

Organization Strucuture Staff Educational Verification Fee Structure for Certificates Fee Structure for Examinations Guidelines to Students Reverification Challenge Revaluation FAQ Contact Information For verification: eduverify@rgukt.ac.in General Enquiries: queries_ec@rgukt.ac.in Convocation: convocation@rgukt.ac.in Mobile: +91 8374573371 (10.00AM to 01.00PM & 2.00PM to 4.00PM) Examination Staff Dr. Vinod Bukya Controller of ExaminationsAssistant Professor coe@rgukt.ac.in B Ramaraju Addl Controller of Examinations(Engineering)Assistant Professoraddlcoe_ec@rgukt.ac.in T.P.Sunil kumar Addl Controller of ExaminationsAssistant Professor Mr.R. Prabhakar Reddy Additional Controller of ExaminationsAssistant Professor Agshare Dheeraj Additional Controller of ExaminationsAssistant Professor (R) Karthik Kasu Additional Controller of ExaminationsAssistant Professor G. Ramu Technical Assistant N Murali Technical Assistant K.Ramakrishna Technical Assistant B. Anjali Technical Assistant B.Sanjiv Computer Operator

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without any DD/ payment receipt will not be addressed. If there are any queries with regard to this matter, please send the same to eduverify@rgukt.ac.in or call 91 8374573371.

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Fee Payable for Various Certificates

The fee structure for various certificates is provided in Table. 1

S.No.	Name of the certificate	Fee (Regular mode)
1	Grade card (B. Tech/PUC)	Rs. 50/- each
2	Transcript (Semester wise)	Rs.50/- per copy
3	Consolidated Marks Memo (B.Tech)	Rs. 300/-
4	PUC Original Certificate	Rs. 100/-
5	Provisional Certificate Engineering	Rs. 200/-
6	Original Degree Certificate	Rs. 500 for fresh batch (+ Late fee of Rs.250/- Per year from the year of graduation)
7	Migration Certificate	Rs.200/-
8	Correction in grade card	75/- each
9	Correction in CMM	Rs. 350/-
10	Correction in PUC Original Certificate	Rs. 150/-
11	Correction in Provisional certificate	Rs. 250/-
12	Correction in Degree certificate	Rs. 550/-
13	Degree Certificate (Duplicate)	RS. 2500 (+ Late fee of Rs . 250/- Per year from the year of graduation)
14	Degree Certificate (Triplicate)	Rs. 5000 for fresh batch (+ Late fee of Rs . 250/- Per year from the year of graduation)
15	Migration Certificate (Duplicate)	Rs. 400/-
16	Grade card (Duplicate)	Rs.200 each
17	Consolidated Marks Memo (Duplicate)	Rs. 500/-
18	Student Education Verification	Rs. 500/-
19	Overseas Online Process	Rs. 500/-

Applications from students (Current/passed out) for all the certificates mentioned in Table.1 will be accepted only up to 01:00 PM on any working day. Any student approaching after this time will be asked to submit the application on the next working day. Once the duly filled and signed application is accepted, the time required by the examination section for issuing the certificate/Grade card will be a minimum of 7 working days. All the certificates mentioned in Table.1 will also be provided on tatkal basis. However, the fee payable will be Rs.2000/- in addition to the fee payable on regular mode. Once the duly filled and signed application is accepted, the examination section will issue the certificate on tatkal mode in 2 working days. The Candidates who desire to take the Duplicate Degree Certificate/CMM/Grade card need to submit a signed application form along with the following

attachments:Original copy of Police Report stating the original degree certificate/CMM is not traced.Photocopy of ID Proof.Photocopy of Provisional Certificate / Degree Certificate.Affidavit attested by First Class Magistrate on Rs. 20/- Non-Judicial bond-paper Duplicate Provisional certificate cannot be issued under any circumstances.

