METAS ADVENTIST COLLEGE

Affiliated to North-Eastern Hill University, AICTE Approved
A Minority Institution

CIRCULAR

Grievance Redressal and Improvement Support for Internal Examination Performance

Academic Year 2022–2023

This is to inform all students that METAS Adventist College is committed to ensuring fair, equal, transparent, and impartial treatment of students in all academic matters, including internal assessment, reassessment, evaluation, and examination-related activities.

The institution has established a dedicated **Grievance Redressal Cell** to address and resolve student grievances relating to examinations and internal assessment processes in a fair and timely manner.

Students are hereby informed that:

- Internal assessment marks shall be communicated well in advance by the concerned subject teachers.
- Faculty members shall provide necessary feedback, counselling, and academic guidance to help students improve their subject performance.
- Students who are unable to secure satisfactory marks in internal examinations may approach the concerned faculty members or Examination Department for clarification and academic support.
- The Examination Department, in coordination with faculty members, shall provide suitable opportunities and guidance for improvement of academic performance wherever applicable.
- Necessary mentoring, remedial support, reassessment procedures, assignments, or additional academic assistance may be provided as per institutional norms.

The objective of this mechanism is:

- To maintain transparency in evaluation and assessment
- To support students in improving academic performance
- To ensure timely redressal of examination-related grievances
- To promote a student-friendly and supportive academic environment

All students are advised to make use of the grievance redressal mechanism responsibly and maintain regular communication with faculty members regarding their academic progress.

Examination Department
METAS Adventist College

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EXAMINATION DEPT.
SURAT

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