GTU/Academic/Inst. Transfer/2017/7544   **Date: 09-10-2017**

Guidelines for Institute Transfer

The following guidelines are applicable for seeking transfer within **GTU affiliated Self-Financed institutes (SFI).**

These guidelines shall come into effect from the date of its publication.

Guidelines of Institute Transfer:

1) Students can apply for institute (SFI) transfer from 3rd semester onwards of respective program. Student Studying in last semester of a program will not be allowed to apply for the transfer.

2) Students who have taken admission on Tuition Fees Waiver (TFW) seats or are detained and/or penalized under UFM Rules (excluding the applicant's Detained or UFM status of current semester) should not apply for institute (SFI) transfer, since such applications will not be considered for transfer and no intimation will be sent to such applicants.

3) A student can apply for Institute (SFI) transfer when the Online Portal is opened for accepting applications for institute transfer (http://www.gtu.ac.in/InstituteTransfer.aspx). The Online Portal shall be kept open for certain time duration that is the online portal will remain open from 09/10/2017 to 09/11/2017. No application will be accepted after 09/11/2017 at GTU.

4) The Institute (SFI) transfer shall be granted to those eligible students who have applied through the Online Portal only. Any application submitted without applying through the Online Portal, will be summarily rejected.

5)   Student will not be transferred from shift 1 to shift 2 or vice versa in the same institute.

6) As soon as the student is declared as "transferred" by means of a transfer order; the parent institute shall officially transfer the attendance and all academic records of respective semester(s) (including the current semester) to the receiving institute.

7) The academic record-keeping of the transferred student shall be the responsibility of the receiving institute.

8) The transfer of any student from any Institute (SFI) will be as per the norms of the respective statutory councils such as Pharmacy Council of India (PCI), Council of Architecture (COA), etc. Hence, the transfer process will strictly follow the respective Statutory Council's Norms prevailing from time to time. For example, the Students, studying in the Institute having no approval of PCI, will not be eligible to get transfer in the other Institution and vice versa.

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Ph.No.: + 91 - 79 - 26300499 / 599   Fax: + 91 - 79 - 26301500   E-mail: **registrar@gtu.ac.in**   URL : **www.gtu.ac.in**

9) The receiving Institute shall issue the 'No objection Certificate' to the student only if the seats are vacant in the respective branch/course. Institute has to issue N.O.C on original letter head with the signature and stamp of Principal/Director/head of institute .The Name of the signatory has to be printed below the signature. The Format is given in Annexure I.

10) List of documents to be submitted by the receiving institute to the university is as below.

   a) The detailed table stating status of available vacant seat branch-wise and semester wise at the Institute
   b) Original Joining Report of every individual transferred student in his/her own handwriting.
   c) New Enrollment Form of every individual transferred student
   d) Copy of Bank Challan of the Enrollment Fees of all transferred student
   e) Letter of undertaking regarding strict adherence to the institute/college transfer rules and the sanctioned intake. The format is given in Annexure II

11) The Principal/Director/head of institute shall give the declaration of number of N.O.Cs issued for the purpose of student transferred from/ to his/her institute. The format of declaration to be given on a stamp paper of Rs.100 is given in Annexure III. This annexure has to reach GTU by 15/11/17. No transfer will take place if this annexure does not reach GTU by 15/11/17.

12) **Institutes are informed not to issue NOC to students after the last date of application on Institute Transfer Portal. Director/ Principal/ Head of institute is advise that GTU will take strict action against the Director/ Principal/Head of institute, if he/she issues NOC after the last date of application on institute transfer portal.**

13) **No application for the institute transfer will be processed after the last date of online application for institute transfer under any circumstances.**

Sd/-
Registrar

Annexure I

N.O.C format for Receiving Institute

Student Name _____ Enrollment no _____
Course _____ Branch _____ Semester _____ has been studying in <u>Parent Institute Name (College code).</u> He/she has applied for institute transfer from <u>Parent Institute Name (college code)</u> to our institute <u>Receiving Institute Name (college code).</u>
This Institute has no objection if GTU transfers his/her admission from <u>Parent Institute Name (college code)</u> to our institute <u>Receiving Institute Name (college code)</u> in _____ Sem.

_____

Sign of Principal/Director/Head of Institute

Name of Principal/Director/Head of Institute

Seal of institute

N.O.C format for Parent Institute

Student Name _____ Enrollment no _____
Course _____ Branch _____ Semester _____ has been studying in <u>Parent Institute Name (College code).</u> He/she has applied for institute transfer from Our Institute <u>Parent Institute Name (college code)</u> to <u>Receiving Institute Name (college code).</u>
This Institute has no objection if GTU transfers his admission from our Institute <u>Parent Institute Name (college code)</u> to Receiving <u>Institute Name (college code)</u> in _____ Sem.

_____

Sign of Principal/Director/Head of Institute

Name of Principal/Director/Head of Institute

Seal of institute

Annexure II

Undertaking:

This is to certify and assure that after due verification, the total no. of students is not exceeding the total sanctioned intake, inclusive of students for which the NOC is issued by our college regarding Institution/College transfer for the _____ Semester of

_____ Course, whose Branch Code & Name are_____.

_____

Sign of Principal/Director/Head of Institute

Name of Principal/Director/Head of the Institute

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Annexure III

Format of N.O.C Declaration

AFFIDAVIT

I, The Undersigned _____(Name) Principal/Director/Head of institute   at _____ (Name of institute & institute code) do hereby confirm that we have issued N.O.C to following student for transfer from our institute to other institute.

Sr. no	Name of Student	Enrollment No	Course	Branch	Sem	Name of Receiving Institute Name
1						
2						
n						

We also have issued N.O.C to the following students for their transfer to our institute.

Sr. no	Name of Student	Enrollment No	Course	Branch	Sem	Name of Parent Institute Name
1						
2						
n						

The above information is true to the best of my knowledge.

_____
Signature of Principal/Director/Head of institute

_____
Name of Principal/Director/Head of institute

_____
Institute name & College code

_____
Address