



GUJARAT TECHNOLOGICAL UNIVERSITY
(Established under Gujarat Act No. 20 of 2007)
ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી
(ગુજરાત અધિનિયમ ક્રમાંક: ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

GTU/Academic/Inst._Transfer/2018/8359

Date: 14-11-2018

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 as per details given below of respective program.

Course	Semester
BE(Regular)	4/6
BE(D2D)	6
Diploma	4
B.Pharm	4/6
MCA(Regular)	4(Only for students admitted from 1 st semester of MCA)
MBA(Integrated)	4/6/8
MCA(Integrated)	4/6/8
B.Arch	4/6/8

- 2) Student studying in last semester of a program will not be allowed to apply for the semester.
- 3) 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.
- 4) 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 14/11/2018 to 9/12/2018.
- 5) 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.
- 6) Student will not be transferred from shift 1 to shift 2 or vice versa in the same institute.
- 7) 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.

Winners of: ICT Enabled University Award E-India - 2009 Manthan Award - 2009



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- 8) The academic record-keeping of the transferred student shall be the responsibility of the receiving institute.
- 9) 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.
- 10) Transfer will not be given to those students who have already taken transfer before.
- 11) 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.
- 12) Letter of undertaking regarding strict adherence by the institute/college for the sanctioned intake. The format is given in Annexure II
- 13) 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 is to be given on a stamp paper of Rs.100 is given in Annexure III.

SD/-
I/C Registrar



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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.

Sign of Principal/Director/Head of Institute

Name of Principal/Director/Head of Institute

Seal of institute



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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

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