



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/Institute-Transfer/Guidelines/2025/ 2649

Date: 9/04/2025

Institute Transfer Guidelines W.E.F. AY 2025-26

1.1 Objective:

- 1.1.1 To establish a standardized Process & Policy for facilitating student Transfer within GTU-affiliated Self-Finance institutes (SFI to SFI).
- 1.1.2 To implement a uniform procedure for students seeking a transfer from one institute to another, ensuring compliance with academic and administrative regulations.

1.2 Scope:

- 1.2.1 All enrolled students seeking a transfer to another institute within the Gujarat Technological University (SFI Institution only).

1.3 Definitions:

- 1.3.1 **Institute Transfer:** The process by which a student transfers from one academic institution to another while continuing the same course.
- 1.3.2 **Receiving /Host Institute:** The institute that receives students after transfer.
- 1.3.3 **Parent Institute:** The institute where the student is currently studying and from which they are seeking transfer to another Institute.

1.4 Programs Offered for Institute Transfer:

Sr No.	Program Name	Semester
1	Programs having 6 semesters	3, 5
2	Programs having 8 semesters	3, 5, 7
3	Programs having 10 semesters	3, 5, 7, 9
4	Postgraduate Programs having 4 semesters	3
5	Diploma Pharmacy	2nd Year
6	Pharm D.	2nd, 3rd, 4th Year
7	Bachelor of Engineering (D2D)	5, 7
8	Diploma Engineering (C2D)	5

Note: Institute Transfer in B.Voc and D.Voc programs are not applicable as of now.



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1.5 Document Process to be followed by Student/Parent Institute /Receiving Institute:

- 1.5.1 **Student:** Initiate the transfer request by inquiring about the NOC from both the parent and receiving institutes. Fill out the online application form and pay the fees after both institutes have uploaded the required documents on the admin portal. Submit all necessary documents (Transfer Application and Fees Payment Receipt) to Receiving Institute / Parent Institute, and follows the application procedure (**Comply documents as per Point 1.6 – a,b**)
- 1.5.2 **Parent Institute:** Upload the required documents on the transfer portal, such as the NOC (as per Annexure-I) and EOA letter of the student's enrolment year, and submit all original documents to the receiving institute where the student intends to transfer. (**Comply with documents as per Point 1.6 – c,d**)
- 1.5.3 **Receiving Institute:** Upload the required documents on the transfer portal, including the NOC (as per Annexure-II), the Affidavit (as per Annexure-III), and the EOA letter of the student's enrolment year. The receiving institute must collect and verify all original documents from the student, and the parent institute (**as per point no. 1.6 a to i**) and submit them to GTU, Chandkheda office on or before the last date.

1.6 Required Documents:

List of Documents	Comply By
a) Copy of the Student Application Form	Student
b) Transfer Fees Payment Receipt of Rs. 500/-	
c) No Objection Certificate of Parent Institute (Annexure-I)	Parent Institute
d) EOA Letter of Parent Institute (As per Year of Student Enrolment) from APEX Body (AICTE/ PCI /COA)	
e) No Objection Certificate of Receiving Institute (Annexure-II)	Receiving Institute
f) EOA Letter of Receiving Institute (As per Year of Student Enrolment) from APEX Body (AICTE/ PCI /COA)	
g) Affidavit of Receiving Institute on E-stamp paper of Rs.300/- (Annexure-III)	
h) Copy of Declaration of Receiving Institute needs to be submitted 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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|---|--|
| i) Copy of Declaration of Receiving Institute needs to be submitted if any, stating the seats submitted for C2D admissions to the respective Admission Committee for the upcoming Academic Year in case of DE semester-3. | |
|---|--|

1.7 Application Process:

1.7.1 **Circular:** Every year, the Institute Transfer Circular will be published on the GTU website along with the Transfer Calendar. Every Institute will display the circular on the Institute Notice Board.

