



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/Uni.Transfer/2020/3834

Date: 01/06/2020
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Guidelines for University Transfer (Including Foreign University) (For Academic Year 2020-21)

The following guidelines are applicable for seeking transfer to GTU affiliated Self-Financed institutes (SFI).

These guidelines shall come into effect from the date of its publication.

A. Guidelines for Transfer (Migration) from GTU to any other University:

Any student enrolled at any GTU affiliated SFI institution/college seeking transfer (migration) to any other University will have to follow the process stated at http://www.gtu.ac.in/ImpCircular/Student_Application_Form_Instruction.pdf and submit the required documents.

B. Guidelines for Transfer (Migration) from any other University to GTU:

1. The students can apply for transfer from any other University to any GTU affiliated SFI only for undergraduate and Diploma courses as per the table given below:

Course	Semester
Bachelor of Engineering (BE)	3 and 5
Diploma Engineering (DE)	3
Bachelor of Pharmacy (B.Pharm)	3 and 5
Bachelor of Architecture (B. Arch)	3 and 5
Diploma Pharmacy	2 nd Year
Pharm D.	2 nd and 3 rd Year
Integrated MCA (IMCA)	3 and 5
Integrated MBA (IMBA)	3 and 5

2. The student needs to ensure that the nomenclature of the course at Parent University and at GTU affiliated institute is same.
3. For Post Graduate courses transfer from other university to any GTU affiliated SFI will not be allowed.
4. A student can apply for transfer (Migration) from any other University to GTU when the Online Portal is opened for accepting applications for University transfer (http://student_transfer.gtu.ac.in/Uni.aspx). (Portal should be open accordingly).
5. Last date for filling the details on the Online Portal shall be in line with point-4

Honours of : ICFE (India) Award - Annual F-India - 2009 ❖ Merit Award - 2009 ❖ USTC (USA) - 2011
❖ Digital Engineering HON - 2015 ❖ IAFS (Singapore) - 2015 ❖ IAFS (Singapore) - 2015

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6. The transfer (Migration) from any other University to GTU 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.
7. The transfer (Migration) from any other University to GTU will be announced by means of a Circular on the GTU website before the commencement of the next academic year.
8. Requests for change of branches/disciplines other applicant is studying at present will not be considered. Such applications will be rejected without any intimation.
9. Applicant apply for transfer from other university to GTU, has to earn minimum 50% course credit from GTU. However total course credit earned by the applicants shall not be less than total course credit prescribed by the GTU for the said course.
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. For transfer from any other University to any GTU affiliated SFI, the applicant must have cleared/passed all the subjects in earlier semesters (i.e. semester 1 & 2) at the parent/original University (i.e. if the applicant has any backlog and/or detention in any subject and/or semester at his/her parent Institution/University, s/he will not be eligible for getting transfer). Such applications will be rejected without any intimation.
12. The syllabus of all the subjects of all the previous semesters of both the Universities shall be evaluated for equivalence. The opinion of Board of Studies will be taken for the equivalence. If the syllabus is found equivalent at acceptable level then only the application will be consider for further process.
13. In case where equivalency is not match the student will have to pass these subject(s) in subsequent semester(s)-as suggested by BOS.
14. The transfer of any student from any University to any of GTU affiliated Institute/College (SFI) will be as per the norms of respective statutory council (E.g.: Pharmacy Council of India (PCI), Council of Architecture (COA), etc.). Hence, the transfer process will strictly follow the respective Statutory Council's prevailing from time to time. E.g.: Any Institution/University will be granted the transfer only if both the institute (i.e. parent university/institute and receiving institute) having approved at respective council.

Winners of : ICT Enabled University Award E-India - 2009 ❖ Manthan Award - 2009 ❖ GESIA Award - 2011
❖ Digital Learning WES - 2011 Award ❖ AIM's International Innovative University Award - 2013

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15. All the documents are to be submitted by the student within 15 days after the closing date of university transfer portal. The student needs to submit his/her result of earlier semesters (i.e. sem 1 & 2) latest by one month of starting of 3rd semester at GTU. If the result is not submitted by this date, the application will be rejected.

a). **List of Documents to be submitted by the Applicant Student seeking transfer from any other Institution / University to GTU (in any affiliated SFI):**

1. Print of the online application form.
2. Self-attested photo copy of Grade Cards/Mark Sheets/transcript of all examination passed by the applicant student at his/her parent/original University
3. Photo copy of the Teaching Scheme and Syllabus of all the studied subjects and semesters of the parent/original University, duly endorsed by the competent authority.
4. No Objection Certificates duly issued by the parent/original University and the Transferring SFI affiliated with the GTU.
5. Copy of extension of approval of the respective programme for the institute from AICTE and PCI or COA (wherever applicable).
6. AIU Certificate for equivalency of courses is compulsory for applicants of Foreign University.
7. Copy of letter of approval from UGC, for the respective university
8. Original Migration Certificate duly issued by the parent/original University (After receiving the transfer order from GTU).

Any application found incomplete (i.e. without the above mentioned documents shall be considered as rejected.

b). **List of Documents to be submitted by the Institute/College (SFI) to the University:**

1. The detail table stating status of available vacant seat branch-wise and semester wise at your Institute/College.
2. Copy of Declaration, if any, stating the seats submitted for D2D admissions to the respective Admission Committee for the upcoming Academic Year.
3. New Enrollment Form of every individual transferred student.
4. Bank Challan of the Enrollment Fees of all transferred student.
5. Notarized Affidavit and undertaking (Annexure-I) on E-stamp paper of Rs./- 300 or Franking from designated bank of Rs./- 300 of Receiving college- As per format.


Registrar

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Annexure I

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 the following students for their transfer to our institute*.

Table-2

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.

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

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