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examination. No student is allowed to leave the hall until the last 30 minutes of the examination. Items allowable into Examination Hall Students should bring their own pencils, pens, erasers, rulers required for the examination. Mobile phones, dictionaries, electronic dictionaries, written or electronic media, electronic devices, or any other materials are not permitted/ allowed into the examination hall, with the exception of devices used for assisting students with hearing visual or other physical difficulties. Exchange of pens, pencils, calculators, study material, etc. is not permitted. Programmable calculators are not permitted into the examination hall unless specified in advance by the examiner. If the invigilator reasonably believes that a student is using a calculator that does not conform to the rules, he/she has the discretion to replace the calculator and a report on the matter will be made on the invigilator's declaration form. During Examination A student shall fill in Student ID, Course Name, Course Code, Date of Examination and any other details asked in the space provided on the front page of the answer booklet. Other than the designated place, the student shall not write/mention his/her Student id, name or any other personal details in the answer booklet. Any violation of this will be treated as a malpractice case and necessary action will be initiated against the student as per the extant rules of the University. A student is prohibited from: writing letter or statements addressing the evaluator, using objectionable, abusive or offensive language in the answer paper, requesting the examiner to award pass marks or tries to communicate/convey/threaten the examiner by drawing pictures. Any violation of this will be considered as a malpractice case and will invite disciplinary action. An examination written on any other paper other than the Answer booklet provided by the invigilator is considered invalid. During an ongoing examination, students are not allowed to take the answer booklet outside the examination hall. After the examination, the student should personally submit his/her examination answer sheet to the invigilator. A Student shall strike-off all the blank answer blank pages in the answer booklet, before handing it over to the invigilator. Before handing over the answer booklet make sure that it is signed by the invigilator and that all the required details are filled in. Even a blank answer sheet shall be handed to the invigilator. Answer booklet, once submitted to the invigilator will not be given back to student under any circumstances. After the Completion of

Examination After the submission of answer booklet the student shall leave the examination centre immediately. Before leaving the exam hall he/she must make sure that he/she has collected all his belongings. No student shall re-enter the examination hall after leaving it. Miscellaneous: During the examination period, there must be no communication among students or between a student and an outsider via any mean, such as phones. This rule applies to students in the examination hall and those on supervised breaks for visits to bathroom/s. In case of courses like English, Telugu, soft skills or management courses, where the student is asked to write leave letter/application in the question paper, the student shouldn't write his ID and Name as part of the answer. No student shall leave his/her assigned seat without the permission of the invigilator. It is the invigilator's discretion to decide whether, there is enough reason to remove a student from the examination hall owing to disorderly conduct. The students must ensure before they leave the examination hall that they have signed the attendance sheet. If a student falls ill during the examination and is unable to complete the examination, the concerned student should alert the invigilator. Suitable arrangement will be made for proper medical attention. Graded punishments to the students who indulge in unfair means during examinations

Malpractice	Nature of Malpractice	Recommended Punishment
Writes Student ID/Name in the answer booklet other than at the designated place (or)	Uses objectionable, abusive or offensive language in the answer paper or in letters to the examiners or writes to the examiner requesting him to award pass marks. The erring student(s) shall be awarded 'R' grade in the subject concerned . Communicating with neighbors in the examination hall	The erring student(s) shall be awarded 'R' grade in the subject concerned . Possessing incriminating* materials inside the examination hall (or) Possessing the answer book of another candidate (or) Passing on answer book to another student (or) Exchange of question papers, with some answers jotted down on them (or) Individual referral of material/discussion with other students, during visit outside the examination hall

The Disciplinary committee shall have the discretion to recommend one of the Following punishments in addition to confiscation of materials and hold till the decision is given.

1. The erring student(s) shall be awarded 'R' grade in the subject concerned and one grade less in all the other subjects in the concerned semester (or)
2. The concerned student(s)

shall be awarded 'R' grade in all the subjects in the concerned semester. Impersonates any other candidate in connection with the examination. The candidate who has impersonated shall be expelled from examination hall. He would be debarred and his seat gets forfeited. Candidate who has been impersonated shall be cancelled in all the subjects of the examination (including practical's and project work) already appeared and shall not be allowed to appear for Examinations of the remaining subjects of that semester. The candidate is also debarred for ONE semester from classwork and all University examinations. If the imposter is an outsider, he will be handed over to the police and a police case will be registered. Smuggling of answer scripts during or after the Examination (or) Misbehaves or behaves rudely with fellow students/invigilator/ any officer on duty, refusing to obey the instructions of the Invigilator (or) Leaves the exam hall taking away answer script (or) Intentionally tears of the script or any part thereof inside or outside the examination hall. Expulsion from the examination hall and Cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work. The candidate is also debarred for ONE semester from class work and all University examinations. (* incriminating materials include written/printed material; unauthorized additional sheets without or with write-ups, bits, scribbles on scales / handkerchief / on the body; abuse of calculator / organizer / cell phone, etc.) Disciplinary action: Once the invigilator/squad identifies malpractice, the case will be presented to the disciplinary committee and the final decision on the disciplinary action to be imposed on a student(s) shall be taken by the committee. The Disciplinary Committee constituted by the University for deciding the punishments to be imposed on erring student(s) will consist of: S.No. Committee Designation Administrative Officer Chairperson Controller of Examination Convener Associate Dean (Engg./Science) Member Associate Dean (Student welfare) Member Chief Warden Member Head of the Department (Concerned) Member Centre Superintendent Member Subject Expert Member Invigilator Member

