

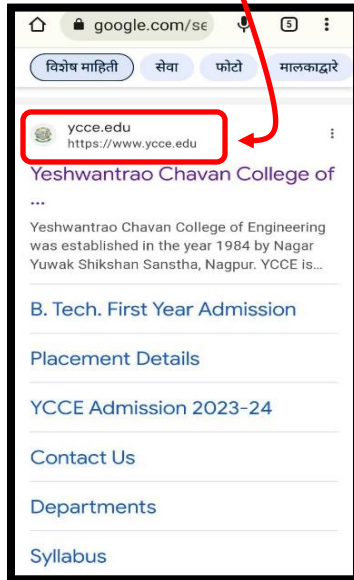
FAQ- YCCE, ESE

Frequently Asked Questions by student related to End Semester Examination (ESE)

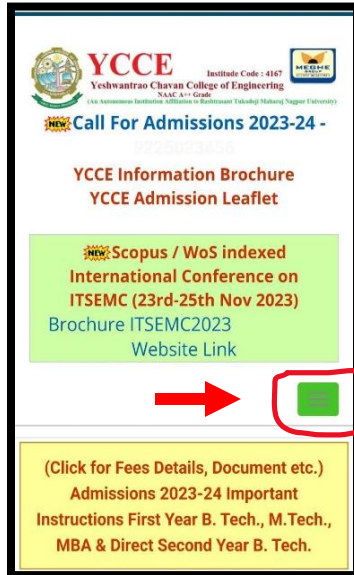
How to reach YCCE website ?

A) Visit ycce website on Mobile as follows:- <https://www.ycce.edu>

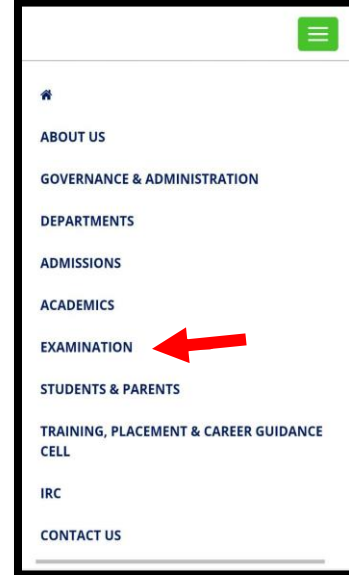
Step-1 Browser



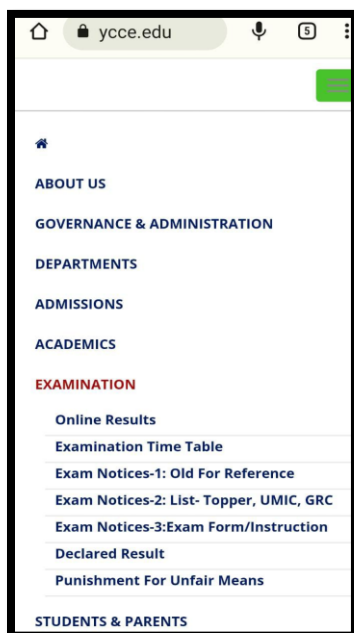
Step-2 Click on three lines



Step-3 Click on Exam Tab



Step-4



Step-5 Exam Notice -1

Sr No.	Information Title
1	1.1 FAQ Related to exam- Enhanced on 25-12-2022
2	1.2 See your Evaluated Answer Book Once 06-03-2019
3	1.3.1 Grievance Notice Last date for students to apply Grievance
4	1.3.2 Grievance_form_Format Revaluation (V1.01)
5	1.4 Guidelines for Grace Marks 22-23
6	1.5 Fore go Internal marks _ Notification 1
7	1.6 Calculation of SGPA & CGPA & calculation of Percentage of marks

Step-6 Exam Notice -2

Sr No.	Information Title
1	2.18 _0.2 merit list to publish on website-for session 21-22 (For-Gold_Silver_Bronz Medals- 9th Graduatio day to be held in 22-23)
2	2.12 Topper NOTIFICATION Even TERM 2021-22 UG_PG sem 2 Dt 07-10-2022
3	GRC _Noti 204 Odd ESE _2022-23 Sem 5 to 8 Dated 23-01-2023
4	2.17 TOPPER NOTIFICATION ODD TERM 2022-23 Sem 7 BE Dt 14-02-2022
5	2.15 TOPPER NOTIFICATION ODD TERM 2022-23 Sem 5 BE Dt 14-02-2022
6	Unfairmeans_Noti-235_Sem 3 Odd 22-23 17-02-2023

