

BITS, PILANI – K. K. BIRLA GOA CAMPUS

STUDENT WELFARE DIVISION

17th January 2012

NOTICE

Any student who wishes to apply for scrutiny of his/her grade for First Semester 2011-12 should follow the procedure given below:

- 1) If a student wants to apply for scrutiny of grades/ reports he/she may do so by filling in the prescribed application form available at SWD website. If scrutiny of the grade is sought in more than one course, **separate application form** for each course has to be used. **The fee is Rs. 100/- per course. This fee will be collected from the Mess Advance (This will be done by completing the application form and affixing your signature on the form. There is no need to pay the cash).** The completed application form has to be submitted at SWD office (B-102) on or before **24th January 2012 by 05.00 pm.**
- 2) **Students need to submit all the documents related to the evaluation of the course, i.e. answer sheet of Test 1, Test 2, Comprehensive Examination etc., along with the application form.**
- 3) The scrutiny application will be sent to Faculty-In-Charge, ARCI (Academic Regulations, Counseling and Instruction) for processing the case. For this purpose the student need to enter the Name, ID No, No. of forms submitted & Signature in the register maintained in SWD office (B-102).
- 4) The Faculty-in-Charge (ARCI) interacts with the respective Instructor in-charge (I/C).
- 5) The I/C submits observations on the application form to the Faculty-In-Charge (ARCI) along with the following documents:
 - 1) Complete evaluation records of the course.
 - 2) Scatter-diagram or histogram used for final grading.
 - 3) Copy of Mid-sem grading.
 - 4) Copy of the hand-out for the course
 - 5) Attendance Records
 - 6) Any other relevant records maintained by the I/C
- 6) The Faculty-in-Charge (ARCI) prepares a summary of scrutiny appeals/ request of Instructor-in-charge for scrutiny. This summary along with all the records is placed before the Examination Monitoring and Academic Counseling Committee (EMACC) for the approval.

The intimation is given to the concerned student who applied for scrutiny after the approval of EMACC. Please note that if there is any change of grade/report the fee will be refunded back to the student.

Faculty in Charge
Student Welfare Division

Copy to:

- 1) Members of EMACC
- 2) Accounts Officer
- 3) PA to Director

BITS, PILANI – K. K. BIRLA GOA CAMPUS

APPLICATION FOR SCRUTINY OF GRADE IN A COURSE

Date: _____

To

Faculty In Charge, ARCI
BITS, Pilani – K. K. Birla Goa Campus

Sir,

I request scrutiny of my grade in Course No. _____. The necessary details are given below:

1. Name: _____
2. ID No.: _____
3. Course No: _____
4. Course Title: _____
5. Semester / Term in which the course was taken:
FIRST SEMESTER / SECOND SEMESTER / SUMMER TERM, 201__201__
6. Name of the Instructor-in-charge _____
7. Grade Report awarded _____
8. Specific reason for requesting scrutiny of the grade/ report:
(Use separate sheet if extra space is necessary)

SIGNATURE OF STUDENT

BITS, PILANI – K. K. BIRLA GOA CAMPUS

SCRUTINY FEE OF GRADE OF A COURSE

I authorize the SWD to charge me Rs. _____ as Dues to be paid along with my mess bill.

Address to which communication
Should be sent:

(Signature of student in full)
ID NO. _____

INSTRUCTIONS:

- 1) Application for Scrutiny should be submitted within 45 days from the last date of the Comprehensive Examination of the Semester / Term.
- 2) If scrutiny of the grade is sought in **more than one course, separate application forms for each course have to be used and fees paid separately.**