RGUKT Examination and Certificate Guidelines

Contact Information

For all queries, use the following contact details:

- **Verification**: eduverify@rgukt.ac.in
- **General Enquiries**: queries_ec@rgukt.ac.in
- **Convocation**: convocation@rgukt.ac.in
- **Mobile**: +91 8374573371 (10:00 AM to 1:00 PM & 2:00 PM to 4:00 PM)

Organization Structure

Examination Staff:

- **Dr. Vinod Bukya**
  - **Department**: Controller of Examinations, Assistant Professor
  - **Email**: coe@rgukt.ac.in
- **B. Ramaraju**
  - **Department**: Addl. Controller of Examinations (Engineering), Assistant Professor
  - **Email**: addlcoe_ec@rgukt.ac.in
- **T.P. Sunil Kumar**
  - **Department**: Addl. Controller of Examinations, Assistant Professor
  - **Email**: N/A
- **Mr. R. Prabhakar Reddy**
  - **Department**: Addl. Controller of Examinations, Assistant Professor
  - **Email**: N/A
- **Agshare Dheeraj**
  - **Department**: Addl. Controller of Examinations, Assistant Professor
  - **Email**: N/A
- **Karthik Kasu (R)**
  - **Department**: Addl. Controller of Examinations, Assistant Professor
  - **Email**: N/A
- **Technical Assistants**:
  - **G. Ramu**
  - **N. Murali**
  - **K. Ramakrishna**
  - **B. Anjali**
- **Computer Operator**:
  - **B. Sanjiv**

Educational Verification Procedure

Steps for Verification:

1. Send requests along with scanned/photo copies of certificates to:
   Email: eduverify@rgukt.ac.in
   OR
   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
2. Pay **Rs. 500/-** (offline mode) for each student verification via DD.
    ◦ **In Favor of**: "The Director, RGUKT-Basar"
    ◦ **Payable at**: Basara
3. Requests without DD/payment receipt will not be processed.

Attachments Required for Duplicate Certificates:

- Police Report stating the original is lost.
- ID Proof photocopy.
- Photocopy of Provisional Certificate/Degree Certificate.
- Affidavit attested by First Class Magistrate (on Rs. 20/- Non-Judicial bond-paper).

Fee Structure

Certificates:

S. No.	Certificate	Fee (Regular)
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 (+ Late fee Rs. 250/ year)
7	Migration Certificate	Rs. 200
8-18	Corrections/Duplicates (as applicable)	Varies (Refer Table)

Tatkal Service: Additional Rs. 2000/- for processing in 2 working days.

Examinations:

S. No.	Exam/Service	Fee
1	Regular Exam	Rs. 500/semester
2	Remedial Exam	Rs. 250 per course
3	Spot Registration (Remedial)	Rs. 1000 per course
4	Grade Improvement	Rs. 250 per course
5	Reverification	Rs. 200 per course
6	Challenge Revaluation	Rs. 10,000 per course

Examination Rules and Guidelines

1. **Identity Verification**:

   - Present Hall Ticket & ID Card issued by the Institute.
2. **Reporting Time**:

   - Arrive 15 minutes before the exam starts.
   - Entry not permitted 15 minutes after commencement.
3. **Permitted Items**:

   - Pens, pencils, erasers, rulers.
   - Programmable calculators only if specified in advance.
   - Mobile phones or electronic devices are strictly prohibited.
4. **During the Examination**:

   - Fill in required details on the front page of the answer booklet.
   - Blank pages must be struck off.
   - Submission to invigilator is mandatory.
5. **Post-Examination**:

   - Students must leave the hall promptly.
   - Re-entry is not permitted.
6. **Malpractices**:

   - Writing inappropriate messages or personal details in answer booklets is prohibited.
   - Violation of rules will invite disciplinary action.

FAQ

1. **What is the time frame for issuing certificates?**

   - **Regular Mode**: Minimum 7 working days.
   - **Tatkal Mode**: 2 working days.
2. **Can duplicate provisional certificates be issued?**

   - No. Duplicate provisional certificates are not issued under any circumstances.

For further queries, contact **eduverify@rgukt.ac.in** or call **+91 8374573371**.

Rajiv Gandhi University of Knowledge Technologies (RGUKT) Basar Examination Section FAQs

General Information

- **Postal Address of Examination Section**:
  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.

