

MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR

OFFICE OF THE DEAN, ACADEMIC

F. No. F4/S-V-1/20-21-Acad (43-Senate)/ 999

Dated: 24 January, 2022

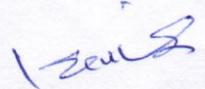
OFFICE ORDER

Sub: Policy for change in grades once the grades are displayed.

The Senate in its 43rd meeting held on 14th December 2021 under Item No. 43-3.1, adopted the following mechanism for change in grades after the grades are displayed: -

- i. Students should apply for a change in grade within 3 working days of the grades being displayed.
- ii. Such applications (dated and signed by the student) should be justified and submitted in hard copy to the course coordinator, who should take an action on all submissions for a given subject.
- iii. In case, there is a change in grade of any student; this should be corrected and reported with due justifications to respective DUGC/DPGC.
- iv. After due deliberations on all such cases for the respective degree program, DUGC/DPGC should forward its recommendations to respective Associate Dean/Dean within 7 working days of the grades being displayed.

Any application and/or recommendation received afterwards shall not be considered without the permission of Chairman, Senate.



REGISTRAR

Copy to:

1. Dean, Academic.
2. All Head of the Departments.
3. PS to Director.
4. PA to Registrar.
5. Webmaster to upload on Institute website.
6. Guard File.



Assistant Registrar (Academic)