

Title	SOP for Appeal to Sit for Final Attempt
Endorsement	KPGC 7/2025
Version No	1
Effective Date	3 September 2025

Responsibility	Flowchart	Remarks
<div>Department</div> <div>DPGC</div> <div>KPGC</div> <div>PG Office</div> <div>Administrative at department level</div>	<pre> graph TD     Start([Start]) --&gt; Received[Received application from student]     Received --&gt; Decision1{Decision ?}     Decision1 -- No --&gt; Decision1     Decision1 -- Yes --&gt; Approve1{Approve ?}     Approve1 -- No --&gt; Decision1     Approve1 -- Yes --&gt; SubmitDCM[Submit to DCM]     SubmitDCM --&gt; Approve2{Approve ?}     Approve2 -- No --&gt; Dismiss((Dismiss))     Approve2 -- Yes --&gt; SubmitSenate[Submit to Senate]     SubmitSenate --&gt; Endorse{Endorse}     Endorse --&gt; End([End])           </pre>	<div>Check:</div> <ul style="list-style-type: none"> <li>• Status of applicant (active/non-active)</li> <li>• Still in study period</li> </ul> <div>Decide to recommend or not based on:</div> <ul style="list-style-type: none"> <li>• Medical reason</li> <li>• Other reason from applicant</li> <li>• Prepare and submit the proposal and relevant document</li> <li>• Document:               <ul style="list-style-type: none"> <li>◦ Study plan</li> <li>◦ student appeal letter with HOD verification</li> <li>◦ medical record (if applicable)</li> </ul> </li> </ul> <div>• Submit to DCM and Senate meeting for endorsement</div> <div>• To decide on the eligibility of the student to sit for exam</div>