. **For Students who gets eligibility for the award of degree with exemption:**
 - a. As per rule, the student has to register for all 192/144 credits including mandatory subjects.
 - b. The student has to secure 186 credits for regular admitted and 138 credits for lateral entry admitted.
 - c. The student has to pass all the mandatory subjects without fail as per TKR-R17 regulations.
 - d. Student has to submit the original grade memo along with TKR Form-II duly filled and signed.
 - e. Student has to submit an undertaking on Rs.20/- stamp paper in the format enclosed.
 - f. If the student has already paid the examination fee or results wait for the particular subject, it will be void.
 - g. The two subjects with least grade point/applied for exemption will be marked with '*' indicating that "courses registered but not counted for calculation of aggregate".
4. **For students who gets eligibility for the award of degree with grace marks and exemption:**
 - a. As per rule, the student has to register for all 192/144 credits including mandatory subjects.
 - b. As per rule, 10 marks will be added for regular admitted B.Tech Students and 7 marks will be added for lateral entry admitted B.Tech students (subjected to a maximum of two subjects only).
 - c. Student has to submit the original grade memo along with TKR Form-III duly filled and signed.
 - d. Student has to submit an undertaking on Rs.20/- stamp paper in the format enclosed.
 - e. If the student has already paid the examination fee or results wait for the particular subject, it will be void.


ACE


COE


DEAN ACADEMICS


PRINCIPAL

TKR COLLEGE OF ENGINEERING & TECHNOLOGY
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EXAMINATION BRANCH

TKR-FORM-I

Date: _____

I, _____ bearing the H.T.No _____ student of
TKR COLLEGE OF ENGINEERING & TECHNOLOGY (AUTONOMOUS) Studied B.Tech., during the
A.Y. **2017-2021** failed in subjects (limited to TWO 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 (as per Grade Memo)	Subject Name	Credits as per TKR-R17 academic regulations

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 Grade Memo and Provisional Certificate, at the earliest, after
adding grace marks.

Signature of the student

Enclosure: 1. Original Marks Memo(s) containing subject(s) for which award of Grace Marks requested.
2. undertaking on Rs. 20/- stamp paper.
3. Self-attested copies of all semester marks memos.

INSTRUCTIONS: The application along with the necessary documents is to be submitted at the counter
of Academic Section, TKRCET AUTONOMOUS.

To
The Principal
TKRCET AUTONOMOUS
Meerpet, Hyderabad - 500097
Sir,

Sub: Request for processing of award of Grace Marks and issue of PC & CGM – Reg.
Ref: Hall-ticket number of the candidate is _____

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

Signature of HoD with seal

Signature of Principal with seal

TKR COLLEGE OF ENGINEERING & TECHNOLOGY
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EXAMINATION BRANCH

TKR-FORM-II

Date: _____

I, _____ bearing the H.T.No _____ studied B.Tech. in

TKR COLLEGE OF ENGINEERING & TECHNOLOGY (AUTONOMOUS) during the A.Y. **2017-2021** and secured the required credits (186 as per TKR-R17(regular)/ 138 as per TKR-R17 (LE)) for the award of the B.Tech. degree, though I have failed in one theory subject / two theory subjects. The details of the subject(s) for which undertaking is submitted given below:

S.No.	Year & Semester	Subject code (as per grade memo)	Subject Name	Credits as per TKR-R17 academic regulations

I _____ understand and agree that, if my application for credit exemption is submitted, I shall not be eligible to apply for any regular/supplementary examinations from this day onwards and I shall not claim performance of any examinations (including CV) for which results are not declared by the date of submission of my application for credit exemption.

Hence, I request to process my application for credit exemption and issue my Consolidated Grade Memo and Provisional Certificate, at the earliest.

Signature of the student

Enclosure: 1. Original Marks Memo(s) containing subject(s) for which award of Grace Marks requested.
2. undertaking on Rs. 20/- stamp paper.
3. Self-attested copies of all semester marks memos.

INSTRUCTIONS: The application along with the necessary documents is to be submitted at the counter of Academic Section, TKRCET AUTONOMOUS.

To
The Principal
TKRCET AUTONOMOUS
Meerpet, Hyderabad - 500097
Sir,

Sub: Request for processing of the application for credit exemption and issue of PC & CGM – Reg.
Ref: Hall-ticket number of the candidate is _____

With reference to the subject cited above, I hereby forward the application for credit exemption of Mr./Ms. _____, a student of B.Tech. bearing the hall-ticket number _____.

Signature of HoD with seal

Signature of Principal with seal

TKR COLLEGE OF ENGINEERING & TECHNOLOGY
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EXAMINATION BRANCH

TKR-FORM-III

Date: _____

I, _____ bearing H.T.No. _____ studied B.Tech. in TKR COLLEGE OF ENGINEERING & TECHNOLOGY (AUTONOMOUS) during the A.Y. 2017-2021 failed in subjects and addition for an eligible marks (a maximum of 10 marks for regular admitted and 7 marks for lateral entry admitted) will enable me to pass in subject(s) which is essential for acquiring required credits for the issue of CGM/PC. The details of the failed subject(s) for which award of grace marks is requested given below:

S.No.	Year & Semester	Subject code	Subject Name	Credits as per TKR-R17 academic regulations

On successful processing of grace marks application, I will secure the required credits (186 as per TKR-R17(regular)/ 138 as per TKR-R17 (LE) for the award of the B.Tech. Degree. After adding grace marks there will be one/ two (tick appropriate) failed subjects. The details of the failed subject(s) for which undertaking is submitted given below:

S.No.	Year & Semester	Subject code (as per Grade Memo)	Subject Name	Credits as per TKR-R17 academic regulations

I _____ understand and agree that, if my application for grace marks and credit exemption is submitted, I shall not be eligible to apply for any regular/supplementary examinations from this day onwards and I shall not claim performance of any examinations (including CV) for which results are not declared by the date of submission of my application for credit exemption.

Hence, I request to process my application for grace marks and credit exemption and issue my Consolidated Grade Memo and Provisional Certificate, at the earliest.

Signature of the student

Enclosure: 1. Original Marks Memo(s) containing subject(s) for which award of Grace Marks requested.
2. undertaking on Rs. 20/- stamp paper.
3. Self-attested copies of all semester marks memos.

INSTRUCTIONS: The application along with the necessary documents is to be submitted at the counter of Academic Section, TKRCET AUTONOMOUS.

To
The Principal
TKRCET AUTONOMOUS
Meerpet, Hyderabad - 500097
Sir,

Sub: Request for processing of the application for grace marks and credit exemption and issue of PC & CGM – Reg.

Ref: Hall-ticket number of the candidate is _____.

With reference to the subject cited above, I hereby forward the application for grace marks and credit exemption of Mr./Ms. _____, a student of B.Tech. bearing the hall-ticket number _____.

Signature of HoD with seal

Signature of Principal with seal

(Undertaking on Rs.20/- stamp paper)

(Duly hand written application only will be accepted)

I, _____ son/daughter of _____
_____ resident of _____ (postal address)
is a bonafide student of TKR COLLEGE OF ENGINEERING & TECHNOLOGY (AUTONOMOUS)
during 2017-2021 bearing hall ticket number _____ hereby understand and agree that
I did not apply for supplementary examination and will not apply in future for any supplementary
examination and I shall not claim performance of any examinations (including CV) for which
results are not declared by the date of submission of my application. Hence, I request you to process my
application for _____.

Signature of the Student
(Name of the student)
(Hall Ticket No)
(Mobile No & Address)
(mail-id)