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Convocation: convocation@rgukt.ac.in Mobile: +91 8374573371 (10.00AM to 01.00PM & 2.00PM to 4.00PM) Reverification In case a Student is not satisfied with the grade awarded in a course(s) he/she can apply for reverification in the course(s). Reverification: A student should apply for reverification within 15 days from the date of declaration of result. Students must submit their application to the examination section in the institute indicating clearly the subject in which reverification is to be made. Application must be accompanied by a demand draft for the prescribed fee per course drawn in favor of the Director towards the subject(s) opted for reverification process. Sum of the total marks obtained by the student will be checked by the evaluator during reverification. Marks already awarded for a particular question will not be altered However the evaluator will award marks to a particular answer according to the key sheet in the event of any of the following: a. If the answer is awarded zero mark. b. If the answer is not evaluated. In case of any changes in marks after reverification is done, the higher of the original and reverified marks shall be taken as the final marks.

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along with the result, the student will also be provided with the photocopy of answer booklet for the course in which he/she has applied for Challenge revaluation.

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1. What is the procedure to get memo/grade card/certificates/etc.? Ans: Student needs to submit the filled application along with following attachments at Help desk of examination section. Photocopy of No due certificate forwarded by AO sir. Photocopy of Money payment receipt. Photocopy of SSC Memo. Photocopy of ID Proof. All previous grade cards/certificates.

2. What are the timings of Help Desk counter? Ans: Applications from students (Current/passed out) for all the certificates will be accepted in counter only up to 01:00 PM on any working day. Any student approaching after this time will be asked to submit the application on the next working day. Certificates will be issued in counter from 2.00PM to 5.00PM only after stipulated time of application process.

3. What is the expected time to get the marks memo/grade card/ certificates etc. after application? Ans: Once the duly filled and signed application is accepted, the time required by the examination section for issuing the certificate/Grade card will be a minimum of 7 working days.

4. What is Tatkal procedure to get certificates? Ans: All the certificates will also be provided on Tatkal basis. However, the fee payable will be Rs.2000/- in addition to the fee payable on regular mode. The duly filled and signed application is accepted from Monday to Friday only. The examination section will issue the certificate on Tatkal mode in minimum of 2 working days.

5. What is the postal address of examination section? Ans:The Controller of Examinations, Academic Block - II, Room No - 105, First Floor, Office of the Controller of Examinations, Rajiv Gandhi University of Knowledge Technologies, Village & Mandal : Basar, District: Nirmal, Telangana -504107.

6. What is the fee structure for getting various certificates? Ans: Fee structure for getting various certificates

7. Whether the candidates can apply in online for memo/grade card/certificates etc. Ans: Yes. Link: XXXXXXXXXXXXXXXXXXXXXXXX(will

be updated soon) 8. Whether the candidate can check the status of their application? Ans: Link: XXXXXXXXXXXXXXXXXXXXXXXX(will be updated soon) 9. To whom student should contact/report if any discrepancy found in the memo/grade card/certificates etc. Ans: Help Desk Only. Mobile: +91 8374573371 Mail: queries_ec@rgukt.ac.in 10. What is the procedure for obtaining a duplicate memo/grade card/certificates (if lost original certificate) etc. Ans: The Candidates who desire to take the Duplicate Degree Certificate /CMM/ Grade card need to submit a signed application form along with the following attachments: FIR original copy stating the original degree certificate/CMM is not traced. Photocopy of ID Proof. Photocopy of Provisional Certificate / Degree Certificate. Affidavit attested by First Class Magistrate on Rs. 20/- Non-Judicial bond-paper. Note: Duplicate Provisional certificate cannot be issued under any circumstances. 11. How to apply for Transcripts? Ans: Candidate should submit filled application form along with all grade cards photo copies. (After the award of O.D. only Transcripts will be provided) 12. How to apply for Consolidated Marks Memo (CMM), what are the documents need to submit? Ans: Candidate should submit filled application form along with all original grade cards and No dues photocopy. 13. What is the Educational verification Process? Ans: The following procedure has been adopted for Educational Verification of the students who studied/ are studying at this institute. Any company/ organization that want to conduct/do background verification of educational details have to send the requests (with the scan copies/ photo copies of the certificates) either to the mail ID: eduverify@rgukt.ac.in or to the following address: The Controller of Examinations, Academic Block - II, Room No - 106, First Floor Examination Cell, Rajiv Gandhi University of Knowledge Technologies, Village & Mandal : Basar, District: Nirmal, Telangana -504107 The Company/ Organization is required to pay an amount of Rs.500/- for each student verification. The payment can be made through either offline mode or online mode. Offline mode: By sending a DD drawn in the favour of ?The Director, RGUKT- Basar? payable at Basar along with the request for the Educational Verification to the address given above. Online mode: Payment can be made through online mode via link<https://www.onlinesbi.sbi/sbicollect/icollecthome.htm> by selecting state Telangana, Type of corporation: Educational institutions after that selecting option The Director RGUKT Basar and