1.7.2 **Student Application Form:** Eligible student needs to submit an Online Application on the GTU website through the Institute Transfer Portal within the given time line as per the transfer calendar. Payment of Transfer Fees of Rs.500/- needs to be paid by a student on the GTU Transfer Portal.

Link: https://student_transfer.gtu.ac.in/

1.7.3 **Collection of Documents:** The receiving Institute will collect all the required transfer documents in original (as mentioned in table point no. 1.6 - a to i) from the student(s) and/ or from the parent institute within the given time line. The receiving Institute has to review the Student Transfer Application along with the submitted documents as per the required format.

1.7.4 **Application & Document Submission:** Submission of transfer application along with required documents (as mentioned in point no. 1.6- a to i) in original to GTU by **Receiving Institutes only.**

1.7.5 **Document Verification and Issuance of Transfer Order:** All documents submitted by the receiving institute shall be verified by the university. If found proper and approved, a transfer order shall be issued and displayed on the GTU website.

1.7.6 **New Enrolment Number:** The new Enrolment number of the transfer student will be communicated to the receiving institute via email after the transfer order is issued.

1.7.7 **Timeline:** The application must be submitted as per the transfer calendar mentioned in the circular, which should be published along with.

1.8 Maintenance of Record:

1.8.1 The Parent and Receiving Institutes shall maintain copies of all transfer-related documents for a minimum of five years from the date of issuance of the transfer order.



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1.9 General Guidelines of Institute Transfer:

- 1.9.1 Students who have been admitted 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 query shall be entertained in this case.
- 1.9.2 The Institute (SFI) transfer shall be granted/considered to those eligible students who have applied through the **Online Portal only**. Applications submitted without applying through the Online Portal, shall not be considered and rejected automatically.
- 1.9.3 Once the student is declared as “transferred” by means of a transfer order; the parent institute shall officially transfer the attendance and all academic students’ records of the respective semester(s) (including the current semester) to the receiving institute within one month of the transfer order.
- 1.9.4 Collecting and maintaining the academic records of the transferred students shall be the responsibility of the receiving institute.
- 1.9.5 The transfer of any student from any Institute (SFI) shall be as per the norms of the respective statutory councils such as the Pharmacy Council of India (PCI)/ Council of Architecture (COA) /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/AICTE, 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.
- 1.9.6 Student is eligible for institute transfer only once during the Program duration.
- 1.9.7 N.O.C. shall be issued on the original letterhead of the institute, by the Principal /Director/Head of the institute, with seal signature and name of authorized signatory (**Parent Institute as per Annexure-I and Receiving Institute as per Annexure-II**). 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 the institute transfer order by GTU.
- 1.9.8 The receiving Institute shall issue a 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 III**).



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- 1.9.9 Affidavit and Undertaking for vacant seats must strictly adhere to the institute/college transfer rules and the sanctioned intake as per Annexure III. This Affidavit and Undertaking need to take on E-stamp paper of Rs. 300/- or franking from a designated bank of Rs. 300/- (Only receiving a college affidavit is required).
- 1.9.10 Institute's Extension of Approval (EOA) from AICTE/COA/PCI or concerned authority letter for the same academic year as student enrolment year.
- 1.9.11 If any documents are missing, the application will be considered incomplete and will not be processed further.
- 1.9.12 All the documents need to be submitted by the Receiving institute on or before the prescribed date in the circular. The applications which are not submitted online/incomplete/ received after the last date of the institute transfer process shall not be considered.
- 1.9.13 Request for cancellation of institute transfer shall not be considered after the institute transfer order is issued by GTU.
- 1.9.14 Once the transfer order is displayed on the GTU website, the enrolment number will be changed and the student must have to go to the receiving institute to attend further study.
- 1.9.15 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 a branch will be allowed.
- 1.9.16 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.
- 1.9.17 For any query regarding institute transfer, students are informed to email their queries to their respective institutes only.
- 1.9.18 Without a Transfer order no student can study in the receiving Institute and the receiving Institute cannot accept any student without a transfer order from GTU. If the receiving institute permits the student to study, then it is the sole responsibility of the receiving institute and the concerned student.
- 1.9.19 Any false information or non-compliance may result in the rejection of the transfer application.
- 1.9.20 Filling up of transfer form does not mean that the applicant has been given a transfer.



