

## Guidelines for Student

- Home Page:
  - Select on [Click to Apply For Institute Transfer](#) Button to Apply for Institute Transfer



**Gujarat Technological University**

**Instruction for Institute Transfer:**

[Click here for Read Guideline of transfer.](#)

The hard copy (Print out) of online application form along with copy both the NOCs and Affidavit must be submitted to GTU, Chandkheda before the last date. The application not submitted through online system, incomplete applications and applications received after the due date will not be considered.

[Click to Apply For Institute Transfer](#)

[Click to Apply For University Transfer](#)

**Print**

- [Univesity Transfer Application and Fees Reciept](#)

**Note :** please mail on [inst\\_transfer@gtu.edu.in](mailto:inst_transfer@gtu.edu.in) for transfer related query

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Web Site Link: [https://student\\_transfer.gtu.ac.in/](https://student_transfer.gtu.ac.in/)

- **New Application For Institute Transfer :**

- Student must have insert enrolment number then other details will automatically fetched.
- Student must have to insert his/her Email id, phone number and select name of Institute (Transferred/Receiving Institute). Student must have to check true for all **Term and Condition**.
- Then After checking all filled details he/she must have to click the **SUBMIT** button.
- Student has to inform parent/transferring institute to upload NOC file from their portal.

  
**Gujarat Technological University**

### Institute Transfer Application Form :

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>* Enrolment Number:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <input type="text"/> <input type="button" value="Search"/>                                                                                     |
| <b>* Student's Name:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <input type="text"/>                                                                                                                           |
| <b>* Email ID</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <div style="color: red; font-size: small;">Please Enter Valid Email address and mobile no for further Communication</div> <input type="text"/> |
| <b>* Mobile no</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <input type="text"/>                                                                                                                           |
| <b>* Course:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <input type="text"/>                                                                                                                           |
| <b>* Branch Name:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <input type="text"/>                                                                                                                           |
| <b>* Name Of Current(Parent) Institute:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <input type="text"/>                                                                                                                           |
| <b>* NOC from Parent Institute</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | This NOC will upload by your parent institute. plz contact to the institute.                                                                   |
| <b>* Semester to Transfer in:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <input type="text"/>                                                                                                                           |
| <b>* Name of Institute(Transferred/Receiving Institute)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <input type="text"/>                                                                                                                           |
| <b>* Receiving Branch Name:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <input type="text"/>                                                                                                                           |
| <b>* NOC from Transferred/Receiving Institute</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | This NOC will upload by your Transferred/Receiving Institute. plz contact to the institute.                                                    |
| <b>Term and Condition :</b><br><input type="checkbox"/> I am aware of Rules and Regulations of the receiving institute. I am also aware of the fee structure of the receiving institute. I declare to abide by their rules, regulations and fee structure of the receiving institute.<br><input type="checkbox"/> I will be joining the receiving institute as soon as the transfer order is put on website by GTU.<br><input type="checkbox"/> I will abide by all the rules and regulations related to institute transfer.                         |                                                                                                                                                |
| <input type="button" value="Submit"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                |
| <div><b>Notes:</b><br/>submit a printout of duly filled form along with original NOCs and affidavit of receiving institutes to GTU before the last date at the Academic section.<br/><b>Gujarat Technological University</b><br/><b>Nr.Vishwakarma Government Engineering College</b><br/><b>Nr.Visat Three Roads, Visat - Gandhinagar Highway</b><br/><b>Chandkheda, Ahmedabad – 382424 - Gujarat</b><br/>For status of Transfer application please visit <a href="#">Inst Transfer</a><br/>For any Query email to "inst_transfer@gtu.edu.in"</div> |                                                                                                                                                |

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Web Site Link: [https://student\\_transfer.gtu.ac.in/](https://student_transfer.gtu.ac.in/)

- Then after parent institute and receiving institute upload the NOC for the requested student from their GTU Admin portal (<https://www.gtuexams.in/>).
- Then student can view/download it at "NOC from Parent Institute" & "NOC from Transferred/Receiving Institute". Then only after student can pay the fees by clicking **PAY FEES** button.
- After Payment Student should Download/Print Application by Clicking Print Button Print to his/her application.



