

A large, stylized graphic of the university's logo, composed of various colored shapes (blue, green, orange, red, yellow) arranged to form a central emblem, surrounded by larger, semi-transparent versions of the same shapes.

# **D Y Patil International University** **Students Examination Handbook**

**2025 - 2026**





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### Glossary of Terms

Term / Abbreviation	Meaning / Description
DYPIU	D Y Patil International University
COE	Controller of Examinations
PRN	Permanent Registration Number assigned to each student
SGPA	Semester Grade Point Average – Weighted average of grade points for a semester
CGPA	Cumulative Grade Point Average – Weighted average of grade points for all completed semesters
PDC	Provisional Degree Certificate – Issued temporarily before the final degree certificate
TruScholar	Digital platform used for issuing marksheets and certificates with Blockchain and QR code
Concurrent Evaluation	Continuous internal assessment throughout the semester
Mid Term Examination	Internal exam conducted mid-way through the semester
End Term Examination	Final examination conducted at the end of the semester
Supplementary Exam	Additional exam opportunity for students who failed or missed regular exams
Backlog Exam	Examination for subjects failed in previous semesters
Special Backlog Exam	Final opportunity exam conducted for final-year students with pending subjects
Relative Grading	Grading system based on the performance of the batch
Grade Points	Numeric values (0 to 10) assigned to letter grades used in GPA calculations
Revaluation	Process of re-checking/re-evaluating an answer sheet on student request
Writer Facility	Arrangement for a scribe/writer for students with special needs
Official Email ID	University-provided email used for all formal communication
Unfair Means	Any act of cheating, malpractice, or misconduct during examinations
Document Retention Policy	Policy regarding the time period for which exam-related documents are kept (6 months)





<b>ABC (Academic Bank of Credits)</b>	A national digital storehouse for academic credits, enabling credit transfer and document access
<b>DigiLocker</b>	Government of India's digital platform for storing and accessing official documents

## 1. DYPIU EXAMINATIONS:

### Introduction:

DYPIU has taken several initiatives to ensure better standards and improve accuracy, efficiency and transparency in the various steps involved in the conduct of Examinations, Evaluation and declaration of results of examinations.

- **The entire examination process is Student Centric and Driven by the Faculty.**
- **The Faculty is central to the System and represents a true Student-Teacher Mentorship.**

## 2. Academic Calendar

- The academic session is divided into two semesters each of approximately 15 weeks duration: Monsoon Semester (July - December), Winter Semester (January - June)
- The schedule of academic activities for a session, inclusive of dates for registration, mid – semester and end - semester examinations, inter - semester breaks etc., are laid down in the Academic Calendar for the session and is informed to all before the commencement of the semester.
- Exam slots are indicated in the Academic Calendar. The Detailed Examination Time- Table would be available 10 days before the Examination.

## 3. Exam Schedules:

- There is an end Term examination at the end of every semester in May and in December.
- The schedule is considered at the beginning of every Semester and is indicated in the University Level Academic Calendar.
- Regular Exams of the particular semester are placed in one week slot at the end of the semester.
- Supplementary and Backlog Exams are placed after a week once the Regular Exam results are declared.





- Regular Exams - May 1<sup>st</sup> Week
- Supplementary and Backlog Exams - May 4<sup>th</sup> Week
- Regular Exams - Dec 2<sup>nd</sup> Week
- Supplementary and Backlog Exams - Jan 1<sup>st</sup> Week

#### **4. Evaluation System:**

- The Evaluation Scheme for each course shall be announced in class within one calendar week of the first class held.
- The Difficulty level of Evaluation is generally maintained as 30:50:20, i.e.,
  - 30% - level of Difficulty high
  - 50% - level of Difficulty moderate
  - 20% - level of Difficulty low

#### **5. Concurrent Evaluation:**

- Concurrent Evaluation for each course would be continuous. Every Subject teacher would communicate the Evaluation Criteria along with the marking scheme of the particular subject within one calendar week of the first class held.
- The course work requirements can be different for every degree course. The requirements would be detailed out it respect to the curriculum and syllabi for each of the disciplines.
- Each and every Attribute of Concurrent Evaluation should be considered significantly and contribute towards the total grades obtained by the student. The attendance for the assessments shall be compulsory.
- The Components considered for Assessment can be a combination of any of the following depending on the convenience of the Course, Subject and Subject Teacher. It may be noted that the list mentioned is not exhaustive:
  - Written Assignments
  - Comprehensive Viva Voce
  - Day to Day Work/ Class participation
  - Attendance
  - Activities





