

Note to the Students of 2020 Batch B.Tech. students on Academic Appeal- Modifications in Procedure due to Pandemic Situation

Academic appeal is an opportunity provided for the students in exceptional circumstance when they feel that there is some discrepancy in the assessment of a course. Due to pandemic, there is a short gap between the two academic years for 2020 batch UG students. In view of this the usual two-weeks window for the appeal is not possible to provide. It is decided to allow only two days (48 hours) time after declaration of results for applying for academic appeal. **Last date to appeal is 02-08-2021, 5pm.**
All appeals to be sent to the Dean-Academic.

It has also been observed that many students have misused the facility in the last semester. A lot of effort goes into resolving the issues raised in academic appeals. Students have appealed very casually even though there is no compelling reason. Following points may be noted in the light of the special situation.

- Appeals received by the academic section will be forwarded to the Department only if there is a strong case based on the justification and evidence provided by the student.
- Note that there will not be any re-evaluation of the answer scripts at this stage as all faculty members handling the courses show the scripts after evaluation to the students and sufficient time is provided for scrutiny.
- Even after all this practice, probability of a mistake is very less. In an unlikely situation, if students want to appeal, it must be brought to notice with a proper justification and proof.
- No claim without a proof will be entertained.
- If any student is alleging any lapse in the process, a supporting document is expected to back the claim.
- It is the endeavor of the institute to ensure a fair assessment of every student, but the facility should not be misused by the students.
- Spurious and casual applications will be subjected to disciplinary action.
- Hence, students are requested to take utmost care and get in touch with the corresponding faculty, faculty advisor and Head of the department one more time before appealing so that faculty members are not stressed further in these tough times.

Students are required to respond to the following check list while applying for academic appeal within 48 hours of declaration of results.

S.No	Issue	Response		
1	Have you attended all exams?	Minors ()	MidExam ()	EndExam ()
2	Have you got an opportunity to verify your marks in all exams?	Minors ()	MidExam ()	EndExam ()
3	Did the teacher responded to your query?			
4	Have you discussed with the corresponding teacher, faculty advisor and Head of the department before appeal?			
5	What is the reason for appeal?			
6	How many more marks/which grade you are expecting?			
7	Details of evidence being provided for claim			

Dean- Academic