**Gujarat Technological University**

**Institute Transfer Application Form :**

**Student has already done registrations**

|                                                     |                                                                                                         |
|-----------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| *Enrollment Number:                                 | <input type="text"/> <input type="button" value="Search"/>                                              |
| *Student's Name:                                    | <input type="text"/>                                                                                    |
| *Email ID                                           | <b>Please Enter Valid Email address and mobile no for further Communication</b><br><input type="text"/> |
| *Mobile no                                          | <input type="text"/>                                                                                    |
| *Course:                                            | MC                                                                                                      |
| *Branch Name:                                       | 93 93-MCA                                                                                               |
| *Name Of Current(Parent) Institute:                 | 535-SHRI CHIMANBHAI PATEL POST GRADUATE INSTITUTE OF COMPUTER APPLICATIONS, AHME                        |
| *NOC from Parent Institute                          | <a href="#">View/Download Parent Intitute NOC</a>                                                       |
| *Semester to Transfer in:                           | <input checked="" type="radio"/> 3 <input type="radio"/> 5                                              |
| *Name of Institute(Transferred/Receiving Institute) | 501-ANAND INSTITUTE OF MANAGEMENT & INFORMATION SCIENCE                                                 |
| *Receiving Branch Name:                             | 93 93-MCA                                                                                               |
| *NOC from Transferred/Receiving Institute           | <a href="#">View/Download Transfer Intitute NOC</a>                                                     |

**Term and Condition :**  
☒ I am aware of Rules and Regulations of the receiving institute. I am also aware of the fee structure of the receiving institute. I declare to abide by their rules, regulations and fee structure of the receiving institute.  
☒ I will be joining the receiving institute as soon as the transfer order is put on website by GTU.  
☒ I will abide by all the rules and regulations related to Institute transfer.

Your from NOC and to institute NOC & Affidavit is require, please ask to respective institutes to upload the same, after uploading the NOC & Affidavit you can print the submission letter. Your application submitted successfully.

**Notes:**  
submit a printout of duly filled form along with original NOCs and affidavit of receiving institutes to GTU before the last date at the Academic section.

**Gujarat Technological University**  
**Nr.Vishwakarma Government Engineering College**  
**Nr.Visat Three Roads, Visat - Gandhinagar Highway**  
**Chandkheda, Ahmedabad – 382424 - Gujarat**  
For status of Transfer application please visit [Inst Transfer](#)

For any Query email to "Inst\_transfer@gtu.edu.in"

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Web Site Link: [https://student\\_transfer.gtu.ac.in/](https://student_transfer.gtu.ac.in/)

- **Pay Fees:**

- Payment Screen 1 :



## Gujarat Technological University, Ahmedabad

### Payment Details

Enrollment No/Application Id : [REDACTED]

Name : [REDACTED]

Session/Year : 2023

Amount : [REDACTED]

Payment For : Institute Transfer

☐ The above details are correct.

[Cancel](#)

[Pay Now](#)

- Payment Screen 2:

Credit Card >

Debit Card

Other Debit Cards

Internet Banking

QR

UPI

Pay by Credit Card



Card Number

Enter card number

1000 0000

Expiration Date

Month

Year

CVV/CVC

Card Holder Name

Enter card holder name

Make Payment

Cancel

Merchant Name

Gujarat Technological University

Payment Amount: ₹ 500.00

BillDesk

All your payments. Single location.

Print

Web Site Link: [https://student\\_transfer.gtu.ac.in/](https://student_transfer.gtu.ac.in/)

### Parent Institute Side

- Parent institute will find the below marked tab in <https://www.admin.gtuexams.in/>

The screenshot shows the GTU Admin Panel interface. On the left, the 'Student' menu is expanded, and 'Generate NOC As Parent Inst' is highlighted with a blue box. The main dashboard area displays a table titled 'Enrollment & Passout Students' with columns for 'eyear', 'TotEnroll', and 'Totpassout'.

| eyear | TotEnroll | Totpassout |
|-------|-----------|------------|
| 2022  | 42        | 18         |
| 2021  | 45        | 14         |
| 2020  | 27        | 67         |
| 2019  | 21        | 29         |
| 2018  | 37        | 36         |

- Institute must have to click on "Generate N.O.C as Parent Inst" as a parent Institute and enter enrolment number and click on search.
- Institute must have to click on "Print NOC for approval" to get the NOC format.

The screenshot shows the 'Generate N.O.C for Parent Institute' form. It includes fields for 'Enrollment No.' and 'Name', a 'Search' button, and a 'Print NOC for Approval' button. The form also displays a sample NOC text for a student named SHRI CHIMANBHAI PATEL.

