

TERMS OF REFERENCE FOR THE STUDENTS APPEALS COMMITTEE

1. Preamble

The Committee is called as the Students Appeals Committee and is the sub-committee of the Faculty Board, Faculty of Arts. The Committee was formed by the Faculty Board to scrutinize the students' appeals related to their academic and examination activities and advise the Dean and the Faculty Board for recommended actions.

2. Composition of the Committee

The Committee shall consist of three (03) members including Chairperson.

3. Appointment of Members

The members of the Committee will be appointed by the Dean of the Faculty of Arts upon the recommendation of the Faculty Board Meeting based on the expression of interest submitted by the members of the Faculty Board. The Chairperson of the Committee shall be nominated by its members.

4. Tenure

The members so appointed shall serve the tenure for the period of one (01) year.

5. Responsibilities of the Committee

The Committee shall have the following responsibilities:

- a. To meet one week prior to the Faculty Board meeting for scrutinizing the students' appeals.
- b. To scrutinize the students' appeals referred by the Dean's office or the Faculty Board related to academic and examination activities.
- c. To make observations and recommendations on the students' appeals referred by the Dean's office and the Faculty Board in accordance with the rules below given and the rules and regulations of the University.
- d. To meet in special circumstances whenever it deems necessary or the Dean of the Faculty so directs.

6. The Quorum of the Committee Meeting

The quorum for its meetings shall be two.

7. Procedure for handling students' appeals

- a. Students are eligible to make appeals for their failure to continue the course unit/s in a semester / academic year wholly or partly and to sit the examinations due to illness, accident, medical treatment, death of their close relatives or other kinds of hardships.
- b. The students' appeals shall be made on the application herewith annexed and marked as Annexure I and shall be submitted to the Dean of the Faculty of Arts with the observation of the Head / Coordinator of the Department / Unit soon after the end of the semester in case of continuing the course unit/s or end of the examinations and two weeks from the end of the semester in case of continuing the course unit/s or final date of the examination for the batch will be given as the deadline for submitting the application.
- c. A further two weeks may be given as a grace period by the Dean of the Faculty to process their application for Senate approval if the Students' Appeals Committee feels the appeal is genuine and acceptable.
- d. Students' appeals other than medical grounds also shall be referred to the Committee for its observations and recommendation.
- e. Students' appeals based on medical grounds shall be referred to the University Medical Officer along with the Medical Certificate for his / her observations and recommendation.
- f. A student if he/she wants to make an appeal against the decision of the Faculty Board, he/she may submit an explanation letter for the delay in submitting the application along with the relevant supporting documents to the Dean within a week of the time of receiving the decision of the Faculty Board. Based on the direction of the Dean, the Students' Appeals Committee will re-scrutinize the appeal and submit its observation within a week in order to proceed the recommendation to the Senate which will be held in the same month.

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