Step-7 Exam Notice -3

Exam Notices (Exam form / Instructions)	
Sr No.	Information Title
1	3.1 ESE Exam Form Fees 01-08-2022 (Applicable for Session 22-23)
2	3.2 How to Login for Examination form
3	3.3 Admit card & I Card fine
4	3.4 Instructions to Examinee_NOTIFICATION_Offline exam-ESE- 01-12-2022 onwards
5	3.5a2 Exam Form Submission NOTICE- 370_Sem 1,2 BE- B Tech / M Tech_ ESE-Even_22-23-From 31-07-2023
6	3.5a4 ESE-Even Resit_22-23 - Exam Form Submission NOTICE- 370-A_Sem 4, 6 BE- B Tech_

Step-8 Contact us

Other Important Contact	
For Admission Dr. S.V. Prayagi, Registrar, YCCE - 9923172950	For ESE Examinations, YCCE Prof D. R. Raut, Controller of Examinations, YCCE [Just drop a What's app message at 7057418446 (No call), or See the Examination /Exam Notices-1,2, 3: / "FAQ", "Whom to contact" etc]
For Documents Verification Mr. K. Chaple - 8446439325 ; +91-7104-295083, 295085 ; Email: kailashchaple@gmail.com CC: ar_students@ycce.edu;	For Accounts query Mr. Sandip Chede - 9823456433 Email accounts@ycce.edu

Step-9 – Academic calendar.

Other Important Contact	
For Admission Dr. S.V. Prayagi, Registrar, YCCE - 9923172950	For ESE Examinations, YCCE Prof D. R. Raut, Controller of Examinations, YCCE [Just drop a What's app message at 7057418446 (No call), or See the Examination /Exam Notices-1,2, 3: / "FAQ", "Whom to contact" etc]
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A) Visit ycce website on desktop / laptop as follows:- <https://www.ycce.edu>
See the following “SCREEN SHOTS OF DESKTOP” to reach Notices 1, 2, 3 on Website.

The screenshot shows the YCCE website desktop interface. At the top, there are navigation tabs: **Important Links**, **Digital Learning**, **Students Activities**, **Innovation and Startup**, **NIRF - India Ranking**, **Eagles of YCCE**, **Blog**, **Login**, **Portal**, **Leaflet & Newsletter**. Below these are various banners and links, including **Call For Admissions 2023-24 - 9225023456**, **YCCE Information Brochure**, **YCCE Admission Leaflet**, and **Scopus / WoS indexed International Conference on ITSEMC (23rd-25th Nov 2023)**. The main navigation bar includes **About us**, **Governance**, **Departments**, **Admission**, **Academics**, **Examination**, **Students & Parents**. The **Academics** sub-tab is highlighted in yellow, and the **Examination** sub-tab is highlighted in blue. Two callout boxes are overlaid on the page: one for **Academics** (Curriculum/ Syllabus, Academic Progression, Academic Calendar, Academic Regulation) and one for **Examination** (Online Result, Examination Timetable, Exam Notices-1, Exam Notices-2, Exam Notices-3).

Explore following sub tabs under Examination Tab for updating you

- Online Result
- Examination Timetable
- Examination Notices-1 (Rules or Old but useful notices for reference)
- Examination Notices-2 (List of - Toppers, Merit, UMIC, GRC, etc lists)
- Examination Notices-3 (Exam Form & Exam Instructions),

It is the prime responsibility of the student to read current notices from the college website time to time from Examination & Academic tab.

Though all efforts have been made to keep the contents of this document accurate, the same is not intended for and/or should not be construed as a statement of law or used for any legal purposes against YCCE.

In case of any misunderstanding with FAQ, opacity / ambiguity with respect to notice, contact COE immediately for basic rule before approaching any platform.

Abbreviations: -

ESE: - End Semester Examination.

Main Exam: - Odd ESE, Even ESE conducted immediately after teaching of regular students. (Ex-Students failed in previous examinations of any semester can participate in main exam)

Re-sit Exam: - Extension of main exam, conducted immediately after result of main exam either for Sem 1,3,5,7 in Odd Re-sit Or Sem for 2,4,6,8 in Even Re-sit.

