

**INDIAN INSTITUTE OF TECHNOLOGY ROORKEE
ROORKEE**

No. Acd./ 7839 /UG-15

Dated: June 19, 2018

NOTIFICATION

Subject: Mechanism for considering appeals/requests

The Senate in its 73rd meeting held on 10.05.2018 approved a mechanism for considering appeals/requests falling under the following four categories:

- (i) Continuation of program in spite of not fulfilling the minimum credits/SGPA/CGPA requirement(s).
- (ii) Extension in duration of academic program beyond the permissible limit.
- (iii) Attendance waiver.
- (iv) Registration of credits beyond permissible limit.

The appeals/requests should be sent to the Dean Academic Affairs through Head of the Department/Centre along with the recommendations of DAPC/CAPC/DRC/CRC. The disposal of requests/appeals under various categories would be as per the following table.

Request/Appeal	Deciding Body
Category (i)	Senate
Category (ii)	IAPC/IRC: for extension up to 1 year Senate: for extension beyond 1 year
Category (iii)	IAPC/IRC
Category (iv)	IAPC/IRC

All the appeals, which need to be placed before the Senate, shall be considered in the beginning of the semester.


Asstt. Registrar (Curriculum)

Copy to(through e-mail):-

1. All the faculty
2. Chairman Senate & Director
3. Dean of Academic Affairs
4. Associate Deans of Academic Affairs (Curriculum/Evaluation/Admission)
5. Assistant Registrar (Meetings)
6. Academic Section Portal
7. Channel-i