- Class Tests – Written / Online
- Tutorials
- Open Book Tests
- Quizzes
- Seminars and Presentations
- Case Studies
- Individual or Group Projects and Presentations
- Mini and major Research Projects, etc.
- The students get a direct process feedback of the submissions.
- The assessed submissions, Evaluation Records can be made available for viewing of the students on demand and the Evaluation Scores shall be informed to the students.
- Students should report immediately (within 15 days) to the Subject Teacher for any grievances regarding submissions, assignments, and scores.

#### **6. Mid Term Examination**

- The Midterm Examination may be conducted either in any mode, online or written, based on the nature of the subject and at the discretion of the concerned faculty.
- The Syllabus, Marking Scheme, Format of the Question paper and Schedule for the Midterm Examination shall be informed to the students in the first week of commencement of the semester.
- Unit 1 and 2 are considered for Mid Term.
- The difficulty level of question Papers is generally maintained as specified above.
- The marks for each test shall be communicated to the students.

#### **7. End term Examinations:**

- Examinations shall be conducted at the end of each Semester as per the Academic Calendar notified by DYPIU.
- More emphasis on Unit 3, 4 5 and 6 and lesser on 1 and 2.
- The Detailed End Term Examination Timetables would be available 10 days before the Examination.
- The Theory written Examinations of all the courses are conducted at one time.





#### 8. **Supplementary Exams:**

- The concept of Supplementary Exams was introduced with an objective to provide a chance for the students who couldn't make it in the regular Exams due to any reason.
- They are conducted twice a year a week after the Declaration of Regular Examination results.

#### 9. **Backlog Exams:**

**Odd semester Backlogs would be conducted in Odd Semester and Even semester Backlogs would be conducted in Even Semester.**

#### 10. **Special Backlog Exams:**

- Special Backlog Exams will be conducted **exclusively for final-year students** after the completion of all semester Examinations. This initiative offers an **additional opportunity to clear pending backlogs** and ensures that students do not lose the academic year, enabling them to be **eligible for the award of the degree**.
- The Backlog Registration Link would be shared with all the students on mail.
- Only Registered students are allowed to appear for Backlogs.

#### 11. **Practical Examination:**

- Practical examination slots are informed in advance in the Academic Calendar.
- Detailed Practical Exam Schedule would be informed by the School a week before the Examinations.
- Students must appear as per the **allotted schedule**.
- **100% minimum attendance** in lab sessions is mandatory to be eligible for the practical exam.





- Practical exams will be conducted by a **panel comprising internal and external examiners.**

## 12. Eligibility Criteria for Appearing in the End Term Examination

To be eligible for the End Term Examination, a student must fulfill the following criteria:

1. **Fee Clearance**
  - Students with **pending fees** will **not be allowed** to appear in any examination.
2. **Attendance**
  - A **minimum of 75% attendance** is mandatory in each course.
3. **Concurrent Evaluation**
  - The student must **pass the internal assessments**, with a **minimum of 40% marks**.
4. **Practical Examination**
  - **100% attendance** in practical/lab sessions is compulsory.
  - The student must **secure at least 40% marks** to pass the Practical Examination.

**A student who fails in the concurrent Evaluation and Practical Examination will not be permitted to appear for the End Term Theory Examination of that subject.**

## 13. Registration for the Semesters and all the Examinations :

- It is necessary for all the students to register for Every Semester to Grant the term by filling a Registration Form and paying the prescribed Fees.
- It is necessary for all the students to register for Regular, Supplementary and Backlog Examinations by filling a Registration Form and paying the prescribed Fees.
- All the Registration Forms will be shared with all on the official mail ID/Juno.
- Unregistered students would not be allowed for the Examinations.
- The Schools will decide the Eligibility of the Student to appear for the Exams based on the Eligibility Criteria.
- Not eligible students for any of the criteria above are not allowed to participate in any activities organized by the University.

## 14. Unfair Means and Mal Practices in the Examination:

- All the students should strictly follow the instructions provided for the conduct during the Examinations.





