NO. FMDC/DME 2025

Date ----------

FRONTIER MEDICAL AND DENTAL COLLEGE

Policy for Students' Appeal of Results

Minutes of Meeting

Date: 20th august 2025
Time 10:00am
Venue: conference room
Chair: prof. Dr. Shireen jawed

Agenda Item: Approval of Policy for Students' Appeal of Results

Presentation of Draft Policy

The Chairperson introduced the draft **Policy for Students' Appeal of Results**, developed by the Examination Office in consultation with academic departments and the Legal Affairs Unit. The policy outlines the process by which students may formally appeal their academic results, including timelines, grounds for appeal, submission procedures, and review mechanisms.

Key Features Highlighted

- Appeals must be submitted within 8 working days after results are released.
- Acceptable grounds include administrative error/ retotalling.
- Appeals must be supported by relevant documentation.
- An independent retotalling committee will review cases.
- Final decisions will be communicated within 14 working days after submission.
- Fee applied.

Discussion

Members raised the following points during discussion:

- Clarification on who may sit on the Appeal Panel (suggested: one academic, one administrator, one student representative).
- Importance of ensuring confidentiality and fairness throughout the process.
- Need for clear communication to students about their rights and responsibilities regarding appeals.
- Suggestion to create a simplified request form to accompany the policy.

Resolution

After due discussion and minor amendments (e.g., clarification of timeline and panel composition), the committee **unanimously approved** the Policy for Students' Appeal of Results.

Retotalling committee

Eng. Usman Zahoor	Controller exam cell	
Prof. Dr. Munazza	HOD pharmacology	
Mr. shah Faisal	1st year MBBS	

Action Items

Action	Responsible Person	Deadline
Finalize amended policy document	Eng. Usman Zahoor	25 August 2025
Circulate policy to all departments	Dr. Aisha Rafeeq	25 August 2025
Upload policy to student portal and notify students	M. Zeeshan	25 august 2025
Prepare request form for students	DME	25 August 2025

Prof. Dr. Shireen jawed
DEAN/FMDC

Dr. Aisha Rafeeq
Secretory academic council

Cc:
Chairperson
Deans Office
All HODs of basic and clinical sciences
Students' affair
Exam cell
Accounts/finance
Office File