(Entry is Restricted_ Allowed only recently failed students of either Odd ESE or Even ESE respectively)

SOE (Scheme): - Scheme of Examination (Course, Credits, No. of lectures, Max marks, exam duration, etc.)

Regular student (R): - Attending the 1st ESE, scheduled just after teaching learning.

Term Grant: - Successful completion of 'Teaching Learning Process' of the course.

Detained: - The course teacher does not allow the student to take ESE as 'Term is not granted' due to poor attendance or incomplete term work. Dean Academic matters notify it and CoE shows "I" grade in result (Semester Grade Report).

SMS: - Special Mentoring Scheme (Only for detained students to appear in makeup exam).

Cut off marks: - 'Minimum & Maximum marks limit' for each grade.

Grace: - Additional* Marks allotted to convert 'F' grade to 'D' (*Conditions apply).

Ex-student (Failed): - Failed student reappearing in main exam or extended Re-sit exam.

Toppers: - Top ten regular students of that semester of that examination.

Merit List: - List of medal winners (Gold, Silver, Bronze) after completion of degree.

UMIC: - 'Unfair means Investigation Committee' to investigate copy cases during examination.

GRC: - 'Grievance Redressal Committee' to resolve Un-valued / Undervalued cases.

Result: - Declaration of "Grades" is called result. (Seeing answer book/ marks is not a result)

Semester Grade Report: - After declaration of result, Grade Reports are printed at COE office and distributed through student section in admin office. (Within 15 days after result)

FAQ (Frequently asked questions)

Q.1: What is 'Name of ESE' (End Semester Examination)?

Ans 1:

Sr	Main Exams (R + Ex)	Extension of Main exam (Only for failed students of either Sem 1,3,5,7 or Sem 2,4,6,8 in current main exam)	MAKEUP EXAM THROUGH SPECIAL MENTORING SCHEME (SMS)
1	ESE Odd Term	ESE Odd-Re-sit	It is a special scheme, offered for detained students at the discretion of the Institute & it reflects in academic calendar (DAM office)
3	ESE Even Term	ESE Even-Re-sit	

Q.2 A). Who is eligible to appear in ESE?

Ans 2: A) There are Two Main ESE Exams

Sr No	Name of ESE Exam	Who can appear?	Can Ex-students appear?	Cutoff marks for Grade allotment
1	ESE Odd Term (Main Exam)	Regular Students of Odd Semesters (1, 3, 5, 7)	Yes- Ex- Students of Semester 1 to 8.	For 1, 3, 5, 7 Semester- "Relative cutoffs" are calculated for group size >30 and also applied to ex-students of same SOE & For 2, 4, 6, 8 Semester- "Absolute cut offs" are applicable in Odd ESE.
2				
3	ESE Even Term (Main Exam)	Regular Students of Even Semesters (2, 4, 6, 8)	Yes- All Ex- Students of Semesters 1 to 8.	For 2, 4, 6, 8 Semester- "Relative cutoffs" are calculated for group size >30 and also applied to ex-students of same SOE & For 1, 3, 5, 7 Semester- "Absolute cut-offs" are applicable in Even ESE

2-B) 'Extended Exams'-

There are two such extended exams conducted for failed students immediately after both main examinations (Extended Re-sit).

Sr No	Name of Extended Re-sit Exam	Who can appear?	Cutoff marks for Grade allotment (Relative Grading or Absolute Grading)
2	ESE Odd Re-sit	The recently failed students of main exam from sem 1, 3, 5, 7 having same or equivalent SOE.	"Relative cutoffs" of 1, 3, 5, 7 Semester of <u>recent</u> Odd exam are adopted here.
3			
4	ESE Even Re-sit	The recently failed students of main exam from sem 2, 4, 6, 8 having same or equivalent SOE.	"Relative cutoffs" of 2, 4, 6, 8 Semester of <u>recent</u> Even exam are adopted here.

2-C) MAKEUP EXAM THROUGH SPECIAL MENTORING SCHEME (SMS):

Ans 2 C): “Make up exam for “Detained Students” (‘I’ grade students) will be conducted along with existing examinations as per academic calendar. It’s Exam form is offline. By default, “Forego” & “Absolute cut-offs” are applicable in Make-up ESE.

Q.3. How to get ESE Timetable?**Ans 3: To see End Sem Exam Timetable**

- Visit college web site ycce.edu/ Examination Tab regularly.
- Read the notes printed on the timetable.
- Note the time of every course. Shift may change from course to course.
- Be aware of the revised timetable from time to time.
- Generally practical exams are after theory exam.