- Failing which they would have to face various levels of serious consequences up to getting expelled based on the severity of the problem. The University decision would be abiding in this case.
- Any misbehavior with the staff or Faculty or other students will not be strictly tolerated.
- **As per the University policy:**
- **All the copy cases would be marked zero irrespective of whatever they have attempted.**
- **They are not allowed to appear for the Supplementary Exams and will appear directly for Backlogs whenever scheduled next.**
- Depending on the severity of the case, actions will be taken on a case-to-case basis, with stricter measures applied for more serious violations.

#### **15. Display of Answer sheets:**

- The Assessed Answer sheets are kept for display to all students, students are allowed to see Assessed Answer sheets of all the subjects as per the schedule informed in advance before the Results are declared.
- Also students are allowed to write his comments if they have any doubts about the Marking System.
- These comments are considered for the Moderation Process of the Answer sheets.
- However, the provided marks may or may not change depending on the judgment of the Faculty Moderator.
- **Most importantly, students must review their evaluated answer sheets and provide their signature on the attendance sheet and the Answer sheet as confirmation. This serves as a record that they have seen and acknowledged their marks. Till then their Results would be withheld.**

#### **16. Results/Grades Grievances:**

If you have any concerns regarding your results, please follow the steps below:

1. **First**, contact your **respective subject teacher** for clarification.
2. If needed, escalate the matter to your **School Examination Coordinator**.
3. Further concerns may be taken to the **Director of the School**.
4. If the issue remains unresolved, you may then approach the **Controller of Examinations (COE)**.





We encourage you to approach the matter with an **open and constructive mindset**. In most cases, discussions with faculty help clarify doubts and resolve issues positively without the need for formal revaluation.

- Any grievances regarding Grades should be reported within **15 days of declaration of Results**.
- All the communication should be carried out through official mail Id only by keeping all the people mentioned above in CC.
- So keeping the Mail ID open is the students' responsibility. If you are not getting the mails then contact the systems department and get it started immediately.
- The Examination Cell will not be responsible for any loss of information if your mail ID is not working.
- **All the concurrent, Projects, internships, Practicals, Grievances would be handled at the School level.**

#### **17. Revaluation:**

If your concern still persists after following this process, you may apply for **revaluation** once the revaluation form is made available **after the Supplementary Examinations**.

- The revaluation forms will be released after the supplementary/backlog exams. Students are required to register for revaluation and ensure all the details are filled in accurately.
- **Forms that are improperly filled, incomplete, or create confusion—such as incorrect semester details, subject codes, subject names, or inappropriate/incomplete payments—will be disqualified.**
- If you have any doubts or queries while filling the form, please contact your **School Examination Coordinator** or the **Exam Cell** for assistance.
- **The Revaluation process is as follows:**
  - The papers are masked and sent to another Faculty.
  - The faculty member assesses the papers and informs the Exam Cell of the updates.
  - You will be informed of the updates via your official email.
  - The assessment submitted after revaluation will be considered final, even if the grades are lower than the previous grades.
  - No arguments will be entertained after the process, and there will be no further scope for any additional processes.





## 18. Grading System:

The students will be awarded grades using relative grading in a course and result cards will show individual course grades, the course credits and the overall weighted performance indices such as SGPA (Semester Grade Point Average) and CGPA (Cumulative Grade Point Average).

## 19. Grade Points:

Currently the university follows a 0 to 10 point grading scheme.

The current grading scheme followed with detailed explanations is given in the following table,

Letter Grade	Points/Meaning
A+	10
A	9
B+	8
B	7
C+	6
C	5
D	4
F	0
I	Incomplete
R	Result Withheld
Absent	Absent

The grade point will be given on the total marks (sum of mark obtained in Concurrent Evaluation, Practical's and End Term examination) obtained in the said subject.

**The 'I' (Incomplete) grade will automatically be converted to a 'Fail' if the updated grade is not reported within 15 days.**

The CGPA is rounded up to two decimal places.

