

## FAQ- YCCE, ESE

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

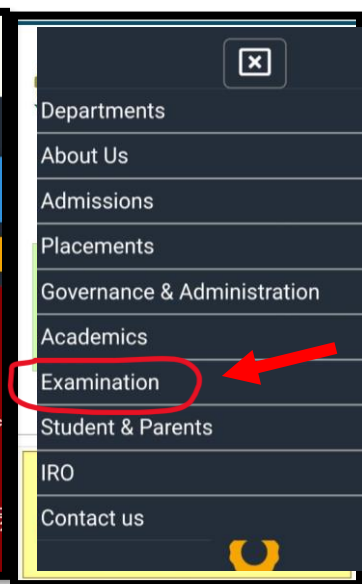
#### How to reach YCCE website ?

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

Step-1 Browser



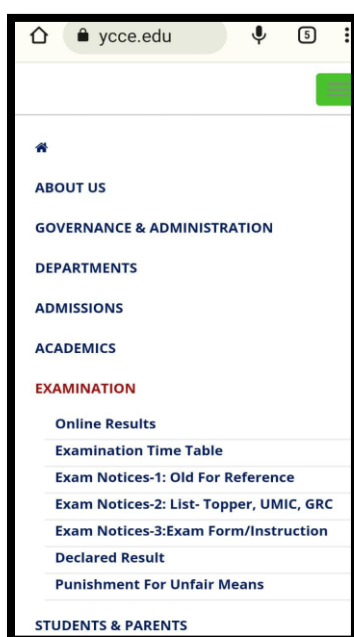
Step-2 Click on three lines



Step-3 Click on Exam Tab



Step-4



Step-5 Exam Notice -1

Exam Notices	
FAQ/Rules for reference	
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

Exam Notices (List - Topper, UMIC, GRC)	
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 Graduation 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

FAQ

## 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_ -

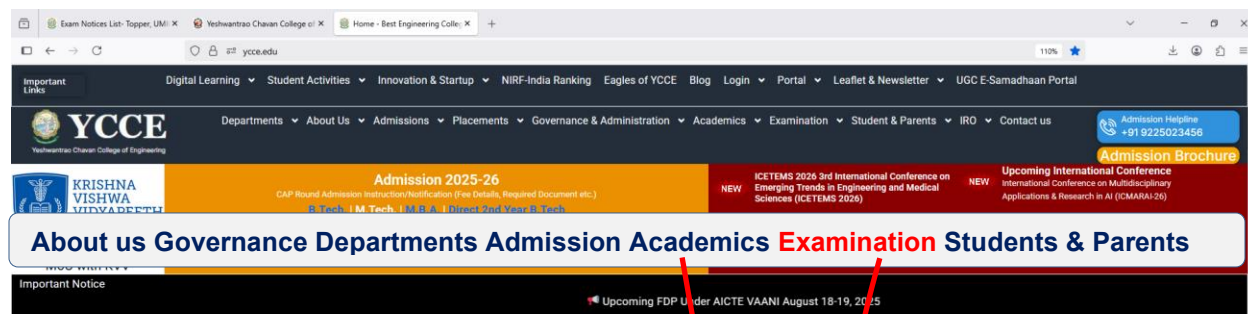
## Step-8 Contact us

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: kailashchapple@gmail.com CC: ar_students@ycce.edu	For Accounts query Mr. Sandip Chede - 9823456433 Email accounts@ycce.edu

## Step-9 – Academic calendar.

ycce.edu
ABOUT US
GOVERNANCE & ADMINISTRATION
DEPARTMENTS
ADMISSIONS
ACADEMICS
Curriculum / Syllabus
Academic Progression
Academic Calendar
Academic Regulation
Directions / Notifications
Students Satisfaction Survey
Structure Feedback For Design And Review
Stake Holder Feedback System And ATR
Capacity Development Programme
Master Time Table -2022-23 ODD
Master Time Table 2022-23 EVEN
Master Time Table 2021-22

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.



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**Examination**

- Online Result
- Examination Timetable
- Exam Notices-1 (Rules/ notices for reference)
- Exam Notices-2 (List of - Toppers, UMIC, GRC)
- Exam Notices-3 (Exam Form & Exam Instructions).

**Academics**

- Curriculum/ Syllabus
- Academic Progression
- Academic Calendar**
- Academic Regulation

Explore the 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)
- Examination Notices-3 (Exam Form & Exam Instructions),

It is the prime responsibility of the student to read current notices available on the college website from time to time. (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 any notice, contact COE immediately for basic rules before approaching any platform.

