

To  
The Controller of Examinations  
Tripura University  
Agartala

Date: \_\_\_\_\_

Through the Principal - Ambedkar College, Fatikroy

**Subject: Regarding Unpublished CGPA**

Sir,

I am a student of Ambedkar College, Fatikroy, currently enrolled in \_\_\_\_\_ (Course Name), \_\_\_\_\_ (Semester), bearing University Roll Number \_\_\_\_\_, Registration Number \_\_\_\_\_, and Enrollment Number \_\_\_\_\_.

I wish to bring to your kind attention that my **CGPA** for the \_\_\_\_\_ examination held in \_\_\_\_\_ (Date) not been published. Despite the declaration of results, my CGPA **is** missing.

I have verified my records with the college, and there appears to be no issue from my end regarding attendance, assignment submission, or examination participation.

I, therefore, request you to kindly look into the matter and take necessary steps to update/correct my result at the earliest, as it is affecting my academic progress. I am enclosing copies of relevant documents for your reference.

Thanking you.

Yours sincerely,

Name: \_\_\_\_\_  
Course & Semester: \_\_\_\_\_  
Roll Number: \_\_\_\_\_  
Enrollment Number: \_\_\_\_\_  
Contact Number: \_\_\_\_\_

---

---

(FOR OFFICE USE)  
**Ambedkar College**  
**A Govt. Degree College Affiliated to Tripura University**

**File No –No.F.2(23)/AC/FR/Estt/Misc/2026 \_\_\_\_\_, Dated \_\_\_\_\_**

Forwarded to the Controller of Examinations, Tripura University, for necessary action. The particulars of the student (**Name:** \_\_\_\_\_, **Course:** \_\_\_\_\_, **Semester:** \_\_\_\_\_, **Roll No.:** \_\_\_\_\_, **Enrollment No.:** \_\_\_\_\_) have been verified and found correct.

It is also certified that the student appeared in the examination for the subject(s): \_\_\_\_\_ for which CGPA is unpublished. The college records confirm that the student has fulfilled all academic requirements, including attendance, internal assessments, and examination participation.

The matter may kindly be looked into for necessary correction/update of the result.

Date :  
Place :

Signature of Principal  
(Seal of the College)

To  
The Controller of Examinations  
Tripura University  
Agartala

OFFICE COPY

Date: \_\_\_\_\_

Through the Principal - Ambedkar College, Fatikroy

**Subject: Regarding Unpublished CGPA**

Sir,

I am a student of Ambedkar College, Fatikroy, currently enrolled in \_\_\_\_\_ (Course Name), \_\_\_\_\_ (Semester), bearing University Roll Number \_\_\_\_\_, Registration Number \_\_\_\_\_, and Enrollment Number \_\_\_\_\_.

I wish to bring to your kind attention that my **CGPA** for the \_\_\_\_\_ examination held in \_\_\_\_\_ (Date) not been published. Despite the declaration of results, my CGPA **is** missing.

I have verified my records with the college, and there appears to be no issue from my end regarding attendance, assignment submission, or examination participation.

I, therefore, request you to kindly look into the matter and take necessary steps to update/correct my result at the earliest, as it is affecting my academic progress. I am enclosing copies of relevant documents for your reference.

Thanking you.

Yours sincerely,

Name: \_\_\_\_\_  
Course & Semester: \_\_\_\_\_  
Roll Number: \_\_\_\_\_  
Enrollment Number: \_\_\_\_\_  
Contact Number: \_\_\_\_\_

(FOR OFFICE USE)

**Ambedkar College**

**A Govt. Degree College Affiliated to Tripura University**

**File No –No.F.2(23)/AC/FR/Estt/Misc/2026 \_\_\_\_\_, Dated \_\_\_\_\_**

Forwarded to the Controller of Examinations, Tripura University, for necessary action. The particulars of the student (**Name:** \_\_\_\_\_, **Course:** \_\_\_\_\_, **Semester:** \_\_\_\_\_, **Roll No.:** \_\_\_\_\_, **Enrollment No.:** \_\_\_\_\_) have been verified and found correct.

It is also certified that the student appeared in the examination for the subject(s): \_\_\_\_\_ for which CGPA is unpublished. The college records confirm that the student has fulfilled all academic requirements, including attendance, internal assessments, and examination participation.

The matter may kindly be looked into for necessary correction/update of the result.

Date :  
Place :

Signature of Principal  
(Seal of the College)