



Nagar Yuwak Shikshan Sanstha's  
**Yeshwantrao Chavan College of Engineering**  
(An Autonomous Institution affiliated to Rashtrasant Tukadoji Maharaj Nagpur University)  
(Accredited 'A' Grade by NAAC with a score of 3.25)  
Hingna Road, Wanadongri, Nagpur - 441 110  
Ph.: 07104-242919, 242623, Fax: 07104-242376, Website: [www.ycce.edu](http://www.ycce.edu)  
E-mail : [principal@ycce.edu](mailto:principal@ycce.edu), [info@ycce.edu](mailto:info@ycce.edu)

## Principal's Direction No. 4 of 2022

### Direction for "GENERAL GUIDELINES FOR MAKEUP EXAM THROUGH SPECIAL MENTORING SCHEME (SMS)"

The Direction will be called as "GENERAL GUIDELINES FOR MAKEUP EXAM THROUGH SPECIAL MENTORING SCHEME (SMS)" and is being issued to facilitate Regular students to facilitate the detained student to make the loss of courses in which they are detained and avoid a loss of academic year.

This direction shall come into force with effect from the date of its approval by Board of Management.

Directions for "GENERAL GUIDELINES FOR MAKEUP EXAM THROUGH SPECIAL MENTORING SCHEME (SMS)", are as below,

PREAMBLE: In 28<sup>th</sup> Academic Council meeting YCCE proposed abolition of Summer Term and a New Detention Policy. The academic council approved the abolition of Summer Term and a New Detention Policy, subject to condition to provide some additional chance so that loss of academic year of student may be avoided.

1. The proposed **MAKEUP EXAM THROUGH SPECIAL MENTORING SCHEME (SMS)** is meant only for Detained regular Students as per newly proposed Detention Policy and not for Ex-Students. The maximum number of courses (including Theory & Laboratory) for registration under this policy shall be Three or less. In case a student doesn't fit in this criteria, he/she shall have to go for Re-Registration of entire semester as per existing norms. Prevailing eligibility criteria for promotion to higher semester will be applicable. The proposed **MAKEUP EXAM THROUGH SPECIAL MENTORING SCHEME (SMS)** may also be extended to **RE-REGISTERED STUDENTS of SoE 22 absorbed students for selected courses with special permission of DAM.**
2. If, the student is detained, he/she will have to register the Theory / Laboratory course by paying fees Rs 5000/- Per course and contact the teacher as a mentor as allotted by HoD under "**MAKEUP EXAM THROUGH SPECIAL MENTORING SCHEME (SMS)**" for doing self-study and submitting the assignments as per timetable given by the mentor. The ESE examination fees as applicable i.e., minimum Rs. 1000/- and maximum Rs. 2000/- shall be paid separately by registered students.
3. The time for this scheme will be from the date of detention to 7 days before the commencement make-up examination. The dates as per guidelines issued by DAM office and the departmental coordinator shall be applicable. There will not be any MSE examination for this scheme and the result will be declared based on **FOREGO MARKS** i.e., based on marks obtained in the End Semester examination.
4. Registered student must contact minimum 12 & Maximum 18 times with mentor within date of detention to 14 days before the commencement of makeup examination, as per the





### Principal's Direction No. 4 of 2022

timetable given by mentor. For laboratory courses, the students will visit the laboratory and complete all practical and submit the record as per the timetable provided by mentor. In theory course the student is mentored and permitted for submission of examination form on the basis of Course Completion Certificate by mentor whereas in laboratory course, the student must attend special 2 – 3 Laboratory session, perform all experiments, and submit the practical record and obtain Course Completion Certificate.

5. The mentor may or may not recommend the student and issue Course Completion certificate, to take exam depending on the performance/ response of the student.
6. With permission of HoD as per recommendation of mentor, student will have to submit the examination form along with Course Completion Certificate as per procedure by paying examination fees. Forego internal marks facility will be mandatorily applied while working under this scheme of registration.

