

RISE KRISHNA SAI GANDHI GROUP OF
INSTITUTIONS::ONGOLE



POLICY ON EXAMINATIONS

VERSION 1.0

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Approved By	Date of Release
Board of Governors	04/03/2018.

Prepared By

S.No	Name	Dept & DESG	Signature
1	B. Govardhan	CSE, ASST. Prof	B. Govardhan ✓
2	R.V. Kiran Kumar	ECE, ASST. Prof	R.V. Kiran Kumar ✓
3	V.S.V. Chinna Rao	EEE, ASST. Prof	V.S.V. Chinna Rao

RISE KISHNA SAI GANDHI GROUP OF INSTITUTIONS - HONGKONG



POLICY ON EXAMINATIONS

VERSION 1.0

Director: RANGAPOLU

Approved By	Date of Release
Director of Institution	01/05/2012

Prepared by

No.	Name	Dept & Desig	Signature
1	B. Govardhan	CEA/Asst Prof	[Signature]
2	K.V. Kiran Kumar	Asst Prof	[Signature]
3	V.S.V. Chinna Rao	Asst Prof	[Signature]

Examination Policy

1. Purpose:

To ensure that the examination process at RISE Krishna Sai Gandhi Group of Institutions is consistent, transparent, and in alignment with the rules and regulations set by JNTUK, Kakinada University.

2. Scope:

This policy applies to all undergraduate and postgraduate engineering programs offered by the college.

3. Policy Statements:

3.1 Examination Schedule:

The examination schedule will be in accordance with the academic calendar provided by JNTUK.

Any changes in the schedule due to unforeseen circumstances will be communicated to students at least two weeks in advance.

3.2 Examination Format:

The format of the examinations, including the distribution of marks for theory, practical's, and internal assessments, will adhere to the guidelines set by JNTUK.

Question papers will be set to test the understanding, application, and analytical skills of the students.

3.3 Attendance Requirement:

Students must meet the minimum attendance requirement set by JNTUK to be eligible to appear for the examinations.

3.4 Examination Conduct:

Students are expected to maintain discipline and adhere to the code of conduct during examinations.

Malpractice or any form of cheating will result in disciplinary action as per JNTUK guidelines.

3.5 Special Provisions:

Provisions will be made for students with disabilities, ensuring they have equal opportunities to perform to the best of their abilities.

Students facing genuine hardships may apply for special considerations, which will be reviewed on a case-by-case basis.

3.6 Revaluation and Recounting:

Students can apply for revaluation or recounting as per the guidelines and timelines set by JNTUK.

3.7 Supplementary Examinations:

Students who do not pass in the regular examinations will have the opportunity to appear for supplementary examinations as per JNTUK guidelines.

4. Responsibilities:

4.1 College Administration:

Ensure that the examination process is conducted smoothly and efficiently.

Provide necessary infrastructure and resources for the conduct of examinations.

Communicate any changes or updates regarding the examination to students and faculty in a timely manner.

4.2 Faculty:

Prepare and submit question papers as per the guidelines.

Ensure fair evaluation of answer scripts.

Address student queries regarding evaluations in a transparent manner.

4.3 Students:

Adhere to the examination code of conduct.

Prepare for examinations in line with the syllabus and guidelines provided.

Raise any concerns or issues related to examinations in a timely and appropriate manner.

5. Review and Amendments:

This policy will be reviewed as and when required to ensure its relevance and effectiveness. Any amendments will be made in consultation with relevant stakeholders and in alignment with JNTUK guidelines.