D.No.2922/RPU   **Date: 22.03.2025**

SOP to resolve discrepancy and correction in the Awards for all programmes

In case of any discrepancy in the recorded marks of a student which needs a revision after declaration of results, the following procedure will be followed:

a) The student shall submit his/her request in writing to the concerned Chairperson / Principal / Director pointing out any discrepancy in the marks recorded in his/her result **within 15 days** of the declaration of results.

b) In case any error is detected in the marks recorded on the Award List, the teacher/examiner concerned shall make a request to correct the mistake to the Dean of the Faculty through the Chairman of the concerned department, and shall attach relevant documentary evidence **within one week** of the submission of application by the student.

c) The Dean shall call a meeting of the following committee **within next one week** and examine all such cases:

   - Dean of the Faculty (Chairman)
   - Principal (wherever applicable)
   - Chairman of the concerned department.
   - One senior member not belonging to the concerned department, to be nominated by the Dean.

d) The committee shall recommend suitable remedial measures depending upon the merit of each individual case and the marks/result of the student will be revised/not-revised accordingly by the Controller's Office.

e) In no case, any revision in results will be permissible after **one month** of the declaration of results.

This is issued in the light of the decisions taken in the meeting held on 01.08.2024 with regard to Academic Calender and other related issues and Minutes of the Meeting communicated vide D.No.XM/193/Exams dated 03.08.2024.

Assistant Controller
(R.P. Unit)

Distribution:

1. All Deans of Faculties for necessary action at their end.
2. All Chairpersons/Directors of Department/Centre of Studies.
3. Sr. Programmer, CCAE for uploading the same on the Controller's Website.