sending the receipt of the payment to the same mail ID along with the request for verification. Note: The Educational Verification requests received without any DD/ payment receipt will not be addressed. If there are any queries with regard to this matter, please send the same to eduverify@rgukt.ac.in or call 91 8374573371. //// User manual for Online Payments///

14. Can Student contact directly COE/Additional COEs/any examination personal? Ans: Strictly No. For any type of examination section related queries contact Help Desk only.

15. What is the procedure for Overseas Online Process? For Overseas Online Process your Sending CMM & Transcripts and need to pay Rs. 500/-

Frequently Asked Questions for Current Students

16. What is the procedure to know the internal marks and assignment marks? Ans: Contact concern HoD/ Subject faculty

17. What is the re-verification procedure? Ans: Reverification: In case a Student is not satisfied with the grade awarded in a course(s) he/she can apply for reverification in the course(s). A student should apply for reverification within 15 days from the date of declaration of result. Fee for reverification is Rs. 200/- for each course. Students must submit their application to the examination section in the institute indicating clearly the subject in which reverification is to be made. Application must be accompanied by a demand draft for the prescribed fee per course drawn in favor of the Director towards the subject(s) opted for reverification process. Sum of the total marks obtained by the student will be checked by the evaluator during reverification. Marks already awarded for a particular question will not be altered. However the evaluator will award marks to a particular answer according to the key sheet in the event of any of the following: a. If the answer is awarded zero mark. b. If the answer is not evaluated. In case of any changes in marks after reverification is done, the higher of the original and reverified marks shall be taken as the final marks. //// User manual for Online Payments///

18. What is the procedure for Challenge the Valuation? Ans: Challenge the Valuation: In case a Student is not satisfied with the grade received after reverification in a course(s) he/she can avail the facility of Challenge Evaluation. Fee for Challenge the Evaluation is Rs. 10,000/- for each course. A student should apply for Challenge Evaluation within a week (7 days) from the date of declaration of reverification result of the particular course for which he/she is seeking challenge revaluation. The answer booklet of the course will be revaluated according to the

marking scheme provided by the question paper setter. If There Is Any Change In Marks (Equal (Or) Above 15% Of The Maximum Marks), New Marks Will Be Awarded To The Student. Otherwise, There Will Be No Change In Old Marks. If The Change in Marks (Equal (Or) above 15% of the Maximum Marks) Occurs, An Amount Of Rs. 9,000/- Will Be refunded To The Student. Otherwise, The Student Will Forfeit The Total Amount (Rs.10,000/-) Which He / She Paid. With or without change in marks, along with the result, the student will also be provided with the photocopy of answer booklet for the course in which he/she has applied for Challenge revaluation.

19. What is the procedure to profile update Name /Father Name/ Photo as per S.S.C.? Ans: Student needs to approach the software development cell for any profile updates in hub with an application along with supporting documents. Student must verify profile details before submitting any application at Examination section.

20. What is the registration process for Remedial Examination? Ans: Student should register through hub for the remedial exams whenever registration dates will be announced through a circular by Controller of examinations.

21. What is the procedure for Spot Registration? Ans: The facility of Spot registration will be available for students appearing for remedial examinations. Fee for spot registration is Rs. 1000/- for each course. This facility will be available for students from the date of closing of registration (on regular mode) for remedial till one day prior to First Exam of the Examination Schedule. (and not the day of after first exam, the student wishes to register for) Schedule of the examination?s and registration dates will be notified by the controller of examinations from time to time.

22. What is the procedure to get duplicate hall ticket? Ans: Student should submit application at Help desk along with fee payment Rs. 50 receipt.

23. What is the Procedure for signature on No Dues in Examination Section? Ans: Candidate can approach at Helpdesk of examination section for signature on No-dues certificate. (Student must clear all the subjects)

24. What are the Contact Details of Examination Section for Grievances? Ans: Mobile: +91 8374573371 Mail: queries_ec@rgukt.ac.in

25. Can Student give any suggestion/complaint to the examination section? Ans: Yes, Complaint Box is available. Students are free to post suggestions/complaints.

26. Can Student contact directly COE/Additional COEs/any examination personal? Ans: Strictly No. For any type of examination section related queries contact Help Desk only.