



No.F.TU/REG/MISC/01/2026

Date: 24.07.2026

NOTIFICATION

This is notified that the “Procedure and Punishment of Unfair Means (U.F.M.) /Malpractice/Misconduct/Misbehaviour in Examinations” were approved by the Academic Council in its 26th Meeting held on 28th September, 2024 (vide supplementary agenda) which was duly approved by the Executive Council in its 41st Meeting held on 14th August, 2024 (vide agenda item no. 06/41/2024).

These rules are applicable to all written as well as clinical/practical/oral examinations /internal assessment tests/send-up examinations/professional examinations (regular or supplementary), and any other form of assessment or examination for Diploma, Undergraduate, Postgraduate and PG Diploma courses that contribute to the assessment of progress of students at the institute.

This shall be effective from the academic session 2026-2027.

This is issued with the approval of the Competent Authority of Tripura University.


(Prof. Samir Kumar Sil) 24/7/26
Registrar (i/c)

Copy to:

1. The Dean, Faculty of _____, T.U.
2. The Dean of Student's Welfare, T.U.
3. The Head/Head(i/c), Coordinator, Department/Centre of _____, T.U.
4. The Controller of Examinations (i/c), T.U.
5. The Director of Higher Education, Government of Tripura, Agartala
6. All Principals/Principals (i/c) of all colleges/institutes affiliated to Tripura University
7. The Director (i/c), DDE, T.U.
8. The Deputy Registrar (Academic), T.U.
9. The Deputy Registrar, CDC, T.U.
10. P.S. to the Vice-Chancellor for kind information of the Hon'ble Vice-Chancellor, T.U.
11. Shri Suman Das, Sr. Technical Assistant with a request to upload the Notification on the T.U. website



**PROCEDURE AND PUNISHMENT OF UNFAIR MEANS (U.F.M.)
MALPRACTICE/ MISCONDUCT/MISBEHAVIOUR IN EXAMINATIONS**

Introduction:

These rules apply to all written as well as clinical/ practical/ oral examinations whether notified internal assessment tests, send-up examinations, professional examinations (regular or supplementary), and any other form of assessment or examination for Diploma, Undergraduate, Postgraduate and PG Diploma courses that contribute to the assessment of progress of students at the Institute.

1. Procedure:

- HoD/ Centre-in-charge of the Examination shall initiate the case of UFM conduct of the student and submit to the Examination Branch.
- The Examination Branch shall collectively submit all such cases of an examination to the College Development Council for placing in the Disciplinary Committee (DC) Meeting.
- Electronic Device including Cell Phone seized from the student under UFM, shall be returned to the student after final decision of the UFM case against him/her. However, the SIM cards may be retained by the Centre-in-charge & handover to the student before sending all seized materials.
- The decisions taken by the DC shall be communicated to the concerned Department/ College/ Institute.

2. Disciplinary Action for Malpractices/ Irregularities/ Non-compliance in Examinations

Sl. No.	Nature of Misconduct/ Malpractices	Role of Centre-in-Charge/ Hod/ Room Invigilator(s)	Disciplinary action
(i)	a) The candidate possesses or arranges access in examination hall, any paper, note book, programmable calculators, cell phones, pager, palm computers or any other form of material (in any form) concerned with or without related to the subject of the examination (theory or practical) for which he/ she is appearing <u>but has not made use of the material</u> (material includes chit, diagrams, clues, tables and any writing on the person, table, wall which can be used as an aid in the subject of examination). b) The candidate uses objectionable, abusive or offensive language in the answer paper, or in letters to the examiners or communicates with the examiner in any form requesting her/ him to award pass marks or makes any other request.	The Centre-in-Charge shall report the matter in details to the University against the concerned candidate together with the seized materials, relevant answer script/s in separate envelope (for each examination) affixing particulars of the candidate(s) (Name, Roll No., Address, Guardian/ Father/ Mother's Name, Contact No. etc. as per Annexure-I) for placing before the Disciplinary Committee.	Expulsion from the examination hall and cancellation of the performance in that paper only.

