



INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY

(A Central University Established by an Act of the Parliament)
Lalpur, Amarkantak, Distt-Anuppur (M.P.) 484887

EXAMINATION SECTION

Dr. Basavaraj P. Donur
Controller of Examinations

Tel. & Fax : 07629-269707, 280804
Mobile : 9407145165
Email : basavarajodonur@yahoo.com

Ref. No. : IGNTU/COE/ 240 /2016

Date : 08 / 01 /2016

INSTRUCTIONS TO STUDENTS

1. The students perusing their UG, UG, PhD, Diploma Integrated Programmes in IGNTU shall submit applications through the Heads of their respective Departments for Duplicate Marks Cards, T.C. Migration Certificate, Provisional Degree Certificate etc. along with the copy of the challan for having paid the requisite fees at the Central Bank. All such applications have to be addressed to the Controller of Examinations and the same have to be handed over to the Receptionist at the counter at the Examination Branch.
2. All requests made by the students shall be processed in three days.
3. The students can collect the certificates they have requested for after three working days from the day requests are submitted.
4. The students who have completed their studies and who need certificates can directly submit their requisition to the Controller of Examinations.
5. The students shall collect the original end semester Grade Cards from the Departments concerned. The Examination Section shall hand over the Grade Cards to all the Heads two weeks after the results are announced.
6. The students can meet the Controller of Examinations between 3 P.M. and 4 P.M. on all working days to sort out the problems, if any.
7. The students can make use of the Suggestion Box hung on the wall outside the Section by putting their written suggestions into it.



Controller of Examinations

Dr. Basavaraj P. Donur
Controller of Examination
IGNTU, Amarkantak (M.P.)