

Sree Gokulam Medical College & Research Foundation
Venjaramoodu, Thiruvananthapuram

Policy Number: *SGMC/ Acad. Pol / 002 / 2020*

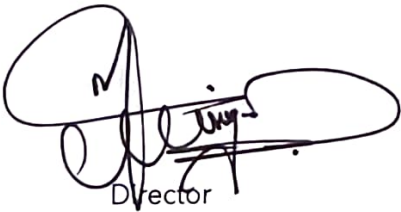
Category: Student Welfare

Content: Academic Decision Appeal

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Signed by:


Director


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Principal



Academic Decision Appeal

Statement of Purpose

The students are provided with an equitable and transparent review process for an academic decision perceived as unfair.

Policy

The student perceiving an academic decision as unfair shall appeal without fear of reprisal.

Procedure:

Refer to: Transparency in internal assessment Policy

- The students who perceives an academic decision as unfair (in theory or practical part of the formative or summative internal assessments or the final internal assessment average marks) shall appeal for a fair hearing. The decision to appeal is voluntary.
- Step I: The student shall bring the issue to the notice of the concerned faculty member in the department.
- Step II: If the decision of the individual faculty member is not to the satisfaction of the student, the student shall submit in writing their grievances to the head of the department (or to the next senior faculty member if the grievance involves the head of the Department) within two working days of having noticed the injustice without any fear of reprisal. The department shall then constitute a committee of three members that involves the faculty member who has taught the topic, the faculty member who has scored the exam and the head of the department or the next senior faculty member and resolve the issue on the same day. The answer shall be re-evaluated by another neutral member if required, if it involves a theory exam.
- Step III: If the student is not satisfied with the decision of the Department, he/she may take the grievance to the Students Grievance Redressal Committee without any fear of reprisal. The student shall appeal within five working days. Decision to appeal is voluntary. The members of the committee shall then hold a hearing, by interviewing both the parties and any witnesses as deemed necessary and give their decision within ten working days of receiving the appeal.
- The faculty shall treat the grievances objectively and no intimidating or adversarial or confrontational means shall be used by either party. No individual shall coerce or influence either of the parties.

- In case of grievance against the University examination, the student shall directly appeal to the University through the College office.

Applies to

All the students of the institution.