Q.4. Can a student participate in the ESE without submitting an Exam form?**Ans 4: No,**

Submission of exam in time form is compulsory for examination preparation.

Q.5. How to participate in the ESE?**Ans 5:**

- See relevant exam form submission notices on college website – (Control + click the following link)
https://www.ycce.edu/Examinationinfo_examform.php
- Online examination form for Regular and Ex-students is made available through “Student’s Log in”. In case of any issue in exam form, student must report within a day from starting date of submission. Students must check relevant Exam form notices & follow the steps. Note the dates of without late fees / late fees. Check Less or excess Core courses, Electives courses shown.
A failed student, reappearing in main or Re-sit exam, is called as Ex-student.
- Immediately after publishing the results of main exams i.e., Odd / Even ESE on web site, Exam forms of Ex-students for ODD –Re-sit / Even –Re-sit are made available on-line through student’s login.
- Be in time for submission of exam form to avoid late fee.

Q.6. How can I get confirmation of acceptance of my on-line exam form?**Ans 6: Follow the steps given in exam form submission relevant notice**

- If you do not receive the pdf for ‘acceptance of exam form’, means your form is not accepted. Try again with strong network.
- If problem persists, student must approach COE office immediately before last date.
- Follow the schedule and avoid penalties of late fees.

Q.7. Shall I submit separate exam form for “Make up Exam” Re-sit Exam ?

Ans 7:

- Yes, as per Q1 & Q2 above along with “Course Completion Certificate”.
- See relevant exam form submission notice.

Q.8 A. What is the meaning of Ex-student?

Ans 8A:

- A failed student is called as Ex-student while Reappearing in any exam for that course till he clears the course.

Q.8 B. Can I participate in Extended Odd Re-sit or Extended Even-Re-sit exam if I have not submitted exam form in main ESE Odd / main ESE Even)?

Ans 8 B:

- No.
- The student, who does not submit exam form in Main examination (Odd / Even), cannot participate in immediately followed Extended Re-sit examination (Odd Re-sit or Even Re-sit).

Q.9 Is Admit card necessary for appearing in ESE ?

Ans 9:

- Yes
- It is responsibility of student to collect Admit card at the given time or at least 24 hours before day one of exam as per timetable.
- Examinees are not allowed to enter the exam hall without a valid Admit card & Identity card.
- Admit cards are made available before the detention list. If you are on the detention list, submit the Admit card to CoE office for correction & obtain fresh admit card with remarks of detention.
- The detained student shall not appear on the exam of the detained course. Such answer books are cancelled by DyCOE and action is taken against such students for dishonoring the detention list.
- (Use of Unfair means – Previous Copy cases)- The student who is not eligible due to UMIC Punishment, shall not apply / appear exam of that course till eligibility. Otherwise, action will be taken against such students.
- Read every instruction carefully which are printed behind the admit card.
- Do not write anything on the admit card. It is a UMIC case.

Q.10 : What happens if I write “wrong question number” on answer book ?**Ans 10:**

- You will get zero marks for that question.
- You must write the correct question number in the left margin.
- Do not write anything on the question paper except your seat number.

Q.11 : Can I see my evaluated answer books ?**Ans 11: Yes, for first evaluation.** (Only as a facility, not as a right)

After first evaluation, answer books are shown ‘on screen’ via intranet at YCCE campus within 7th to 10th day from the date of exam of that course. Teacher posts marks on class groups. If not done, contact HOD & COE immediately before 10th day. **Seeing the answer-book or marks is not the result. Results are declared normally within 15 days from the last day of the exam.** Students must collect their printed ‘Semester Grade Report (Result)’ from the student section within 15 days after declaration of result. *(Students must see answer books, before stopping the procedure of showing on 10th day. Do not expect any extension. It is a facility. Do not claim it as a right.)*

Q.12 : What is the procedure to see evaluated answer books ?**Ans 12:** Showing Answer Book is a facility, do not treat it as matter of right.

For Steps to see your evaluated answer books of offline exam see the notice on website in examination tab- Exam Notice -1_ “See your Evaluated Answer Book Once.”

Q.13 : Can I apply for re-valuation ?**Ans 13:**

- **Yes.** Must apply on or before 10th day from the date of exam of that course.
- Use ‘Grievance form 1’ or ‘Grievance form 2’ as per requirement.