The SGPA/CGPA for any student shall be calculated as following:

**SGPA Calculations: Semester Grade Point Average:**

$$SGPA = \frac{\text{Total earned grade points for the semester}}{\text{Total credits for the semester}}$$





CGPA Calculations: Cumulative Grade Point Average:

$$CGPA = \frac{\text{Total of Earned Points of all the semesters}}{\text{Total of Credits of all the semesters}}$$

Percentage Score equivalent to the SGPA/CGPA = (SGPA/CGPA) \* 10

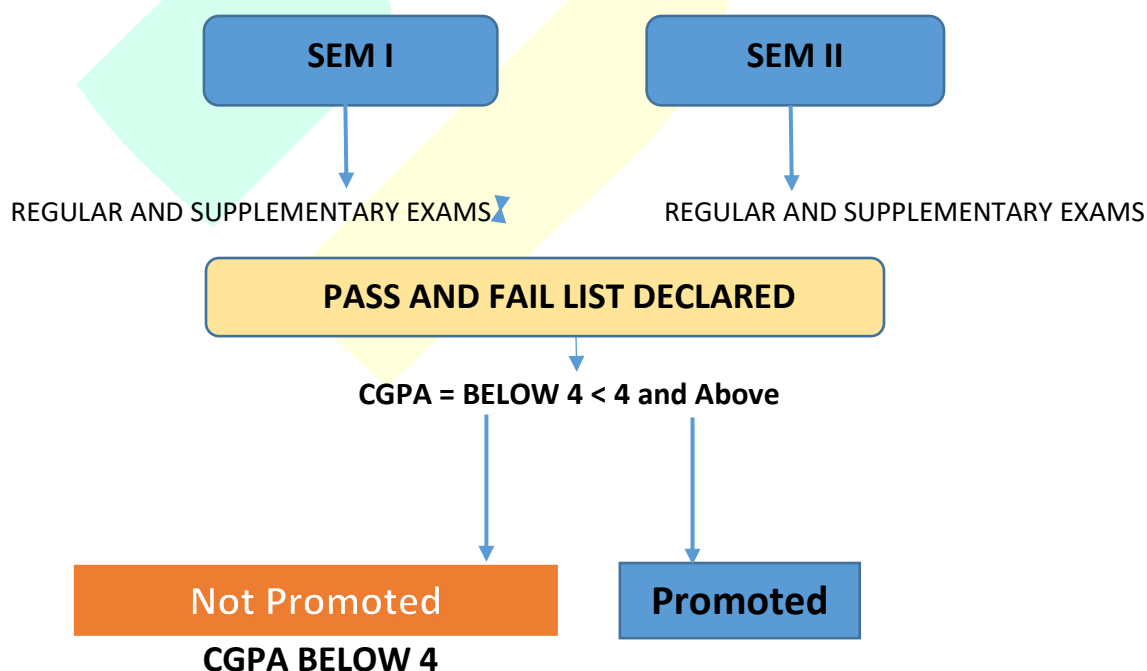
## 20. Grading Policy for Supplementary and Backlog Exams:

### Scale Down Policy:

- Students appearing for supplementary and backlog exams will be subject to a scale-down policy. As per this policy, they will not be eligible to receive grades A or A+.
- Subjects cleared through Supplementary, Backlog, or Special Examinations will be specifically marked with special symbols or notations on the marksheet.
- **Supplementary and Backlog grades do not include marks from Concurrent Evaluation or Practical components.**
- **The final grade is based solely on the marks scored in the examination.**