SHRI CHIMANBHAI PATEL POST GRADUATE INSTITUTE OF COMPUTER APPLICATIONS,  
AHMEDABAD (535)

Student Name: SHRI CHIMANBHAI PATEL Enrollment no: [REDACTED] Course MC Branch 93-MCA Semester 5 has been studying in SHRI CHIMANBHAI PATEL POST GRADUATE INSTITUTE OF COMPUTER APPLICATIONS, AHMEDABAD (535). He/she has applied for institute transfer from Our Institute SHRI CHIMANBHAI PATEL POST GRADUATE INSTITUTE OF COMPUTER APPLICATIONS, AHMEDABAD (535) to 501-ANAND INSTITUTE OF MANAGEMENT & INFORMATION SCIENCE.

We have no any objection if GTU transfers his/her admission from our Institute SHRI CHIMANBHAI PATEL POST GRADUATE INSTITUTE OF COMPUTER APPLICATIONS, AHMEDABAD (535) to 501-ANAND INSTITUTE OF MANAGEMENT & INFORMATION SCIENCE in Sem 5.

Sign of Principal/Director/Head of Institute  
Name of Principal/Director/Head of Institute

Seal of institute  
Date: 10-05-2023

Print NOC for Approval

Web Site Link: [https://student\\_transfer.gtu.ac.in/](https://student_transfer.gtu.ac.in/)

- Institute must have to print NOC on letterhead of the Institute.

(Letterhead of Institute)

Annexure I

N.O.C Format for Parent Institute

Student Name [REDACTED] Enrollment no. [REDACTED] Course MC Branch 93-MCA Semester 5 has been studying in SHRI CHIMANBHAI PATEL POST GRADUATE INSTITUTE OF COMPUTER APPLICATIONS, AHMEDABAD (535). He/she has applied for institute transfer from Our Institute SHRI CHIMANBHAI PATEL POST GRADUATE INSTITUTE OF COMPUTER APPLICATIONS, AHMEDABAD (535) to 501-ANAND INSTITUTE OF MANAGEMENT & INFORMATION SCIENCE.

We have no any objection if GTU transfers his/her admission from our Institute SHRI CHIMANBHAI PATEL POST GRADUATE INSTITUTE OF COMPUTER APPLICATIONS, AHMEDABAD (535) to 501-ANAND INSTITUTE OF MANAGEMENT & INFORMATION SCIENCE in Sem 5.

Sign of Principal/Director/Head of Institute

Name of Principal/Director/Head of Institute

Seal of institute  
Date: 10-05-2023

- After clicking on "Upload NOC AS Parent Institute", they have to add enrolment number and upload the NOC by clicking "Import File".

Student

Edit Name

View UDP/IDP Projects

Students Project

Edit/View Dissertation

View & Approve Student Photo

Student contact Details

Approve Student Detail

Cancel student request

Student Data Download

Generate NOC As Parent Inst

Generate NOC As Tranfer Inst

Upload NOC As Parent Inst

Upload NOC As Tranfer Inst

Generate Undertaking As Transfer

Transfer Inst

View/Print Approved Student

Undertaking As Transfer Inst

Upload NOC As Unii. Transfer Inst

Convocation

Result

Search Student

Enrollment No.

Name

Search

Upload NOC As Parent Institute

Note: Please upload NOC in a single PDF file.

Enrollment No.

Select NOC File

Choose File

No file chosen

Import File

Tranfer Student Request List

| Course | Branch_Name | Map_Number | Stud_Name  | EmailAddress | MobileNo   | Cur_Sem | parentnocupload | parent_Inst                                                                           | transferred_Inst                                        |
|--------|-------------|------------|------------|--------------|------------|---------|-----------------|---------------------------------------------------------------------------------------|---------------------------------------------------------|
| MC     | 93-MCA      | [REDACTED] | [REDACTED] | [REDACTED]   | [REDACTED] | 5       | NO              | 535-SHRI CHIMANBHAI PATEL POST GRADUATE INSTITUTE OF COMPUTER APPLICATIONS, AHMEDABAD | 501-ANAND INSTITUTE OF MANAGEMENT & INFORMATION SCIENCE |

Web Site Link: [https://student\\_transfer.gtu.ac.in/](https://student_transfer.gtu.ac.in/)

### Receiving Institute Side

- Receiving Institute must have to click on "Generate N.O.C as Transfer Inst" as a receiving Institute and enter enrolment number and click on search.
- Receiving Institute will get the format of NOC by clicking on "Print NOC for Approval"
- Institute must have to print NOC on letterhead of the Institute.