[Signature]



Sl. No.	Nature of Misconduct/ Malpractices	Role of Centre-in-Charge/ Hod/ Room Invigilator(s)	Disciplinary action
(ii)	The <u>candidate gives assistance or guidance or receives it from any other candidate orally</u> or by any body language methods or communicates through any means with any candidate or persons in or outside the exam hall or change their scheduled seats or exchange answer-scripts/ loose sheets etc. during an examination in spite of warnings by the Centre-in-Charge/ Room Invigilator (s) in respect of any matter.	The Centre-in-Charge shall report the matter in details to the University against the concerned candidates together with the relevant answer scripts in separate envelope(s) affixing particulars of the candidate(s) (Name, Roll No., Address, Guardian/ Father/ Mother's Name, Contact No. etc. as per Annexure-I) for placing before the Disciplinary Committee.	Expulsion from the examination hall and cancellation of the performance in that paper of the candidates involved. In case of an outsider, he/ she is handed over to the police and a case is registered against him/her.
(iii)	a) The <u>candidate has copied</u> in the examination hall from any paper, book, programmable calculator, cell phone, palm computer or any other form of material with or without related to the subject of the examination (theory or practical) for which the candidate is appearing. b) The candidate leaves the exam hall taking away answer script or intentionally tears off the script or any part thereof in and outside of the examination hall.	The Centre-in-Charge shall report the matter in details to the University against the concerned candidates together with the relevant answer scripts in separate envelope(s) affixing particulars of the candidate(s) (Name, Roll No., Address, Guardian/ Father/ Mother's Name, Contact No. etc. as per Annexure-I) for placing before the Disciplinary Committee.	Expulsion from the examination hall and cancellation of the performance in that paper and all other papers the candidate has already appeared including practical examination and project work. The student is not be permitted to appear for the remaining examinations of that semester/ year. The Hall Ticket of the candidate is liable to be cancelled.
(iv)	The <u>candidate impersonates</u> any other candidate in connection with the examination.	The Centre-in-Charge shall report the matter in details to the University against the concerned candidates together with the relevant answer scripts in separate envelope(s) affixing particulars of the candidate(s) (Name, Roll No., Address, Guardian/ Father/ Mother's Name, Contact No. etc. as per Annexure-I) for placing before the Disciplinary Committee.	The candidate who has impersonated is expelled from the examination hall. The performance of the registered candidate who has been impersonated is cancelled in all examinations (including practical and project work) that he/ she already appeared and is not be allowed to appear for the remaining examinations of that semester. The candidate is also debarred from registering for next subsequent semester. The continuation of the programme by the candidate is subject to the decision of the competent authority/ Disciplinary Committee. If the imposter is an outsider, he is handed over to the police and a case is registered against him/ her.



Sl. No.	Nature of Misconduct/ Malpractices	Role of Centre-in-Charge/ Hod/ Room Invigilator(s)	Disciplinary action
(v)	<u>Copying detected on the basis of internal evidence, during evaluation.</u>	Evaluator shall report such matters to the Centre-in-Charge or to the Controller of Examinations (as per Annexure-I) as the case applies.	Cancellation of the performance in that paper and all other papers the candidate has appeared including practical examinations and project work of that Semester.

Note: No supplementary examination is permitted for those students who are caught in cases of malpractice.

If any dispute arises in respect of interpretation of the regulations or any matter not covered by these, the decision of the Vice Chancellor in that respect shall be final and binding.

3. Distribution of roles and responsibilities in the examination hall:

Sl. No.	Students	Responsibilities	
		Invigilator	Centre-in-Charge
(i)	Shall not carry any material, phones except instruments to write, scale, pencil, scientific calculator (if not allowed otherwise). Only admit card and stationery are permitted	The invigilator shall ensure that no student carry articles prohibited.	Shall frisk the students before he/ she enters the examination hall.
(ii)	Shall not talk, Communicate in any manner with anyone except the invigilator.	The invigilator shall invigilate carefully.	Shall provide water etc. so that movement of the student is restricted during the examination.
(iii)	Shall not go out during the first half-hour and not more than once during the examination.	The invigilator shall ensure that no more than one student goes out of the hall at any given time.	-

4. Mode of Implementation:

If a student is found indulging in malpractice/ irregularities/ noncompliance during examination, her/ his answer scripts/ seized materials shall be submitted to the office of the Controller of Examinations along with duly filled-in proforma (Annexure-I).

The Controller of Examinations shall forward all such cases to the Deputy Registrar, College Development Council to put up such matters in the Disciplinary Committee meeting to take appropriate disciplinary action as per the recommendations given in this rule.



Malpractice/ unfair means/ misconduct/misbehaviour (UFM) in Examinations Reporting proforma

To

The Controller of Examinations

Tripura University

Name of the examination :

Date and time of the examination :

College/ Institute/ Centre/ Department :

Time of the incident :

Rule/ Sub-rule under which the case is being reported :

Name of the candidate :

Description of the incident :

Registration number :

Roll number :

Paper Code :

Semester/ Part/ Year :

Paper Name :

Contact number :

Father/ Mother/ Guardian's Name :

Father/ Mother/ Guardian's Contact number :

Address :

Details of seized material(s)
(if any)

Name of the invigilator with designation:

Name of the Centre-in-Charge with designation:

Signature with Date

Signature with Date