



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)

GTU/Academic/Inst. Transfer/2020/ 3835

Date: 01/06/2020

Guidelines for Institute Transfer for Academic Year 2020-21

The following guidelines are applicable for seeking transfer within GTU affiliated Self-Financed institutes (SFI). These guidelines come into force from the date of its publication.

Guidelines of Institute Transfer:

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

Course	Semester
Bachelor of Engineering (BE)	3 to 7
Bachelor of Engineering (D2D)	4 to 7
Diploma Engineering (DE)	3 to 5
Bachelor of Pharmacy (B.Pharm)	3 to 7
Bachelor of Architecture (B. Arch)	3 to 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 to 9
Integrated MBA(IMBA)	3 to 9

*For Post Graduate courses (MCA,ME,M.Pharm,MBA,M.Arch) transfer will be allowed only in 3rd semester. For D2D students, transfer will not be allowed in 1st semester of admission year (i.e. 3rd Semester).

- 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. The online portal will remain open from April – May (Odd Semester) or October- November (Even Semester) every year.

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Chandkheda : Nr. Campus of Vishwakarma Government Engineering College, Sabarmati - Koba Highway, Nr. Visat Three Roads, Chandkheda, Ahmedabad - 382 424. Gujarat, India Ph. : 079 - 232 67 500 Fax : +91 - 79 232 67 580
Ahmedabad : 2nd Floor, ACPC Building, L. D. College of Engineering Campus, Navrangpura, Ahmedabad, (Gujarat) India - 380 015. Phone : + 91 - 79 - 26 300 499 / 599 Fax : + 91 - 79 - 26 30 1500
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- 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 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/COA, will not be eligible to get transfer in the other Institution and vice versa.
- 9) Transfer will not be given to those students who have already taken transfer before.
- 10) N.O.C. shall be issued on original letter head of institute, by the Principal /Director/Head of institute, with seal signature and name of authorized signatory (Annexure-1) conditional NOC shall not be accepted in any circumstances. Once NOC issued by institute, seat will remain vacant till the institute transfer order issued by GTU.
- 11) The receiving Institute shall issue the ‘No objection Certificate’ to the student only if the seat is vacant in the respective branch/course.
- 12) List of documents to be submitted by the student to the university is as below:
 - a) N.O.C. of both colleges.(Parent institute and Receiving institute)- as per format
 - b) Notarized Affidavit and undertaking (Annexure-II) on E-stamp paper of Rs./- 300 or Franking from designated bank of Rs./- 300 of both institutes (Parent and Receiving institute - as per format)

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13) List of documents to be submitted by the institute to the university is 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 sem-3.
- b) Letter of undertaking regarding strict adherence to the institute/college transfer rules and the sanctioned intake. The format is given in Annexure II
- 14) In case of any document missing, the application will be considered as incomplete and will not be processed further.
- 15) All the documents are to be submitted by the student within 15 days after the closing date of institute transfer portal.
- 16) Government to Government, Government to Grant in Aid (GIA), GIA to Government, Government to SFI and SFI to Government institute transfer cases are carried out by Government i.e. Directorate Technical Education. Therefore, such student need not to apply in GTU for such transfers.
- 17) Request for cancellation of institute transfer will not be consider after the institute transfer order is issued by GTU.
- 18) Branch transfer is not allowed in any 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.
- 19) Applicant student is not allowed to study in receiving institute before the issue of transfer order by GTU.

*Filling up of transfer form does not mean that the applicant has been given transfer. Transfer fee shall not be refunded in any circumstances.


Registrar

ESTD - 2007

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Annexure I

N.O.C format for Receiving Institute

Student Name _____ Enrollment no _____
Course _____ Branch _____ Semester _____ has been
studying in Parent Institute Name (College code). He/she has applied for institute
transfer from Parent Institute Name (college code) to our institute Receiving Institute
Name (college code).

This Institute has no objection if GTU transfers his/her admission from Parent Institute
Name (college code) to our institute Receiving Institute Name (college code) 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 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).

This Institute has no objection if GTU transfers his admission from our Institute Parent
Institute Name (college code) to Receiving Institute Name (college code) in _____
Sem. As on today no dues are pending of this student with this institute.

Sign of Principal/Director/Head of Institute

Name of Principal/Director/Head of Institute

Seal of institute

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Annexure II

AFFIDAVIT and UNDERTAKING

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

Table-1

Branch	Sem	Total Intake	Number of Admitted students	Vacant seats	Total Seat after Transfer of Student(s)

We have issued N.O.C to following student(s) for transfer from our institute to other institute*.

Table-2

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*.

Table-3

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

- Strike off whichever is not applicable.

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