

**Guidelines as per G.O.Ns.No:122 Higher Education (EC.2) Department, dated 01.09.2005.:**

- Power of transfer of students from one Engineering/Pharmacy/Architecture College to another college at 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> year be delegated to the Director of Technical Education, A.P., Vijayawada to avoid delay and hardship to the students with certain modification to the existing guidelines.
- No transfers shall be permitted from one University College to another University college.
- Transfer from Private Engineering College to a University College in any region shall not be permitted, because the University colleges if opted by the students not only causes practical problems, but also creates an imbalance in the homogeneity of the learners group.
- Transfer to Regional Engineering Colleges (NITS) shall not be permitted, as the Institutions are exclusive in nature.
- The transfers may be permitted from one affiliated College to another or from a University college to a private (affiliated) college within the same university at the 2<sup>nd</sup> year stage on production of NOCs from both the colleges.
- No transfer can be permitted from one University affiliated private college to another University affiliated private college as all the Universities in the State are not following uniform syllabus and uniform system of examination.
- The total transfers including III & IV year if any should not exceed more than 1% of the total strength of the first year of the college.
- Transfers at III and IV year can be considered under extreme hardship conditions on a case by case, consideration.
- The transferee College may be permitted to fill up the unfilled seats of the previous year by transfer from the colleges affiliated to the same University on production of NOCs from both the colleges.
- The students should be willing to pay the remaining fee for the entire four-year – course both to the institution being relinquished and also to the institution to which the transfer is sought for incase of obtaining the NOCs.
- The transfer should be only in that branch of Engineering in which the student was studying in the college from where the transfer is sought.
- Bulk Transfers are not permitted unless there is a closure of Institution.
- The applications received from 1<sup>st</sup> of April of every year till the last date of the month in which examinations are completed at 1<sup>st</sup> / 2<sup>nd</sup> / 3<sup>rd</sup> year levels shall only be considered and the DTE shall dispose of all the requests received, before commencement of the 2<sup>nd</sup> / 3<sup>rd</sup> / 4<sup>th</sup> year as the case may be so that the students seeking transfers will not be put to hardship of falling short of attendance for considering transfer applications of students of B.Tech./B.Pharm./B. Arch./Pharma.D/MCA/MBA, Courses in the State

Sd/- G.S. PANDA DAS  
**SPL COMMISSIONER**

*Ramireddy 13/04/18*  
**For SPL COMMISSIONER**  
*[Signature]*  
13-04-18

Date:

**NO OBJECTION CERTIFICATE**

*(Format of NOC to be issued by the Principals of Colleges in respect of students seeking transfer for the academic year 2018-19)*

1. Name of the Candidate :
2. Father's Name :
3. Pin No./Roll No :
4. Year of Admission :
5. Branch :
6. Class, Year & Semester; the candidate studied during the academic year 2017-18 :
7. Details of discontinuation, if any :
8. The College with address **from** which the student is seeking transfer now & name of Affiliating University :
9. The College with address **to** which the student is seeking transfer now & name of Affiliating University :
10. Class, Year & Semester; the candidate seeking transfer during the academic year 2018-19 :
11. Date & month of last examination conducted by University for the academic year (I,II,III year) as the case may be :
12. Total sanctioned intake in I year for the academic year 2017-18 :
13. No of unfilled seats under Convener qouta and Management quota in I year for the academic year 2017-18. :
14. The serial no. of NOC issued by the college to which the transfer is sought :
15. Whether the NOC issued against 1% ceiling limit or Unfilled vacancy? :
16. Whether the University issued the NOC (Y/N) :
17. Whether the candidate was admitted in Convener/Management quota :
18. Annual tuition fee paid by the candidate & Amount due from him in case transfer is effected :
19. Annual tuition fee Chargeable at the New Institution :
20. Reasons for transfer :

**Signature of the Principal with Seal**

Sd/- G.S. PANDA DAS  
**SPL COMMISSIONER**

*Ramprasad*  
For **SPL COMMISSIONER**

*12/13/2018*

**Undertaking letter to be submitted by the student and parent in  
respect of student transfer from one affiliated college to another  
affiliated college for the Academic year 2018-19**

I, \_\_\_\_\_ son/Daughter of \_\_\_\_\_ studied  
I/II/III year Level \_\_\_\_ Semester of B.Tech/B.Arch/MBA/MCA/Pharma.D at  
\_\_\_\_\_(college studying) have applied for transfer to  
\_\_\_\_\_(college seeking transfer) for the Academic year 2018-  
19. I state that, I, myself studied the transfer Guidelines issued vide **G.O.Ms  
No.122, Higher Education (EC.2) Department, dated 01.09.2005 and CTE's  
Letter No.H2/2380/2018, dated:13.04.2018** and understood the procedure  
involved in effecting the transfers. I am aware that No Objection Certificate (NOC)  
is only a document required to process the transfer and receipt of the No Objection  
Certificate (NOC) from the colleges does not confer the Transfer.

I am aware that, the college i am seeking transfer will reopen on \_\_\_\_\_ 2018  
and in order to maintain the attendance and consider the Academics, I state that, I,  
will continue in my college where I am studying i.e., \_\_\_\_\_ (college  
studying) till my transfer is effected to new college i.e., \_\_\_\_\_

I also state that, I am solely responsible for the consequences, if I leave the  
college where I am studying without any transfer orders from the competent  
authority.

**Parent/ Guardian Signature**

**Student Signature**

I, the Principal of \_\_\_\_\_ aware of the  
Transfer guidelines issued in the **G.O.Ms No.122, Higher Education (EC.2)  
Department, dated 01.09.2005 and CTE's Letter No.H2/2380/2018,  
dated:13.04.2018** and I have issued only No Objection Certificate (NOC) to  
Mr./Mrs. \_\_\_\_\_ and issuing of the NOC does not confer the Transfer.  
The student will be continued in this College, till the transfer orders are  
communicated by the competent authority.

**Name & Signature of the Principal**

**Date:**

Sd/- G.S. PANDA DAS  
**SPL COMMISSIONER**

*Ramilesh* 13/04/18  
**For SPL COMMISSIONER**  
*[Signature]*  
13.04.18