



GUJARAT TECHNOLOGICAL UNIVERSITY

(Established by Government of Gujarat under Gujarat Act No. 20 of 2007)

ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

(ગુજરાત સરકારના ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

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GTU/Academic/Inst. Transfer/2024/ 3968

Date: 15/05/2024

Circular for Institute Transfer (A.Y. 2024-25)

GTU invites applications for institute transfer within GTU affiliated Self-Finance Institutes (SFI).

Guidelines of Institute Transfer:

- 1) Students can apply for institute (SFI) transfer from 3rd semester onwards with payment of Rs. 500/- fee for respective programs as per the table given below.

Program	Semester
Bachelor of Engineering (BE)	3, 5, 7
Bachelor of Engineering (D2D)	5, 7
Diploma Engineering (DE)	3, 5
Bachelor of Pharmacy (B. Pharm.)	3, 5, 7
Bachelor of Architecture (B. Arch)	3, 5, 7, 9
Master of Computer Application (MCA)	3
Master of Engineering (ME)	3
Master of Business Application (MBA)	3
Master of Pharmacy (M.Pharm.)	3
Master of Architecture (M. Arch.)	3
Diploma Pharmacy	2 nd Year
Pharm D.	2 nd , 3 rd , 4 th Year
Integrated MCA(IMCA)	3, 5, 7, 9
Integrated MBA(IMBA)	3, 5, 7, 9
Bachelor of Interior Design (BID)	3, 5
Bachelor of Vocation (B.Voc.)	3, 5
Diploma in Vocation (D. Voc.)	3, 5

- 2) For Post Graduate courses (MCA, ME, M.Pharm., MBA and M. Arch.) transfer will be allowed only in 3rd semester.
- 3) Eligible students for institute transfer are instructed to fill the application form online on below mentioned link:

Link: <https://student.transfer.gtu.ac.in/>

The Institute transfer portal will open from **15/05/2024** and the last date to apply online is **05/06/2024**. Link will be inactivated after the last date.

(Students who are eligible as per the UGC Academic Term circular of N+2 can apply for Institute Transfer.)

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- 4) The student must take the printout of the duly filled online application form and compulsorily attach copy of “No Objection Certificate (NOC)” of parent institute and receiving institute, affidavit of receiving institute, EOA letter of both the institutes, Fees receipt of Rs.500/- and other required documents and submit the same to GTU, Chandkheda office before **10-06-2024**. Documents can be submitted either by students or institutes.
- 5) The parent institute shall require to send the original NOC along with EOA letter (EOA letter of the student admission year) and receiving institute shall require to send the original NOC and Affidavit along with EOA letter (EOA letter of the student admission year) to GTU, Chandkheda office on or before **10-06-2024**.
- 6) Students who have taken admission on Tuition Fees Waiver Scheme (TFWS), PMSSS, MHRD and other supernumerary seats or detained or penalized under UFM Rules will not be eligible to apply for institute (SFI) transfer. No reply or intimation will be given to such applicants.
- 7) The Institute (SFI) transfer shall be granted/considered to those eligible students who have applied through Online Portal only. Application submitted without applying through the Online Portal, will not be considered and shall be rejected.
- 8) Once 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 students’ respective semester(s) (including the current semester) to the receiving institute.
- 9) Academic records of the transferred student shall be the responsibility of the receiving institute.
- 10) The transfer of any student from any Institute (SFI) shall be as per the norms of the respective statutory councils such as Pharmacy Council of India (PCI), Council of Architecture (COA) and All India Council for Technical Education (AICTE). 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/COA, will not be eligible to get transfer in the other Institution and vice versa. The approval of the institute is considered for the same year of the enrolment of the student.
- 11) Transfer shall not be given to those students who have already taken transfer before.
- 12) N.O.C. shall be issued on the original letter head of institute, by the Principal /Director/Head of the institute, with seal signature and name of authorized signatory (**Annexure-I**). Conditional NOC shall not be accepted in any circumstances. Once the NOC is issued, it is the responsibility of institutes to keep the seat vacant till the issuance of institute transfer order by GTU.
- 13) The receiving Institute shall issue Notarized Affidavit and undertaking to the student only if the seat is vacant in the respective branch/course for which the transfer application is received from the student (**As per Annexure II**).
- 14) List of documents to be submitted by the student to the university are as below:
 - a) Print of online application of institute transfer and Rs.500/- transfer fees receipt.
 - b) N.O.C. of Parent institute as per format (**Annexure-I**).
 - c) N.O.C. of receiving institute as per format (**Annexure -II**).
- 15) List of documents to be submitted by the receiving institute to the university are as below:
 - a) Copy of Declaration; if any, stating the seats submitted for D2D admissions to the respective Admission Committee for the upcoming Academic Year in case of BE semester-3.

