



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)

Date: 15/07/2021

GTU/Academic/Inst. Transfer/2021/ 3818

Guidelines for Institute Transfer for Academic Year 2021-22

The following guidelines are applicable for seeking 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 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 Institute 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 and 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) 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.
- 3) A student can apply for Institute (SFI) transfer when the Online Portal is open for accepting applications for institute transfer (<http://www.gtu.ac.in/InstituteTransfer.aspx>). The Online Portal will be open from **15-07-2021** to **31-07-2021** date.



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)

- 4) 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.
- 5) Student will not be transferred from shift 1 to shift 2 or vice versa in the same institute.
- 6) 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.
- 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) 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.
- 9) Transfer shall 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 the NOC is issued the seat will remain vacant till the issuance of institute transfer order by GTU.
- 11) 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).
- 12) List of documents to be submitted by the student to the university are as below:
 - a) N.O.C. of Parent institute as per format (Annex-I).
 - b) N.O.C. of receiving institute as per format (Annex-II).
 - c) Application for transfer.



GUJARAT TECHNOLOGICAL UNIVERSITY

(Established by Government of Gujarat under Gujarat Act No.: 20 of 2007)

ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

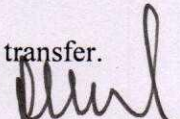
(ગુજરાત સરકારના ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

13) 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) (i) 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/-.
- c) Extension of Approval (EOA) letter from AICTE of the current academic year.

- 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/institute 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 office, Gandhinagar. Therefore, such student needs not apply at 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 shall not be allowed to study in receiving institute before the issue of transfer order by GTU.
- 20) For any query regarding transfer, students are requested to email their queries to their respective institutes only.
- 21) 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.

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


Registrar 14/5/24



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)

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 sem ____.

Sign of Principal/Director/Head of Institute

Date:

Name of Principal/Director/Head of Institute

Seal of institute



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)

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 sem _____.

Sign of Principal/Director/Head of Institute

Date:

Name of Principal/Director/Head of Institute

Seal of institute



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)

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:

Table-1

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