## 21. PASS AND PROMOTION POLICY:

### ❖ FIRST YEAR:







**Promoted:**

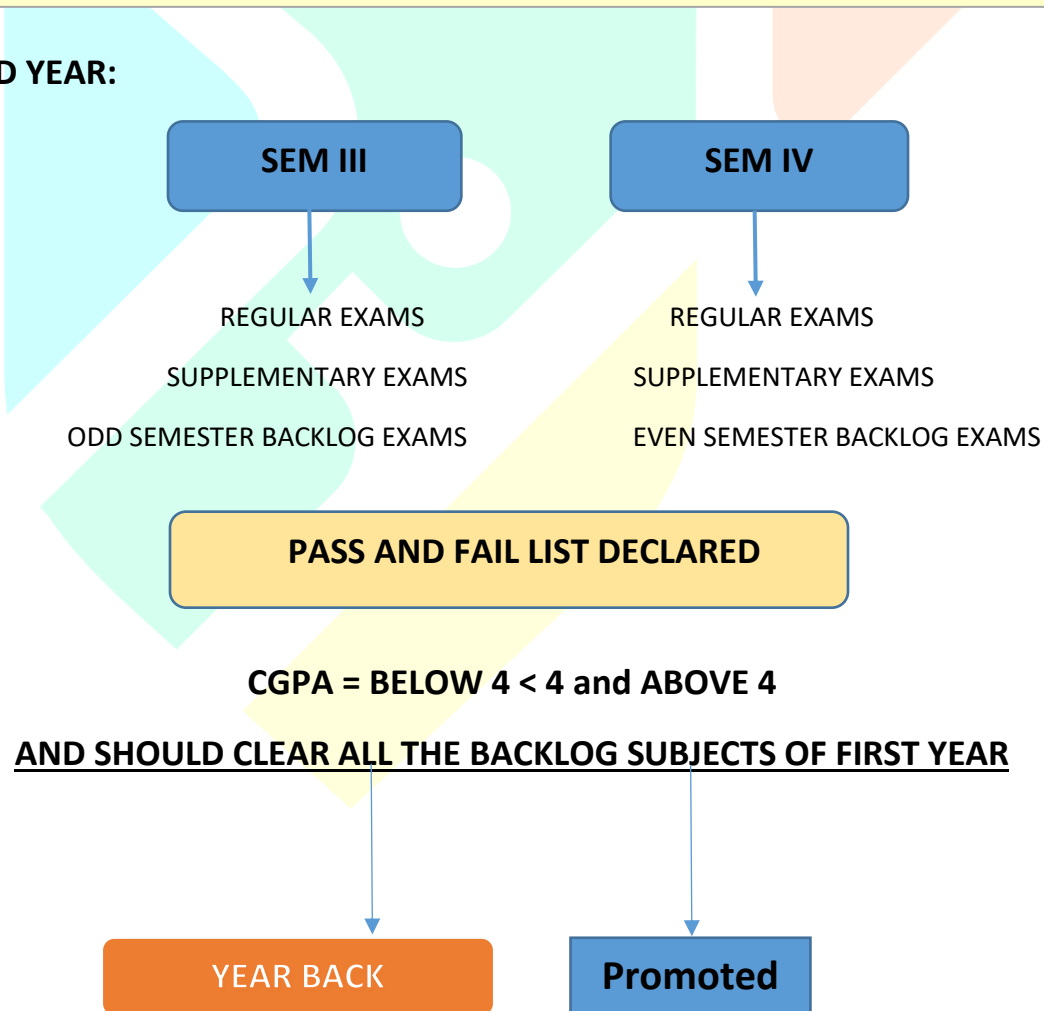
The student having CGPA equal to or more than 4 would be promoted to Second Year along with Backlogs (but marked as 'Fail').

**Not Promoted and Student Registration:**

The student having CGPA less than 4 would be **not be promoted** and would have to **repeat the year.**

The Promotion List and the Process to follow further will be informed after Semester II results are declared around in July.

❖ **SECOND YEAR:**







**The student having CGPA less than 4 in Second Year would have 'YEAR BACK'.**

**They should clear the Backlog Courses of First and raise above CGPA 4 to be eligible for Third Year.**

❖ **THIRD YEAR:**

**THE STUDENTS SHOULD CLEAR ALL THE BACKLOG SUBJECTS OF SECOND YEAR TO BE ELIGIBLE FOR FOURTH YEAR.**

## **22. Examination Cell: Document Access and Procedures**

At DYPIU, we strive to use technology to make academic record management more transparent, secure, and accessible. Your academic documents are shared via your official email, secured with **Block chain technology and a QR Code** for easy verification.

Below is the list of documents provided by the Exam Cell and the procedure to obtain them:

### **1. Results**

- The Grades are sent to all students to their official email ID within 10/12 days of the last day of the examination.
- Note: If you do not receive your grades within 15 days, follow these steps:
  1. Check with your classmates to see if they have received their results.
  2. If only you haven't received them, check with the Systems Department for any technical issues with your email ID.
  3. If the issue persists, reach out to the Exam Cell for assistance.
  4. Important: Any grievances related to results after 15 days of declaration will not be entertained

### **2. Marksheets**

- All grades are updated in one month after the Supplementary and Backlog Examinations.





