

INDIAN STATISTICAL INSTITUTE



Policy and Procedures for Dealing with Appeals made by Students in Special Circumstances¹

Definition and scope of an appeal:

A student can make a formal appeal to the Dean of Studies about scores obtained in her/his

- (a) Final (end-semester) Examination;
- (b) Backpaper Examination; and
- (c) Compensatory examination

of a particular course she/he has taken. No other score is subject to an appeal process.

Procedures for consideration of on an appeal:

- i. The appeal should be made in writing to the Dean of Studies/Associate Dean/ In-charge, Students' Academic Affairs within 30 calendar days from the date of official announcement of results of the concerned examination. The student should submit a letter requesting the appeal with details as required and provide all the documents related to the appeal. The Dean/Associate Dean/ In-charge, Students' Academic Affairs shall issue a written acknowledgement of the appeal to the appellant(s) within 3 working days from receipt of the written appeal.
- ii. The Dean/Associate Dean/ In-charge, Students' Academic Affairs should hold a meeting of the teachers' committee for consideration of the appeal normally within 15 calendar days of receipt of the formal written appeal and place the appeal and all the related documents before the teachers' committee. In the event they cannot attend the meeting, Teachers should communicate their views on the appeal to the Dean/ Associate Dean/ In-charge, Students' Academic Affairs by email before the meeting.

¹ Approved in the 66th Meeting of the Academic Council of the Institute, held on March 21, 2018.

- iii. If the appeal is related to a compensatory examination: the teachers' committee will be formed by all the teachers of those semesters as well as the examiner(s) of the compensatory examinations (if applicable). In case of research courses, the role of the teachers' committee will be played by the corresponding RFAC along with the teacher(s) concerned.
- iv. The teachers' committee should take a final decision within 7 working days from their first meeting. The teachers' committee may recommend review of the answerscript(s) by other subject-expert(s).
- v. The Institute shall not entertain any further communication on this matter, unless it is backed by substantial new material in support of the appeal.

For final resolution appeals are classified as follows:

Type I Appeal: Rejection of such an appeal will result in immediate termination from the programme/repetition of the same year for the student. In such an appeal the following will apply:

The decision of the teachers' committee should be supported by at least 75% of the members excluding the concerned teacher(s). The committee's decision could be made with members who are either present in the meeting or have communicated views in support of the decision via email. The decision will be communicated to the appellant(s) within 3 working days in writing through the Dean/ Associate Dean/ In-charge, Students' Academic Affairs. In case a decision is not reached by 75% majority, the appeal will be referred to the AC. In such a case, views of subject-expert(s) other than the teacher(s) concerned or members of the Teachers' committee must be sought (if not done already) before sending it to the AC.

Type II Appeal: An appeal that is not of type I. In such an appeal the following will apply:

The decision of the teachers' committee should be supported by at least 50% of the members excluding the concerned teacher(s). The committee's decision could be made with members who are either present in the meeting or have communicated views in support of the decision via email. The decision will be communicated to the appellant(s) within 3 working days in writing through the Dean/ Associate Dean/ In-charge, Students' Academic Affairs. In case a decision is not reached by 50% majority, the answerscript(s) will be assigned to one external and one internal (outside the Teachers' committee) reviewer. The reviewers will be decided by the committee. The average of the marks assigned by the reviewers will be the re-assigned score. If the paper had already gone to reviewers during the initial decision-making process then the average of the marks given by the reviewers will be re-assigned score.