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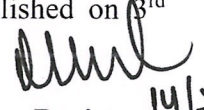
- b) Affidavit and Undertaking of vacant seats following strict adherence to the institute/college transfer rules and the sanctioned intake as per the **Annexure III**. This Affidavit and Undertaking need to take on E-stamp paper of Rs. 300/- or franking from designated bank of Rs. 300/- (Only receiving college affidavit is required).
- c) Institute's Extension of Approval (EOA) from AICTE/COA/PCI or concerned authority letter for the same academic year as student enrolment year.
- 16) In case any documents are missing, the application will be considered as incomplete and will not be processed further.
- 17) All the documents need to be submitted by the student/institute on or before **10/06/2024**. The applications which are not submitted online, incomplete or the applications received after the last date of **10/06/2024** will not be considered.
- 18) Request for cancellation of institute transfer will not be considered after the institute transfer order is issued by GTU.
- 19) Once the transfer order will be displayed on GTU website, enrolment number will be changed and students must go to the receiving institute to attend the further study.
- 20) Branch transfer is not allowed in the Institute transfer case. Students will be transferred from one institute to another institute in the same branch only. No change in the nomenclature of the branch will be allowed.
- 21) Applicant student shall not be allowed to study in the receiving institute before the issue of transfer order by GTU. Once the transfer order has been issued it cannot be reversed or cancelled.
- 22) For any query regarding institute transfer, students are requested to email their queries to their respective institutes only.
- 23) Without Transfer order no student can study in receiving Institute and receiving Institute cannot accept any student without transfer order from GTU. If the receiving institute permits the student to study, then it is the sole responsibility of the receiving institute and concerned student.
- 24) Student has to pay Institute transfer fee of Rs. 500/- (Non-Refundable), which includes enrolment fee.

*Filling up the transfer form does not mean that the applicant has been given transfer.

*The students from the institute, which had been closed, will be permitted for the institute transfer based on case to case. The students need to contact GTU for further guidelines.

Transfer Rules from Government/Grant-in Aid institutes to Government /Grant-in-Aid Institutes/ Self Finance Institutes

- 1) The institute transfer process of Government to Government, Government to Grant-in-Aid, or Grant-in-Aid to Government is not processed by GTU. Students of these institutes have to contact their institutes for the institute transfer process.
- 2) Refer to the Education Department, Government of Gujarat Guidelines of Transfer for Degree, Diploma Engineering/Pharmacy Government and Grant-in-Aid institutes published on 13rd October, 2022.


Registrar 14/5/24

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Annexure I

N.O.C format for Parent Institute

Student Name _____ Enrolment no _____

Course _____ Branch _____ Semester _____ has been studying in Parent Institute Name (College code). He/she has applied for institute transfer from our institute Parent Institute Name (college code) to Receiving Institute Name (college code).

We have no objection if GTU transfers his / her admission from Parent Institute Name (college code) to Receiving Institute Name (college code) in semester _____.

Sign of Principal/Director/Head of Institute

Name of Principal/Director/Head of Institute

Date:

Seal of institute

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Annexure II

N.O.C format for Receiving Institute

Student Name _____ Enrolment no _____

Course _____ Branch _____ Semester _____ has been studying in Parent Institute Name (College code). He/she has applied for institute transfer from institute Parent Institute Name (college code) to Receiving Institute Name (college code).

We have no objection if GTU transfers his / her admission from Parent Institute Name (college code) to Receiving Institute Name (college code) in semester ____.

Sign of Principal/Director/Head of Institute

Name of Principal/Director/Head of Institute

Date:

Seal of institute

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Annexure III

AFFIDAVIT AND UNDERTAKING OF RECEIVING INSTITUTE

I, The Undersigned _____ (Name) Principal/Director/Head of institute at _____ (Name of institute & institute code) do hereby confirm that, upon accepting the transferred students in the year _____ the total number of students is not exceeding the total sanctioned intake, as given below:

Branch	Sem	Student Enrollment Year	Total Intake (As per EOA given by AICTE or any other Statutory Council)	Total Intake (EWS) (B)	* Filled Seats (Out of A and B) (C)	Vacant Seats (A+B-C)

* In Filled Seats, do not include supernumerary seats like TFWS, PMSSS, MHRD, etc.

The following students have requested for transfer to our Institute:

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

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

Date:

Seal of institute

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