- Marksheets will be sent to your official email ID via TruScholar within a minimum of 3 weeks after the declaration of results every Semester.
- **In case of urgency, a Provisional Marksheet can be provided.**
- **To avail this:**
  - Take a **color printout of the online result** received on your mail.
  - Submit it to the Exam Cell for **official signature and stamp**.
  - This **Provisional Marksheet is valid** and can be used until the official marksheet is issued.
  - **Additionally, a supporting certificate** confirming that your official documents are in process—along with the expected availability date—can also be provided on request.
- **Steps to Log into TruScholar Account through Browser via Incognito Mode:**
  - Open Browser in “Incognito” Mode  
Chrome: Click on on the right side of the window & select “New Incognito Window”  
Firefox: menu → “New Private Window”  
Edge: menu → “New InPrivate window”
  - 2. Go to the Website  
Type the TruScholar app URL in the address bar (e.g., <https://app.truscholar.io/myCredentials>)
  - 3. Navigate to the Login Page  
Click the “Login In as Student or Learner”
  - 4. Enter Your Credentials  
Provide your username/email and password.
  - 5. Click Login / Submit  
Click on Login to authenticate and access your account.
  - Download and store your Marksheets copies with you.
  - Truscholor is a document provider platform and not storage platform.
  - Documents once uploaded will not be uploaded again.

### 3. Transcripts

- **Transcripts are chargeable.**
- To apply, email to [coe@dypiu.ac.in](mailto:coe@dypiu.ac.in).
- A payment link will be sent to your email. After making the payment, submit the receipt to the Exam Cell. The transcripts will then be sent to your registered email ID.





- **Payment Details:**
  - First copy: Rs. 1000
  - Additional copies: Rs. 250 per copy

#### **4. Provisional Degree Certificate (PDC)**

Upon completion of the final year, the PDC will be delivered to your official email ID along with the mark sheets.

#### **5. Degree Certificate**

**You need to Register for Convocation and Degree Certificate. The link will be provided to you on your official mail.**

**The Exam Cell will contact you via email to confirm your details for preparing the Degree Certificate.**

Once the details are received, a **soft copy of the Block chain-enabled Degree Certificate** will be sent to your email.

You may print it on any paper of your choice.

**Hard copies will be provided only to those attending the convocation in person.**

#### **6. Other Certificates**

##### **Customized Certificates**

Students requiring certificates for specific purposes such as:

- Higher studies (India or abroad)
- Scholarships
- Recruitment processes
- Public service examinations (e.g., Civil Services, Army, Navy, Air Force)

**May email a request to the Exam Cell or visit in person.** The required documents will be provided based on the specific needs.

**Any duplicate or additional copies of the above documents, if lost or unavailable, will be issued on request and will be chargeable as per the prescribed fee.**





## 7. Verification of Documents:

- **Document verification is an automated online process**, accessible from anywhere in the world.
- It is a **paid service** intended for recruiters, third-party verifiers, or any organization seeking to verify a student's academic documents.
- By scanning the **QR code** on the document, the verifier is redirected to a **secure verification page** where the student's credentials can be reviewed **after successful payment**.
- Additionally, a **confirmation email** with the student's details is automatically sent to the requesting agency.

## 19. The Convocation for the **academic year 2025–2026** will be held in the **first half of the year**.

All necessary information and updates will be shared with students **via email from time to time**.

Students who wish to attend in person must **register for the Convocation**.

**Detailed instructions** regarding the registration process and event schedule will be sent to your email.

## 20. Student Support Facility During Examinations:

To ensure a smooth and stress-free examination experience, the following support services are available to students:

- **Exam Cell (Room No. 316)** – For exam-related queries and issue resolution
- **Assistance for Differently-Abled Students** – Including scribes, extra time, and special seating arrangements as per norms
- **Technical Support** – For online exams (login, connectivity, or platform issues)
- **Counseling Support** – To help manage stress and anxiety during exams
- **Medical Aid** – Basic medical assistance available on campus during examination days

Students are encouraged to reach out to the **Exam Cell** or **Help Desk** for any help required during the examination period.

## 21. Assistance for Differently-Abled Students:

Support is provided in accordance with university and government norms, including:

- Provision of **scribes or readers**
- **Extra time** during examinations
- **Seating arrangements** on the **third floor** (Lift facility is available up to the third floor)





**Note:** Students must inform the **Exam Cell at least 15 days in advance**, along with relevant documentation, to avail of these services.

It is also **advisable for students with injuries or medical conditions** to be accompanied by a **family member** during examinations to provide necessary support in case of emergencies.