The screenshot shows the GTU Admin Panel interface. The top navigation bar is red with the GTU logo and text: "GTU - Admin Panel", "ANAND INSTITUTE OF MANAGEMENT & INFORMATION SCIENCE (501)", and "Welcome mca501owner@gtu.edu.in". The left sidebar contains a list of menu items under the "Student" section, with "Generate NOC As Transfer Inst" highlighted. The main content area is titled "Genrate N.O.C for Receiving Institute". It features a search form with "Enrollment No." and "Name" input fields and a "Search" button. Below the search form, there is a section for the "N.O.C Format for Receiving Institute" which includes a placeholder for the "Letterhead of Institute", a signature line for the "Principal/Director/Head of Institute", and a date field. A "Print NOC for Approval" button is located at the bottom of the form.

- After clicking on "Upload NOC AS Parent Institute", they have to add enrolment number and upload the NOC by clicking on "Import File".

The screenshot shows the GTU Admin Panel interface. The top navigation bar is red with the GTU logo and text: "GTU - Admin Panel", "ANAND INSTITUTE OF MANAGEMENT & INFORMATION SCIENCE (501)", and "Welcome mca501owner@gtu.edu.in". The left sidebar contains a list of menu items under the "Student" section, with "Upload NOC As Transfer Inst" highlighted. The main content area is titled "Search Student" and "Upload NOC As Transferd Institute". It features a search form with "Enrollment No." and "Name" input fields and a "Search" button. Below the search form, there is a section for "Upload NOC As Transferd Institute" which includes a note: "Note: Please upload NOC, Affidavit and Extension Of Approval Letter from AICTE in a single PDF file." and a form with "Enrollment No." input field, a "Select NOC, Affidavit and Extension Of Approval Letter from AICTE File" label, a "Choose File" button, and an "Import File" button.



Web Site Link: [https://student\\_transfer.gtu.ac.in/](https://student_transfer.gtu.ac.in/)

- Receiving institute must have to generate undertaking/affidavit for student by clicking on "Generate Undertaking As Transfer Inst".
- Institute have to **approve the student** and click on "Generate Affidavit and Undertaking Format".

Transfer Student Request List

| SR.NO | Name       | Enrollment No. | Course | Branch | Sem | Name of Parent Institute                                                              | <input type="checkbox"/> Approve All |
|-------|------------|----------------|--------|--------|-----|---------------------------------------------------------------------------------------|--------------------------------------|
| 1     | [REDACTED] | [REDACTED]     | MC     | 93-MCA | 5   | 535-SHRI CHIMANBHAI PATEL POST GRADUATE INSTITUTE OF COMPUTER APPLICATIONS, AHMEDABAD | <input type="checkbox"/> Approve     |

Approver Name  
(Principal/Director/Head of Institute)

Select Term

[Generate Affidavit and Undertaking Format](#)

- Below mentioned format will open which will be print by click on "Print NOC for Approval".

Annexure III  
AFFIDAVIT AND UNDERTAKING from Receiving Institute

I, The Undersigned ABC Principal/Director/Head of institute at ANAND INSTITUTE OF MANAGEMENT & INFORMATION SCIENCE (501) do hereby confirm that, upon accepting the transferred students in the Odd Term the total number of students is not exceeding the total sanctioned intake, as given below:

| Branch | Sem | Enroll. Year | Total Intake<br>(As per EOA given by AICTE or any other Statutory Council)<br>(A) | Total Intake<br>(EWS)<br>(B) | * Filled Seats<br>(Out of A and B)<br>(C) | Vacant Seats<br>(A+B-C) |
|--------|-----|--------------|-----------------------------------------------------------------------------------|------------------------------|-------------------------------------------|-------------------------|
| 93-MCA | 5   | 10           |                                                                                   |                              |                                           |                         |

\* In Filled Seats, do not include supernumerary seats like TFWS, PMMS, 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                                                              |
|------------|-----------------|----------------|--------|--------|-----|---------------------------------------------------------------------------------------|
| [REDACTED] | [REDACTED]      | [REDACTED]     | MC     | 93-MCA | 5   | 535-SHRI CHIMANBHAI PATEL POST GRADUATE INSTITUTE OF COMPUTER APPLICATIONS, AHMEDABAD |

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

Sign of Principal/Director/Head of Institute

Name of Principal/Director/Head of Institute

[Print NOC for Approval](#)

**NOTE:**

- 1) Parent Institute: Student wants to cancel his/her admission from this Institute.
- 2) Receiving/Transfer Institute: Student wants to take admission/transfer to this Institute.

**\* \* \* End \* \* \***