



INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY

(Central University Established by an Act of Parliament)

Lalpur-Amarkantak - 484887 (M.P.)

EXAMINATION SECTION

Ref. No. IGNTU / 897 / 2018

Dated 03/07/2018

CIRCULAR

The Heads of Departments are hereby requested to constitute an admission committee as per the university ordinance 16 (section 5xxi) to verify the documents to be submitted by the students who have taken online admission, confirm the same and also to conduct open counseling, if required to fill the vacant seats. Further, the Heads are requested to note the following at the time of verification of documents and confirmation of admission:

1. The dates of verification of documents in respective departments shall be as follows:

SI No	Date	Particulars
1)	4 th to 6 th July 2018	For the candidates selected in the 1 st Selection list. (The candidates from 2 nd merit list may also verify their documents if wish.)
2)	9 th to 10 th July 2018	For the candidates selected in the 2 nd selection list. (The candidates from the 1 st Selection list with the approval of the Competent Authority can also attend the verification along with the students selected in the 2 nd selection list.)
3)	12 th July 2018	HoDs will submit the verified & confirmed admissions to the Exam section along with all relevant documents in the prescribed formats by 12.00 noon.

2. Please do not confirm the admission of students who have already obtained UG or PG degrees either from IGNTU-RCM or from any other institution for admission to the UG or PG program at IGNTU-RCM
3. Please ensure that the candidates seeking admission to Hons. (UG) programs except B.Ed, B.Pharm & D.Pharm are not more than 22 years as on 1st July 2018.
4. Please ensure that the candidates seeking admission to PG programs are not more than 25 years as on 1st July 2018.
However, 05 years relaxation in age limit is given to SC, ST and PWD candidates both in UG and PG programs.
5. Please ensure that the students have scored the required percentage of marks at the qualifying examination. The details are as follows:
 - a) For all U.G programs GEN/OBC- 45% & SC/ST/PWD- 40%
 - b) For B.Pharm & D.Pharm GEN/OBC- 50% & SC/ST/PWD- 45%
 - c) For all P.G programs GEN/OBC- 50% & SC/ST/PWD- 45%
 - d) For B.Ed GEN/OBC-55% & SC/ST/PWD-50%
6. Please ensure that the students fill in all required formats and submit the same to their respective Departments (prescribed formats are also available on IGNTU website : igntu.ac.in).
7. In the event of any candidate not able to submit the grade card/mark sheet of the qualifying examination he/she may be asked to submit an undertaking in the prescribed format.

8. The Heads are requested to ensure that the admissions of students at U.G and P.G programs in their departments are confirmed only after the documents are duly verified.

9. The Heads are requested to direct the candidates selected under Supernumerary quota including PWDs to meet the Committee in the Exam section for verification of relevant documents/Medical Certificates.

The Heads are further requested to recommend cancellation of admission of those candidates who have already obtained their UG or PG degrees, who have crossed the prescribed age-limit and who have not acquired the prescribed percentage of marks at the qualifying examination.

Enclosures:-

1. Admission list Program-wise (1st Selection List)
2. Prescribed Formats
3. Undertaking Forms
4. Check list



Controller of Examinations

Copy to:-

1. PS to Hon'ble Vice-Chancellor
2. Director RCM
3. All Deans & All Heads
4. Registrar
5. System Analyst-with a request for E-Circulation
6. STA (Computer), Exam
7. Office Copy