



MALLA REDDY COLLEGE OF ENGINEERING AND TECHNOLOGY

(An UGC Autonomous Institution)

Approved by AICTE New Delhi & Affiliated to JNTUH

Accredited by NBA (Tier 1) and NAAC with 'A' Grade

Maisammaguda, Medchal (Dist), Hyderabad - 500100, Telangana, India

Date: 21-02-2026

CIRCULAR

Grace Marks & Undertaking –Phase-I Notification

All the 2015-16, 2016-17, 2017-18, 2018-19, 2019-20, 2020-21 & 2021-22 B.Tech admitted students of R-15, R-17, R-18 & R-20 regulations are hereby informed that, those who are eligible for grace marks (**R-15, R-17, R-18 & R-20**) and undertaking (**R-15 & R-17 only**) can submit their request in the exam branch with the following necessary documents on or before **28th February 2026**.

1. Undertaking/Grace marks application form (From Exam branch)
2. Original Grade sheets of concern semester (For Grace marks eligible students)
3. Photocopy of SSC certificate.
4. Payment of Rs 2000/- for Processing of Undertaking & Grace marks applications.
5. Provisional eligible list is attached (After verification at exam branch only confirmation will be given) & if any student is eligible and hall ticket number is not in the provisional list they can contact exam branch along with the above required documents.

Y. V. Reddy

Controller of Examinations

Controller of Examinations
Malla Reddy College of Engineering & Technology
(Autonomous Institution-UGC, Govt. of India)
Maisammaguda, Dhulapally, Secunderabad-500100.

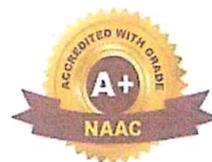
M. Reddy

Principal

PRINCIPAL

Malla Reddy College of Engineering & Technology
(Autonomous Institution-UGC, Govt. of India)
Maisammaguda, Dhulapally, Secunderabad-500100.

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DIRECTORATE OF UNIVERSITY EXAMINATIONS
JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD
(Established by JNTU Act No. 30 of 2008)
Kukatpally, Hyderabad – 500085, Telangana (India).

Dr. G. KRISHNA MOHANA RAO
B.Tech., M.E. (IISc), Ph.D.
Senior Professor of Mechanical Engineering &
DIRECTOR

CIRCULAR

Date: 26.11.2025

Dear Sir/Madam,

It is hereby informed to the Principals/students of all Constituent and Affiliated colleges to observe the following fee structure for processing the Grace Marks Application / Undertaking form / both to obtain PC & CMM at Service Section (SSS), DUEx, JNTUH as fee prescribed by the University vide Procds. No. DUEx/JNTUH/SSS Counter Services Fee/2025, dated 19.11.2025:

| S.No | Name of the Certificate | Supporting Documents/ Copies to be Submitted | Mode of Application | Proposed Fee |
|------|---|--|----------------------------|---|
| 1 | Application for PC & CMM With Grace Marks | a) Filled in Form-5. b) Xerox copy of SSC. c) Original Marks Memo(s) containing subject(s) for which award of Grace Marks requested. | Manual under Normal scheme | The Candidate application applied through college Rs.2000/-per application |
| | Undertaking form for PC & CMM | a) Filled in form-6 b) Xerox copy of SSC | | The Candidate application applied by candidate at Student Counters Rs.2000/-per application |
| | Undertaking form and Grace marks for PC & CMM | a) Filled in form-7 b) Xerox copy of SSC c) Original Marks Memo(s) containing subject(s) for which award of Grace Marks requested | | |

In view of the above, all Principals/students are requested to pay the above prescribed fee along with the supporting documents with effect from 01.12.2025.

This is for your information and necessary action

26/11/25

DIRECTOR

To
The Principals of all Constituent and Affiliated Colleges
Copy to PA to VC/PA to Rector/PA to Registrar for information.