**Abbreviations: -**

**ESE: -** End Semester Examination.

**Main Exam: -** Odd ESE, Even ESE conducted immediately after teaching regular students.

**Backlog Exam: -** ESE Odd (Backlog), ESE Even (Backlog) are conducted for “F” grade students of all semesters. (Students who failed in previous examinations of any semester can participate in this exam as an Ex-Student)

**Re-sit Exam: -** It is an extension of main exam, conducted immediately after result of main exam either for Sem 1,3,5,7 as Odd Re-sit Or for Sem 2,4,6 as Even Re-sit. (The regular students who were present in the main exam for the course but failed are eligible for this exam for that course)

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

**Regular student (R): -** Attending the ESE immediately after first teaching learning process.

**Term Grant: -** Successful completion of ‘Teaching Learning Process’ of the course.

**Detained: -** The course teacher does not permit 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 i.e. 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’ (Check Rule for Grace marks).

**Ex-student (Failed): -** Repeater student reappearing in main exam.

**Toppers: -** Top ten regular students of that semester for 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 results, Grade Reports are printed at COE office and distributed through student section in admin office. (Within 15 days after result)

**Forego: -** Student can leave his poor internal marks. Read the notice on web site.

**SGPA: -** Semester Grade Point Average.

**CGPA: -** Cumulative Grade Point Average.

### FAQ (Frequently asked questions)

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

**Ans 1: Odd Term**

<b>Sr</b>	<b>Name of Exam</b>	<b>Who is eligible</b>	<b>Semester</b>
1	ESE Odd Term	Only for Regular students	1,3,5,7
2	ESE Odd (Backlog)	Only for failed courses (Ex-students Up to Previous Even Resit)	1 to 8
3	ESE Odd-Re-sit	Only for Regular students who appeared and failed in Main Odd ESE (PRINCIPAL_DIRECTION_3_OF 2025)	1,3,5,7
4	ESE Odd Honors/Minors	For students who opted for Honors	1,3,5,7
5	ESE Odd (Make up)	Only for Detained students who opted for SMS scheme	1 to 8

**Even Term**

<b>Sr</b>	<b>Name of Exam</b>	<b>Who is eligible</b>	<b>Semester</b>
1	ESE Even Term	Only for Regular students	2,4,6,8
2	ESE Even (Backlog)	Only for failed courses (Ex-students Up to Previous Odd Resit)	1 to 8
3	ESE Even-Re-sit	Only for Regular students who appeared and failed in Main Even ESE (PRINCIPAL_DIRECTION_3_OF 2025)	2,4,6,8
4	ESE Even Honors/ Minors	Only for Regular students who opted for Honors	2,4,6,8
5	ESE Even (Make up)	Only for Detained students who opted for SMS scheme	1 to 8

**Q.2). How will the grade cutoffs calculations be?**

**Odd Term**

<b>Sr</b>	<b>Name of Exam</b>	<b>Applicable Grading System</b>	<b>Semester</b>
1	ESE Odd Term	Relative Grading for group size $\geq 30$	1,3,5,7
2	ESE Odd (Backlog)	Absolute grading (Minimum Marks 40/100 for Theory)	1 to 8
3	ESE Odd-Re-sit	Relative grade cutoff ranges from recent Main Odd ESE	1,3,5,7
4	ESE Odd Honors/Minors	Absolute grading if students' strength is less than 30	1,3,5,7
5	ESE Odd (Make up)	Absolute grading (Minimum 40/100 Marks for Theory)	1 to 8

**Even Term**

<b>Sr</b>	<b>Name of Exam</b>	<b>Applicable Grading System</b>	<b>Semester</b>
1	ESE Even Term	Relative Grading for group size $\geq 30$	2,4,6,8
2	ESE Even (Backlog)	Absolute grading (Minimum 40/100 Marks for Theory)	1 to 8
3	ESE Even-Re-sit	Relative grade cutoff ranges from recent Main Odd ESE	2,4,6,8
4	ESE Even Honors/ Minors	Absolute grading if students' strength is less than 30	2,4,6,8

5	ESE Even (Make up)	Absolute grading (Minimum 40/100 Marks for Theory)	1 to 8
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(Note: If the student fails in the first Main ESE & First Resit ESE, there after he/she will have to clear the course with absolute grading only by participating in Backlog exam.)

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

Ans 2 A): SMS is a special scheme, offered for detained students at the discretion of the Institute & it is reflected in the academic calendar (DAM office).

- Students must approach DAM office immediately after detention for SMS registration.
- Students must approach COE office along with Course completion certificate, and Makeup exam form as per the notices displayed time to time on website.
- Do not wait for any personal message or personal invitation.
- Make up exam for “Detained 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/](http://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 conducted after theory exam unless specified.

