



CENTRAL PARK MEDICAL COLLEGE

(A Project of Health & Education Foundation Reg No. 0062545)

CPMC/ME/2021-09

26th of January 2021

STUDENT APPEAL POLICY OF CENTRAL PARK MEDICAL COLLEGE

SCOPE

This policy is applicable to all students of Central Park Medical College enrolled in MBBS program.

POLICY STATEMENT

Any undergraduate student of Central Park Medical College, who believes that he/she has been subjected to an improper decision on an academic matter or has complaints regarding disciplinary issues, is entitled to file a grievance to obtain an independent review of the allegedly improper decision/ act, followed by corrective action, if appropriate.

A grievance is a complaint in writing made to the Dean. All appeals and grievances will be brought to the attention of the Dean, who will review, investigate and forward the complaints to the Appeal Committee related to academic issues or to the Appeal Committee related to disciplinary issues, depending upon the nature of the complaint. The members of these committees have been nominated during the academic council meeting held on 8th of December, 2020.

PROCEDURE FOR APPEAL RELATED TO ACADEMIC / DISCIPLINARY ISSUES

- A request for the reconsideration of an academic decision must, where applicable, be directed to the Dean's office.
- Appeal should be made using the Student Appeal Form.
- Appeal should be submitted, in person, by the student requesting the appeal.
- The decision in response to the appeal submitted will be taken within 15 days of submission of the application.



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- An appeal may be disqualified if received outside the 5 working days of the occurrence/issue.
- The result of the appeal will be sent to the participant within 10 working days after the meeting of the committee.
- A student may abandon an appeal at any time during the appeal process

COMPOSITION OF THE APPEAL COMMITTEE RELATED TO ACADEMIC ISSUES

The application will be placed before the appeal committee, comprised of 4 senior members, 2 from the basic and 2 from the clinical sciences, one of whom shall be the chair person. These 4 members are nominated by the Dean from the members of the Assessment Committee.

COMPOSITION OF THE APPEAL COMMITTEE RELATED TO DISCIPLINARY ISSUES

The application will be placed before the appeal committee, comprised of 4 senior members, one of whom shall be the chair person. These 4 members are nominated by the Dean from the members of the Disciplinary Committee.







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APPROVAL AND REVIEW DETAILS

| | | | |
|--|---|--|----------------|
|  Central Park Medical College | Department of Medical Education | | Policy Number: |
| Title: <u>STUDENT APPEAL POLICY</u> | Issue Date: 27/1/21 | Prepared/Revised by:  Date: 27/1/21 | 9 |
| Due for Revision on 1 st OF Feb., 22 | | | |
| Reviewed by:  DR. Mariyah Hidayat. Date: 27/1/21 | Authorized by:  Date: | | |

Prof. A. S. Chughtai
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STUDENT APPEAL FORM CENTRAL PARK MEDICAL COLLEGE

Student Information

| | |
|-----------------------|---------------------|
| <u>Class:</u> | <u>Roll Number:</u> |
| <u>Name:</u> | |
| <u>Father's Name:</u> | |

Type of Appeal (select one)

| | |
|---|---|
| <input type="checkbox"/> Appeal related to academic issue | <input type="checkbox"/> Appeal related to disciplinary issue |
|---|---|

You must clearly state the reason for your appeal. You may continue on a separate sheet if necessary and attach any additional supporting documents you think are relevant.

| | |
|-----------|------|
| | |
| Signature | Date |