



# 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 સ્થાપિત)

GTU/Academic/Inst. Transfer/2022/ 5633

Date: 18/07/2022

### Circular for Institute Transfer

Ref: Academic Council Meeting dated: 6th June, 2022 (Agenda No.24)

GTU invites applications for institute transfer within GTU affiliated Self-Finance 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 3<sup>rd</sup> semester onwards with payment of Rs. 500/- Fees for respective program as per the table given below. Student Studying in last semester of a program will not be allowed to apply for Institute Transfer. In case of Pharm D. students can not apply in the 5<sup>th</sup> and 6<sup>th</sup> year.

Course	Semester
Bachelor of Engineering (BE)	3 to 7
Bachelor of Engineering (D2D)	5 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 <sup>nd</sup> Year
Pharm D.	2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> Year
Integrated MCA(IMCA)	3 to 9
Integrated MBA(IMBA)	3 to 9

\*For Post Graduate courses (MCA,ME,M.Pharm,MBA and M.Arch) transfer will be allowed only in 3<sup>rd</sup> semester.

- 2) Eligible students for institute transfer are instructed to fill the application form online at the below mentioned link:

**Link:** <https://gtu.iweb.online/account/LoginMVC>

Starting date of Institute transfer portal is **18/07/2022** and the last date to apply for online application is **31-07-2022**. Link will be inactive after last date.

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❖ Digital Learning WEA - 2011 Award ❖ AIMS International Innovative University Award - 2013

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- 3) The student must take the printout of the duly filled online application form and compulsorily attach copy of "No objection Certificate(NOC)" of parent institute and receiving institute, affidavit of receiving institute ,EOA letter of both the institutes, Fees receipt of Rs.500/- and other required documents and submit the same to GTU, Chandkheda office before the **08-08-2022**. Documents can be submitted by students or institutes.
- 4) The parent and/or receiving institute shall require to send the original NOC and Affidavit along with EOA letter (downloaded from their portal) to GTU, Chandkheda office before **08-08-2022**.
- 5) Students who have taken admission on Tuition Fees Waiver (TFW) seats or detained and/or penalized under UFM Rules (excluding the applicant's Detained or UFM status of current semester) will not be eligible to apply for institute (SFI) transfer, therefore upon institute transfer request, no reply or intimation will be sent to such applicants.
- 6) The Institute (SFI) transfer shall be granted/considered to those eligible students who have applied through the Online Portal only. Any application submitted without applying through the Online Portal, will not be considered and shall be rejected.
- 7) Student will not be transferred from shift 1 to shift 2 or vice versa in the same institute.
- 8) Once 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.
- 9) The academic record-keeping of the transferred student shall be the responsibility of the receiving institute.
- 10) The transfer of any student from any Institute (SFI) shall be as per the norms of the respective statutory councils such as Pharmacy Council of India (PCI), Council of Architecture (COA) and 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, 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.
- 11) Transfer shall not be given to those students who have already taken transfer before.
- 12) 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 the NOC is issued the seat will remain vacant till the issuance of institute transfer order by GTU.





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- 13) The receiving Institute shall issue 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 by the student (As per Annexure II).
- 14) List of documents to be submitted by the student to the university are as below:
  - a) Print of online application of institute transfer and Rs.500/- transfer fees receipt.
  - b) N.O.C. of Parent institute as per format (Annexure-I).
  - c) N.O.C. of receiving institute as per format (Annexure -II).
- 15) List of documents to be submitted by the receiving institute to the university are 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) Affidavit and Undertaking of vacant seats regarding strict adherence to the institute/college transfer rules and the sanctioned intake. The format is given in Annexure III. This Affidavit and Undertaking on E-stamp paper of Rs. 300/- or franking from designated bank of Rs. 300/- (Only receiving college affidavit is required).
  - c) Institute's Extension of Approval (EOA) from AICTE /COA /PCI letter for the same academic year as student enrolment year.
- 16) In case of any document missing, the application will be considered as incomplete and will not be processed further.
- 17) All the documents are to be submitted by the student/institute on or before 08/08/2022. The application not submitted through online system or incomplete application or application received after the last date 08-08-2022 will not be considered.
- 18) Government to Government, Government to Grant in Aid (GIA), GIA to Government and Government to SFI institute transfer cases are carried out by Government i.e. Directorate Technical Education office, Gandhinagar. Therefore, such student needs not apply at GTU for such transfers.
- 19) Request for cancellation of institute transfer will not be consider after the institute transfer order is issued by GTU.
- 20) Once the transfer order will be displayed on GTU website, enrolment number will be changed and student must have to go to receiving institute to attend the further study.

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❖ Digital Learning WLS - 2011 Award ❖ AIMS International Innovative University Award - 2013

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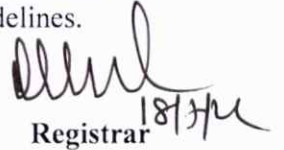
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- 21) Branch transfer is not allowed in any case. Student will be transferred from one institute to another institute in the same branch only. No change in the nomenclature of branch will be allowed.
- 22) Applicant student shall not be allowed to study in receiving institute before the issue of transfer order by GTU. Once the transfer order has been issued it cannot be reversed or cancelled.
- 23) For any query regarding transfer, students are requested to email their queries to their respective institutes only.
- 24) Without Transfer order no student can study in receiving Institute and receiving Institute cannot accept any student without transfer order from GTU. If receiving institute permits the student for study, then it is sole responsibility of the receiving institute and concern student.
- 25) Institute transfer fee is Rs. 500/- and there is no any extra enrolment fees need to be pay by the student. If institute transfer of the student is cancelled for any reason then fees will not be refund.

\*Filling up of transfer form does not constitute that the applicant has been given transfer.

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

  
Registrar

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

We have no any 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

Winners of : U.T. Enabled University Award E-India - 2009 ❖ Manthan Award - 2009 ❖ UESU Award - 2011  
❖ Digital Learning WFS - 2011 Award ❖ AIMS International Innovative University Award - 2014

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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 any 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 Enrollment Year	Total Intake (As per EOA given by AICTE or any other Statutory Council)	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, 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 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

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