



## Office of Controller of Examinations

Ref. No.: YCCE/2024-25

Date: 28.04.2025

### Instructions to Examinee

- For Latest Exam information: Visit <https://www.ycce.edu> Examination tab regularly.**  
And see Exam Notices 1,2,3. (1-Frequently Asked Questions (FAQ), Whom to contact, Grace rule, Grievance last date, Forego poor internal marks, minimum marks, duplicate grade report, Correction in name. 2- List of Topper, List of UMIC, List of GRC. 3- Instructions to Examinee, Exam form, etc.)
- Not eligible provisionally admitted students must cancel the admission before ESE exam form submission.**
- The student who is not eligible due to copy case punishment or detention must not submit exam form.**
- ESE will be of Three hours for all papers of UG/PG FY (except mentioned specifically).**
- Exam Timetable: Check carefully latest date and time. Shift timings may vary as per the timetable displayed on website. ( <https://ycce.edu/examination-timetable/> )**
- 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" & 2<sup>nd</sup> front page of Answer book.**
- Question papers will be distributed just before the start of examination.**
- Write your "seat number" in the box provided on question paper. Do not write anything else on it.**
- 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.**
- Latecomers are allowed at a maximum of half an hour only. They must complete the first page of the answer book and get it endorsed by the invigilator & ask for question paper. Check Mobile / desk, etc.**
- 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. No reason is acceptable)**
- 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 also be binding on you.**
- Examinees must encircle appropriate question / sub question number in the answer book. If the answer does not match the respective question against that number, zero marks will be awarded.**
- Examinees must co-operate with Examination system and follow the instructions given by invigilator. Examinees must note that Invigilator has a right to expel the examinee from the classroom if instructions are not followed. No compromise with sanctity of examination.**
- Examinees cannot leave the place for any reason including washroom in first two hours and last half an hour during any examination. However, examinees can choose to submit the answer book and question paper after one hour from the start of the examination. Re-entry is prohibited.**
- Pouch, Water bottle must be transparent. Clipboard is not allowed.**
- If detained, submit the Admit card to COE office for correction after declaration of detention list.**
- If not allowed due to the copy case punishment, do not appear for that course and avoid penalty.**
- Before the start of examination, examinees must keep the required Admit card, College Identity card, Pen, Pencil, Eraser, Scale, Calculator, Permitted Data Table, etc ready on table.**
- Before calling anybody (teachers/HoD/Principal/parents/friends/COE/staff), you must visit the website.**
- 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