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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 3rd October 2022.



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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 an institute transfer from our institute Parent Institute Name (college code) to Receiving Institute Name (college code).

We have no objection if GTU transfers his admission from our Institute 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 our institute Receiving Institute Name (college code).

We have no objection if GTU transfers his admission from Institute Parent Institute Name (college code) to our 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 Enrolment Year	Total Intake (As per EOA given by AICTE or any other Statutory Council) (A)	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	Enrolment 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

Seal of institute

Date:



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FAQ –INSTITUTE TRANSFER

Ques 1. What is institute transfer at GTU?

Ans. GTU carries out institute transfer within GTU affiliated Self-Finance institutes (SFI), Government College and Grant –Aid institute to Self-Finance institutes (SFI) only.

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. (Reference: The Education Department, Government of Gujarat Guidelines of Transfer for Degree, Diploma Engineering/Pharmacy Government and Grant-in-Aid institutes published on 3rd October, 2022.)

Branch transfer is not allowed in Institute transfer case. Student will be transferred from one institute to another institute in the same branch only. No change in the nomenclature of branch will be allowed.

Ques 2. What is the time period of institute transfer?

Ans . The general time period for institute transfer is in the month of March-April every circular is kept on GTU web site. On Circular tab of academic and GTU Website.)

Ques 3. Link for the institute transfer.

Ans . Link: https://student_transfer.gtu.ac.in/ (Active only during the specified time period. The link will be inactive after the last date as mentioned above.) It is mandatory to apply through the online portal only.

Applications submitted without applying through the online portal will not be considered and shall be rejected.

Ques 4. Which are the different program for institute transfer?

Ans. Students can apply for institute (SFI) transfer from 3rd semester onwards with payment of Rs. 500/- Fees for respective program as per the point no. 1.4

Ques 5. Which are the different document required for institute transfer to be submitted to GTU?

Ans. Documents required to be submit are mentioned in point no. 1.6.

In case of any documents are missing, the application will be considered as incomplete and will not be processed further.

All the documents need to be submitted by the Receiving institute on or before as per time period. The applications which are not submitted online, incomplete or the applications received after the last date will not be considered.



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Ques 6. Which category of students are ineligible for institute transfer?

Ans. Students who have taken admission on

- (i) Tuition Fees Waiver Scheme (TFWS),
- (ii) PMSSS, MHRD and other supernumerary seats

or

- (iii) Detained or penalized under UFM Rules will not be eligible to apply for institute (SFI) transfer.

- (iv) If student has already taken transfer before.

No reply or intimation will be given to such applicants, even if they will apply.

Ques 7. What if the student receives institute transfer?

Ans. Please refer point no.1.9.13 to 1.9.17.

Ques 8. What is the criterion for the institute which comes in the institute transfer process?

Ans. The transfer of any student from any Institute (SFI) shall be as per the norms of the respective statutory councils such as

- (i) Pharmacy Council of India (PCI),
- (ii) Council of Architecture (COA) and
- (iii) 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 AICTE/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.

Ques 9. How many times institute transfer allowed?

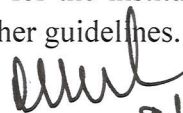
Ans. One time only. Transfer shall not be given to those students who have already taken transfer.

Ques 10. What is the requirement of NOC?

Ans. Requirement of N.O.C. as per point no.1.9.7

Ques 11. What is the process for the institute transfer for the closed institute and still I have time to complete my study as per N+2 time period (NEP 2020) ?

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


9/4/25
Registrar

