



Office of Controller of Examinations

Ref. No.: YCCE/2022-23/153

Date: 02.12.2022

NOTIFICATION - 153

Instructions to Examinee - Off-Line Exam

1. For Latest Exam information: Visit <https://www.ycce.edu> Examination tab regularly. And see subtabs Notices 1,2,3 for: Frequently Asked Questions (FAQ), Whom to contact, Grace rule, Grievance last date, Forego poor internal marks, minimum marks, duplicate grade report, Correction in name, List of Topper, List of UMIC, List of GRC, Instructions to Examinee, Exam form, etc.
2. ESE will be of Three hours for all papers of UG/PG FY (except mentioned specifically).
3. Exam Timetable: Check carefully latest date and time. Shift timings may vary as per timetable displayed on website. (Ctrl + Click on- <https://www.ycce.edu/ExaminationTimetable.php>)
4. The examinee must occupy an allotted seat 10 minutes prior to starting the exam abiding by the rules of off-line Examination. Read also, information printed on backside of "Admit Card" & 2nd front page of Answer book.
5. Question papers will be distributed just before the start of examination.
6. Write your "seat number" in the box provided on question paper. Do not write anything else on it.
7. The examinee must write asked information in the space provided on "front page" of answer book supplied and do not write identification mark anywhere inside the answer book.
8. Late comers are allowed maximum up to half an hour only. They must complete the first page of the answer book and get it endorsed by invigilator & ask for question paper. Check Mobile / desk, etc.
9. If any electronic gadget including smartwatch of any type /mobile (Switch off/on) is found with examinee, in exam premises, his examination will be cancelled immediately without any inquiry. The gadget will be seized for at least a month. (Don't bring such important gadgets to examination premises containing your notes, bank apps, email, passwords, etc.)
10. The students who have alleged for 'use of unfair means during examination', must cooperate to the system, fill up your statement without wasting time/without disturbing others, collect the letter from EI & appear before the Unfair Means Investigation Committee (UMIC). The decision taken by UMIC in your absence will be binding on you, so be present as per the date and time mentioned in the letter.
11. Examinee must write appropriate question number/ sub question number in 'left margin'. If the answer does not match with the respective question against that number, zero marks will be awarded.
12. Examinee must co-operate with Examination system and follow the instructions given by invigilator. Examinees must note that every Invigilator has the right to expel examinees from the classroom if instructions are not followed. No compromise with sanctity of examination.
13. Examinee cannot leave the place for any reason including washroom in first two hours and last half an hour during any examination. However, he/she can choose to submit his answer book and question paper after one hour from the start of the examination. Re-entry is prohibited.
14. Pouch, Water bottle must be transparent. Clipboard is not allowed.
15. The student who is not allowed to appear due to detention, after declaration of detention list submit the Admit card to COE office for correction.
16. If not allowed due to the punishment (use of unfair means), do not appear for that course.
17. Before the start of examination, students must keep the required Admit card, College Identity card, Pen, Pencil, Eraser, Scale, Calculator, Permitted Data Table, etc ready on table.
18. Before calling anybody (teachers/HoD/Principal/parents/friends/COE/staff), you must visit the website.
19. Incomplete information from unauthorized sources may lead to chaos. It's your responsibility.

Prof D R Raut
Controller of Examinations

Copy To

- Principal,
- Registrar, Dean (Academic matter), DyCoE
- HoD's CV, ME, EL, EE, ETC, CT, IT, CSE, FYC, PHY, CHEM, MATHS
- Displayed on college website <https://www.ycce.edu> Examination tab. Web In-charge