



**Notification**

**Subject: Constitution of Appellate Committee**

A panel comprising of 3 individuals, appointed by the President, MUJ, to deal with the Appeal(s) raised by students after the decision of proctorial board.

In absence of the Chairperson due to any reason, the Chairperson can nominate a person who shall chair the meeting.

**Composition of the Committee:**

Sl. No.	Designation (Ex-officio)	Position in the Committee
1.	Registrar	Chairperson
2.	Director, Purchase and Student Support	Member
3.	Concerned Dean of Faculty	Member

**Function of the Committee:**

The Appellate Committee will consider appeals against decisions made by the proctorial board and will deal with them appropriately to recommend decisions to resolve / close the appeals.

**Procedure:**

The appeal must be made in writing to the Chairperson of the committee in a letter/email with complete details of the appellant (name, registration number, address, email id & phone number etc.), description of the issue and supporting documentary evidence.

No new evidence which was not placed before Proctorial Board may be submitted by the student unless permitted by the Chairperson.

**Processing of Appeals:**

- The appeal process is an independent review and evaluation of a decision made by the proctorial board that affects an applicant.
- Appeals shall be submitted to Chairperson of the committee in writing within 7 working days of the proctorial decision against which the appeals are made.





- On perusal of appeal by the Chairperson of committee, if the appeal is filed on reasonable and justifiable grounds, Chairperson would admit the appeal and refer the same to appeals committee for further action on the same. However, if the ground of appeal are not sound or justifiable or not in keeping with the process laid down or any other valid reason what's so ever, the appeal would not be admitted and the appellant is informed accordingly, with reasons for the same.
- The Chairperson is the ultimate authority for decision on admission of the appeal.
- Any delay or lapse in submission of clarification or relevant documents by the appellant, the responsibility/onus of delay will be considered on the appellant himself.
- After examination of the appeal, the Committee shall seek clarification/documents from all appropriate sources.
- The appeal should be disposed of within 4 weeks from the date of receipt.

#### Decision on Appeals:

- Chairperson shall take a decision based on the recommendations submitted by the Appeals Committee.
- The decision of the Chairperson will be final and DSW will be informed accordingly.

#### Records:

- Appeals record shall be maintained in Registrar's office.

#### Annexure: Flow Chart



*NB*  
09/08/2023

Dr Nitu Bhatnagar  
Registrar, MUJ

#### To: -

- All Concerned members - for information and necessary action.

#### Copy to: -

- President, through PS - for information please.
- Pro-President, through PS - for information please.
- Provost - for information please.
- Director, DSW - for information please.
- Chief Warden - for information please.
- CSO - for information please.

# Flow Chart