## Q.4. Can a student participate in the ESE without submitting an Exam form?

Ans 4: No. Submission of exam form in time is compulsory.

## 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://ycce.edu/exam-notice-3exam-form-instruction/>
- Online examination form for Regular and Ex-students is made available through “Student’s Log in”.
- In case of any issue in exam form, students must report to COE on first day of link opening.
- Students must follow the steps. Verify the number of courses shown in the report. If less or excess courses are found, then report COE immediately.
- A failed student, reappearing in the Backlog exam, is called Ex-student.
- Immediately after publishing the results of main exams i.e., ESE Odd Or ESE Even on web site, Exam forms of failed students for Odd –Re-sit / Even –Re-sit are made available on-line through student’s login.

**Q.6. How can I get confirmation of acceptance of my on-line exam form?**

**Ans 6: Follow the steps given in the relevant exam form submission notice**

- If you do not receive the pdf for 'acceptance of exam form', it means your form is not accepted. Try again with a strong network.
- If a problem persists, students must approach COE office immediately on the day one of the Link opening.
- Follow the schedule and avoid penalties of late fees.

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

**Ans 7:**

- Yes, they are different exams as per Q1 & Q2 above.
- See the relevant exam form submission notice.

**Q.8 A. What does it mean by Ex-student?**

**Ans 8A:**

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

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

**Ans 8 B:**

- No. Further, the student who was absent for main exam due to any reason cannot participate in immediately followed Re-sit examination for failed course/s due to absence by any reason. Such students can participate in next backlog exam.

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

**Ans 9:**

- Yes. It is the responsibility of students to collect Admit card at appropriate time or at least 24 hours before day one of exam as per ESE 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 a 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 is 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 / encircle the correct number printed on answer book.
- Do not write anything else on the question paper except your seat number.

**Q.11 : Can I see my evaluated answer books?**

**Ans 11: Yes, for the first evaluation only.**

- After first evaluation, answer books are shown ‘on screen’ via intranet at YCCE campus within 7<sup>th</sup> to 10<sup>th</sup> day from the date of exam of that course. Teachers are posting marks on class groups, if marks are not found before 10<sup>th</sup> day, contact HOD & COE immediately. Well, 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 10<sup>th</sup> day. Do not expect any extension. It is a facility. One can’t claim it as a matter of right.)*

**Q.12: - What is the procedure to see evaluated answer books?**

**Ans 12:**

- Showing Answer Book is a facility, do not claim it as a 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. You must apply on or before 10<sup>th</sup> day of 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 a matter of right.
- COE may or may not give extra time for this. It depends on the situation.
- Students must meet personally to COE on 9<sup>th</sup> day from the date of exam.

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

**Ans 15:**

- **Read Question number 2 above.**
- In every main exam i.e. ESE Odd Or ESE Even if the group size is  $\geq 30$ , cutoffs are calculated for regular students as per the rules of relative grading system.
- Same cutoffs are implemented for immediately following Resit exam.
- **Absolute grading is applied for preparing results of Backlog exam.**
- 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+)

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

**Ans 16 :**

- **No.** You must appear & satisfy the conditions of minimum passing marks in ESE.
- If the conditions of getting GRACE marks are satisfied, one can get grace marks for passing.

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

**Ans 17 :**

- **Maximum two courses** can get grace of maximum ‘three marks’ in each course.
- **Grace is applied only if the examinee clears that semester after applying grace.**
- Marks are calculated out of 100, then only Grace marks are thought off.
- Only ‘D’ **grade is awarded by default** for course which is passed by grace.
- Applying grace is a part of the result process in every exam you appear on. No application is required from students.

**Q 18 : My continues assessment marks are very poor. What can I do?**

**Ans 18 :**

- Approach Dean (Academic Matters) to re-register that course again.
  - **OR**
- Read the detail notice “Forego Internal Marks” on the college website.

**Q 19 : When are the results 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 does not mean 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, etc 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 lose 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 documents.
- Later, if the lost document is found, return the old one to Grade report section in COE office.

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

**Ans 22:**

- Yes. You must see the printed Grade card & must check the “Grades” obtained.
- Meaning of Result is 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 awareness only. It cannot replace the basic rules.**

Enhanced on 01-06-2025

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

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

Text your feedback on above number 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.....

**Resolution of Disputes**

These Terms shall be governed by and construed in accordance with the Academic Regulation of this institute. The Parties shall work together to amicably resolve any disagreement arising from the interpretation, application, or implementation of any provision of this FAQ by the Parties. Any such disputes, which fail to be amicably settled through negotiations for a period of 30 days after notice of such dispute, shall be subjected to the exclusive jurisdiction of the courts located in Nagpur, Maharashtra only.