- **Contact Details**:

  - **Help Desk**:
    - **Mobile**: +91 8374573371
    - **Email**: queries_ec@rgukt.ac.in
  - **Educational Verification**:
    - **Email**: eduverify@rgukt.ac.in

Certificate-Related Queries

Fee Structure for Various Certificates

Details about the fee structure for obtaining various certificates can be obtained from the Examination Section.

Online Application for Certificates

- **Status**: Yes, students can apply online for memo, grade cards, and certificates.
- **Link**: (To be updated soon)

Application Status Tracking

- **Status**: The status of applications can be checked online.
- **Link**: (To be updated soon)

Duplicate Memo/Grade Card/Certificates Procedure:

1. Submit a signed application form along with the following attachments:
   - Original FIR stating the original certificate is not traceable.
   - Photocopy of ID Proof.
   - Photocopy of Provisional Certificate/Degree Certificate.
   - Affidavit attested by a First-Class Magistrate on Rs. 20/- Non-Judicial Bond Paper.
2. **Note**: Duplicate Provisional Certificates cannot be issued under any circumstances.

Transcripts:

- **Eligibility**: Provided only after the award of Original Degree (OD).
- **Documents Required**: Submit a filled application form along with photocopies of all grade cards.

Consolidated Marks Memo (CMM):

- **Documents Required**:
  - Filled application form.
  - Original grade cards.
  - No Dues certificate photocopy.

Educational Verification Procedure for Companies/Organizations

1. Send requests with scanned/photocopies of certificates to:
   Email: eduverify@rgukt.ac.in
   Postal Address: The Controller of Examinations,
   Academic Block - II, Room No - 106, First Floor,
   Examination Cell, RGUKT, Basar, Telangana - 504107.

2. **Payment**:

   ○ **Fee**: Rs. 500 per student verification.
   ○ **Offline Mode**: Submit a DD in favor of "The Director, RGUKT-Basar" payable at Basar.
   ○ **Online Mode**: Pay via Online SBI Collect.
3. Include the payment receipt along with the request.

Examination Procedures

Internal and Assignment Marks:

• **Contact** the concerned HoD or subject faculty.

Reverification Procedure:

1. **Eligibility**: Students unsatisfied with their grades can apply for reverification within 15 days of result declaration.
2. **Fee**: Rs. 200 per course.
3. **Process**:
   ○ Submit an application indicating the subject(s) for reverification.
   ○ Include a DD for the prescribed fee.
   ○ Reverification involves checking:
     ▪ If zero marks were awarded erroneously.
     ▪ If an answer was not evaluated.
   ○ Higher marks between original and reverified will be awarded.

Challenge Valuation:

1. **Eligibility**: Available after reverification if the student is still unsatisfied.
2. **Fee**: Rs. 10,000 per course.
3. **Process**:
   ○ Apply within 7 days of reverification result declaration.
   ○ Marks change >= 15% of maximum marks:
     ▪ New marks awarded.
     ▪ Rs. 9,000 refunded.
   ○ Marks change < 15%:
     ▪ Old marks retained.
     ▪ No refund.
   ○ Students receive a photocopy of the evaluated answer booklet.

Profile Updates (Name, Father's Name, Photo):

• Approach the Software Development Cell with:
   ○ Application.
   ○ Supporting documents.
• Verify profile details before submitting any application.

Remedial Examination Registration:

1. Register through the hub during announced dates.
2. **Spot registration** available for Rs. 1,000 per course until one day before the first exam.

Duplicate Hall Ticket:

- Submit an application at the Help Desk with a payment receipt of Rs. 50.

No Dues Certificate:

- Approach the Help Desk after clearing all subjects.

Grievances and Suggestions

Contact for Grievances:

- **Mobile**: +91 8374573371
- **Email**: queries_ec@rgukt.ac.in

Suggestions/Complaints:

- Use the complaint box available for students.

Overseas Online Process:

- **Documents Required**: CMM & Transcripts.
- **Fee**: Rs. 500/-

FAQs for Current Students

Internal and Assignment Marks:

- **Contact** the concerned HoD or Subject Faculty.

Spot Registration:

- Available for remedial exams at Rs. 1,000 per course.

Profile Updates:

- Contact the Software Development Cell with appropriate documents.