Note: If marks are changed after Re-valuation, the student must apply for a refund of the amount paid for revaluation to the admin office within one month from the date of notification of grievances.

Mention the notification number and date of notification in his application.

Q.14 : If valuation is delayed, how can we see the answer books ?**Ans 14:** Showing Answer Book is a facility, do not claim it as matter of right.

COE may or may not give extra time for this. It is situation dependent.

Students must meet personally to COE on 10th day from the date of exam.

Q.15 : How ‘Cut off marks’ are decided and applied for Regular & Ex students ?**Ans 15:**

- **Read again Question number 2A & 2B above.**
- If no ‘regular student’ appears for a course of any scheme, then absolute grading is applied to ‘ex-students’ appeared for such course.
 - In Odd ESE- absolute grading is applied to Sem 2, Sem 4, Sem 6, Sem 8
 - In Even ESE- absolute grading is applied to Sem 1, Sem 3, Sem 5, Sem 7
- Absolute grading for theory course is:
(Marks- grade): 40-D, 48-C, 56-C+, 64-B, 72-B+, 80-A, 90-A+

- Absolute grading for practical course is:
- (Marks- grade): 50-D, 54-C, 58-C+, 62-B, 70-B+, 80-A, 90-A+
- Ex-students of old SOE start receiving relative cutoffs calculated for new SOE only after merging of SOE after exhausting the last chance to appear as per old scheme.

Q.16 : If I score full marks or good marks in continues assessment, can I skip over ESE ?

Ans 16 :

- **No.**
- You must satisfy the condition of minimum passing marks in ESE.
- You can get grace marks for passing if you satisfy that condition.

Q.17 : What is the system of grace marks for passing ?

Ans 17 :

- **Maximum three grace marks each is applicable to maximum two courses.**
- **Grace is applied only if it can clear that semester.**
- It is out of 100 marks.
- Only 'D' grade is awarded by default for course passed by grace.
- It's a part of the result process in every exam you appear. No application is required from students.

Q 18 : What can I do, if my continues assessment marks are very poor ?

Ans 18 :

- Approach Dean (Academic Matters) to re-register that course again.
- **OR**
- Use the facility "Forego Internal Marks", which is for Ex-students only.
- Read the detail notice "Forego Internal Marks" on the college website.

Q 19 : When the results are declared ? When are the withheld results declared?

Ans 19: Declared within 15 days.

- **Results are declared within 15 days from the last date of examination (including practical).**
- **Seeing the answer book or marks is not result. You must see the grade report.**
- Students must collect their printed Grade Report (Result) from the student section within 15 days after declaration of result.
- Withheld results are declared within 15 days after the result declaration process of all semesters.

Q 20 : How to repair spelling /DOB/Mother Name in printed Grade Report ?

Ans 20:

The data entered by students at the time of admission is used on Exam form, Admit card, Grade report. In view of correction in document, the student must apply to Registrar, YCCE.

Read the notice “Duplicate Grade Report / Spelling Changes” on college website in Examination tab / Exam Notices -1.

Q 21 : What shall I do, if, I lost my grade Report ?

Ans 21: The student shall apply to Registrar/COE, for issuing duplicate Grade Report.

Attach the following documents to application.

- Affidavit on stamp paper worth Rs100/- &
- Fee paid receipt from account section (Rs 500/- per lost grade report) for duplicate document.
- Later, if the lost document is found, return the old one to Grade report section in COE office.

Q 22 : Is it necessary to see my result on website & printed grade Report though I see my evaluated answer book or Marks posted on group ?

Ans 22:

- Yes.
- Result = Declaration of grades, SGPA.
- Printed “Grade Report” is treated as authentic document as a result.

Q 23 : What is backlog Certificate ? How to obtain it ?

Ans 23:

- It shows the number of additional attempts required for clearing the course/s. Those who apply for Job or Higher education, need this backlog certificate.
- Read the notice “Backlog Certificate- How to obtain?” on college website in Examination tab / Exam Notices -1 for application format and fee details.

The above information is for general information only. It cannot replace basic rules.

Enhanced on 28-04-2023

**Sd/-
(Prof D. R. Raut)
Controller of Examinations**

COE office What's app number 7057418446 (No call please).

Text your feedback as follows.

“Sir, I Read the FAQ, the information is useful, moderately useful, highly useful.
My rating will be ---- out of 5”

My Suggestions are:.....