#### **GUIDELINES FOR STUDENTS REGISTERING FOR MAKEUP EXAM THROUGH SPECIAL MENTORING SCHEME (SMS)**

1. Only regular detained students shall be eligible to register under Makeup exam through Special Mentoring Scheme (SMS)
2. Maximum number of courses permitted to be register under the scheme is THREE (including Theory/Laboratory courses)
3. Students detained in ODD TERM may be permitted to register in EVEN TERM provided number of courses are not exceeding THREE (including Theory/Laboratory courses)
4. Registration fees per course shall be Rs. 5000/- (for each Theory/Laboratory course)
5. Examination fees as per regular practice i.e., minimum Rs. 1000/- and Maximum Rs. 2000/-
6. The students detained will have to apply through a prescribed form to the HoD/FYC. The Coordinator for Special Mentoring Scheme (SMS) shall be Assistant HoD of the department for 3<sup>rd</sup> to 8<sup>th</sup> Semester detained students and FYC for 1<sup>st</sup> & 2<sup>nd</sup> semester detained students.
7. For theory courses the registered students shall do the following,
  - Meet mentor faculty minimum 12 to 18 times as per the timetable given by coordinator/mentoring faculty and seek guidance about self-study.
  - The attendance will be marked by the mentoring faculty by obtaining signature of registered students.
  - Minimum 12 assignments (2 on each unit) shall be submitted by the registered students.
  - Based on submission and evaluation of the assignments the mentoring faculty shall issue course completion certificate and certify the student for appearing in **MAKEUP EXAMINATION.**





## Principal's Direction No. 4 of 2022

8. For Laboratory courses the registered students shall do the following,
  - Meet mentor faculty minimum 4 times and visit Laboratory as per the timetable given by coordinator/mentoring faculty and perform all experiments.
  - The attendance will be marked by the mentoring faculty by obtaining signature of registered students.
  - The student shall perform all the experiments, prepare the record of the same, get the journal evaluated by faculty and complete the submission process.
  - Based on Journal submission and evaluation of Journal, the mentoring faculty shall issue course completion certificate and certify the student for appearing in **MAKEUP EXAMINATION**.
9. The registered student shall maintain,
  - Physical student dairy for theory courses, record all instructions from course teacher.
  - Submit the student dairy along with course completion certificate and undertaking about satisfactory completion of Self-study / performance of experiment to the departmental Coordinator.
  - Based on student dairy and course completion certificate, the mentoring faculty and coordinator will approve the examination form to be submitted to CoE.

### **GUIDELINES FOR DEPARTMENTAL COORDINATORS AND MENTORING FACULTY FOR MAKEUP EXAM THROUGH SPECIAL MENTORING SCHEME (SMS)**

1. The mentoring faculty for a theory/laboratory course shall be decided by HoD/FYC in coordination with departmental coordinator.
2. Only regular detained students shall be eligible to register under Makeup exam through Special Mentoring Scheme (SMS)
3. Assistant HoD of the department for 3<sup>rd</sup> to 8<sup>th</sup> Semester detained students and FYC for 1<sup>st</sup> & 2<sup>nd</sup> semester detained students shall be the coordinator for SMS.
4. The coordinator shall obtain the application for SMS through prescribed form as per 'Annexure-A' format.
5. For the theory courses the mentoring faculty shall do the following,
  - Contact registered student/s and organize a meeting for explaining the methodology of self-study guidance, student dairy and also shall provide timetable to meet mentor faculty minimum 12 to 18 times as per the time table.
  - Provide the study and reference material, old MSE, ESE papers, notebook, and similar useful material in soft or hard form to the student to be helpful for self-study.
  - Record the attendance in attendance register and student dairy with signatures of mentoring faculty and student.






### Principal's Direction No. 4 of 2022

- Provide assignments based on syllabus (minimum 12 assignments, 2 on each unit) shall be assigned to the registered students along with stipulated date of submission.
  - Based on submission and evaluation of the assignments the mentoring faculty shall issue course completion certificate and certify the student for appearing in **MAKEUP EXAMINATION.**
6. For Laboratory courses the registered students shall do the following,
- Contact registered student/s and organize a meeting for explaining the methodology of completion of lab course, performance of experiments, Journal writing, student dairy and also shall provide timetable to meet mentor faculty minimum 4 times as per the timetable.
  - The attendance will be marked by the mentoring faculty by obtaining signature of registered students.
  - Record the attendance in attendance register and student dairy with signatures of mentoring faculty and student.
  - Guide the registered student to perform all the experiments, complete the journal and submit the same. This activity can be carried out in 3 to 4 turns.
  - Based on Journal submission and evaluation of Journal, the mentoring faculty shall issue course completion certificate and certify the student for appearing in **MAKEUP EXAMINATION.**
7. The mentoring faculty shall certify,
- Physical student dairy for laboratory courses, journals, record all readings taken at the time of experiments.
  - The undertaking from registered student about satisfactory completion of Self-study / performance of experiment.
  - Based on student dairy and course completion certificate, the mentoring faculty and coordinator will approve the examination form to be submitted to CoE.

Date 1<sup>st</sup> August 2022

  
(Dr. U.P. Waghe)  
Principal