## 22. Procedure for Availing Writer Facility:

### Eligibility & Application

- The student must have a valid medical or other eligible reason.
- A formal request must be submitted to the **Exam Cell at least 15 days before** the examination date.

### Writer Eligibility Criteria

- The writer must be from a **non-technical background**.
- The writer should be of a **lower academic level** than the student (preferably a 12th-grade student).

### Writer Verification Process

- The student must identify and bring the writer to the university for verification.
- The writer must carry:
  - A valid **ID card**
  - A copy of their **Aadhar card**

### Approval

- The Exam Cell will verify the writer's eligibility.
- Upon successful verification, **permission will be granted** for the writer to assist during the exam.

### On the Day of the Examination

- The **approved writer must report with the student at least 30 minutes before** the scheduled examination time.
- Both the student and writer must **carry valid ID cards** and strictly **adhere to examination rules**.

## 23. Document Retention Policy:

Student academic and examination-related documents—such as records, reports, assignments, submissions, assessed answer sheets, etc.—are retained by the university for a period of **6 months** only.

Students are advised to:





- Securely store all documents issued to them
- Raise any grievances or concerns within the stipulated period

No requests for any Verification/ Updates will be considered after the retention period has expired.

## 24. Academic Bank of Credits (ABC):

The **Government of India**, under the **New Education Policy (NEP) 2020**, has launched the **Academic Bank of Credits (ABC)** scheme to enable seamless credit transfer and storage of academic records.

### Key Points for Students:

1. **Mandatory Registration:**  
All current students and pass-out batches are required to **register on the NAD/ABC Portal**.
2. **ABC ID Submission:**  
After successful registration, submit your **ABC ID** using the form/link provided by the university.  
<https://forms.gle/LxxyqW9MEMU3rqH6>
3. **Aadhaar-linked Mobile Number Required:**  
The **first and most important step** is to ensure that your **mobile number is linked to your Aadhar card**.  
Without this, **you will not be able to register** on the portal or access your academic documents in the future.
4. **Access to Documents:**  
Going forward, documents such as **marksheets, transcripts, and degree certificates** will be accessible **only through your ABC ID** via **DigiLocker** or the **ABC portal**.
5. **Reference Materials(Available on DYPIU Website):**
  - Flyer, Banner, Video, and Stepwise PPT for ABC registration process
  - [ABC Introductory Video \(Govt. of India Twitter\)](#)

**Dr Madhura Jagtap.**  
**COE, DYPIU.**





### **Important Notes:**

1. All information regarding Examinations and related activities will be communicated only through your official email ID. Therefore, it is mandatory for students to ensure that their official university email ID is active and functional at all times.
2. If you are not receiving emails from any department or section, it is your responsibility to immediately contact the Systems Department and resolve the issue. The University will not be held responsible for any loss of information due to reasons such as:
  - Not checking emails regularly
  - Inactive or non-functional email ID
  - Internet connectivity issues
  - Missed notifications regarding results, registration forms, or deadlines
3. No requests for re-sending information or reopening missed deadlines will be entertained. Do not request or pressure any Faculty or Staff to accommodate such exceptions.
4. This Handbook outlines the Standard Operating Procedures (SOPs) and is intended to familiarize students with the institutional processes. However, the University reserves the right to add, modify, or remove any policies at any time based on academic needs or administrative urgencies. All such updates will also be communicated through official email.
5. Always remember that all the Examination policies and procedures are designed for the benefit of students. We are committed to maintaining high standards of academic quality, and this requires strict discipline and adherence to the defined guidelines.
6. Any form of misbehavior, misconduct, or non-compliance with the rules will not be tolerated. Such actions will be subject to strict disciplinary measures, which may include suspension or expulsion from the University, depending on the severity of the violation.





## Acknowledgement and Acceptance

Please read the **Examination Handbook** thoroughly before signing this declaration.

After reading, **sign below to indicate your understanding and acceptance** of the policies and procedures outlined in the document. Then, **scan and email only this signed page** to **coe@dypiu.ac.in** within **15 days** from the date the document was delivered to you.

If the signed acknowledgement is **not submitted within the stipulated time**, it will be **deemed that you have accepted** the contents of the handbook by default.

Sign of The student

Sign of the Parent

Name  
PRN NO:  
Course: