**Web application for students transfers**

Inputs required: 1.Colleges list with university affiliation

2.College wise, branch wise sanctioned intake and admission data - convener quota and management quota for the academic years 2019-20, 2018-19, 2017-18.

3.List of courses with course duration (years/semesters of study)

4.Annual fee charged – college wise, branch wise

5.Transfer Reason

Rules applicable: 1.Pvt Eng college to Pvt Engg college of same university affiliation

2. University Eng college to Pvt Engg college of same university affiliation

3.Should be transferred to the same branch

4.Seats of same quota

Limits: 1.Shall not exceed 1% of the total intake

2.Unfilled vacancies of the branch in the first year during the applicants admission year

Transfer not applicable: 1.Pvt. Engg college to University college

2.University college to other University college (Ex-JNTUk,Narasaro pet to JNTUA,ATP)

3.College to college of same University (Ex-JNTUA,ATP to JNTUA,kalikiri)

(for 2 and 3 cases approval from Govt. is required)

Documents to be uploaded:

1.NoC from both colleges

2.Medical Certificate

3.Request letter to CTE

4.Under taking signed Student, Parent & Principal

PROCESS

1. Student has to file the application online – Data can be retrieved by EAMCET Admission No/Regd.No issued by the university.
   1. Department has to obtain the data from the university in case Regd.No is the retrieval parameter or data from Eamcet camp in case of Admission No is to be obtained. For the first time EAMCET admission no. may be used as the data is readily available with the camp. Retrieval parameter is not available, the student has to file the application by uploading the data.
   2. Provision is to be made to retrieve the data by any of the above two inputs.

Data to be captured for Transfer Application – Field name wise

NOC Format – College can open the portal and submit the details for generating the NOC instead of uploading. (Future scope)

Uploading provision for uploading NOCs for time being and uploading of Medical Certificate

\*\*\* Incase of transfers from one university to another university, the permission is to be accorded by Government – Whether the directorate has to process the file or the student submit the application directly to Government. If the Directorate is processing, what additional certificates the student has to submit???

Provision must be there to separate the records pertaining to transfers from university to university area. Formats in which the data is to be sent to Government in both the cases are to be provided so as to automate the process.

At some user level there must be a provision to reject the request because of any reason, the application must have a provision to write the reason and it has to generate the letter of rejection towards the student request. At other user level the dispatch of rejection letters may be automated, where in the information will be sent to the registered mobile and mail automatically. The department may send the physical copy also.

\*\*\*After closing date if any application is received, it is to be rejected or sent to Government – to be clarified

In all transfer accepted cases, the Proceedings are to be auto generated and are to be communicated to the incumbents automatically to the registered email and message to registered mobileno.

As the order generation is automated, there must be a provision to enter the Reference and subject independently and for every order the Proceeding no is to be incremented along with the date of issue.

The orders are to be sent to all the concerned automatically i.e. Colleges, University etc. only to the mail\_ids.

The transfer orders may be issued in different phases, Once the proceeding is generated, the data can be retrieved through that proceeding number and while generating the next proceeding the previous data should not appear for selection.

\*\*\*\* Is the transfer is mandatory once the proceedings are issued or the option for the students. It is very much required for updating the master data.

Downloading of transfer orders will be placed in the same web application so as to download the transfer orders in addition to auto communication.

Feedback system is to be provided for the above application

**Points to be taken care**

1. The application in pdf format should be generated after successful filing of application by the student after payment of application fee.

2. Branch selection – It should be locked once selected either by student or college- who entered the data first(application filling/NoC by college)

3. A report should be generated with the details of students whose transfers are accepted from convener quota to management quota and the same shall be communicated to welfare department.

4. Undertaking of the principal should be printed on NoC itself at the time generation stating that, the NoC is not a transfer order.

5. On the same lines student and parent undertaking shall also be printed on the application generated.

6. Other state applications should be filled through manually, as there is no such provision in G.O

7. Transfers effected in respect of closure of course and college needed to be addressed- these transfers should be with in the rules

**Form- Student application:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl.No | Field | Filled mode | validation | Values (options) | Remarks |
| 1 | Reason for transfer | drop down | alphabets | 1.Medical ground  2.Parent working in Govt / PSU/ Corporation got transferred  3.clouser of course/college |  |
| 2 | select type of transfer | drop down |  | 1.with in the same university affiliated colleges  2.Inter University affiliated colleges  3.Others |  |
| 3 | Reg. No / Admission No | key board entry | alphanumeric (discussed) | student entry |  |
| 4 | Name of the candidate | Fetch from student master | Alpha bets and spl character ”.” | not available in master, student entry as per SSC |  |
| 5 | Father name | do | do | do |  |
| 6 | Year of admission in 1 Year | Fetch | numeric | from student master |  |
| 7 | Course | drop down | alphabets with spl chr “.” | Course table |  |
| 8 | Branch | drop down | alphabets | Course table  (if college already given NoC that branch shall be appeared) |  |
| 9 | Present studying class (exams appearing) | drop down / master | alpha numeric  not allowed | Course table |  |
| 10 | Affiliated University (present) | drop down / fetch |  |  |  |
| 11 | District of the present studying college | drop down | alphabets | College master |  |
| 12 | Present studying college | drop down | alphabet | College master |  |
| 13 | Details of NoC issued by present studying college | Fetch/Enter |  | noC number, date |  |
| 14 | District of the college to which transfer is seeking | drop down | alphabets | College master |  |
| 15 | college to which transfer is seeking | drop down | alphabet  \*\*if college selected in sl no is Pvt, no Govt colleges should be shown | College master |  |
| 16 | Affiliated university to which transfer is seeking | auto fetch depending on above selection | alphabets | college master |  |
| 17 | Details of NoC issued by college to which transfer is sought to | Fetc/Enter |  | noC number, date |  |
| 18 | Whether University issued NoC | drop down | alphabets | Yes/No |  |
| 19 | Supporting document | upload | size <50kb, jpeg | 1.NoC issued by the college from which the transfer is requested  2.NoC issued by the college to which the transfer is sought  3.Medical certificate/ Transfer order of the parent  4.Syllabus (if applicable) |  |
| 20 | Mail Id of the student | entry |  |  |  |
| 21 | Mobile number | entry | numeric |  |  |
| 22 | undertaking check box | check |  | by student |  |
| 23 | Preview application | click | button | by student |  |
| 24 | Proceed to Submit application | click | button | by student |  |
| 25 | OTP entry | entry | numeric | OTP sent to the registered mobile |  |
| 26 | Submit | click | button | by student |  |

Student Application- Generated:

**Application for Transfer of student from one professional institute to other institute for the academic year 2020-21**

|  |  |  |  |
| --- | --- | --- | --- |
| 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 2019-20 | : |  |
| 7. | The College with address **from** which the student is seeking transfer now & name of Affiliating University | : |  |
| 8. | The College with address **to** which the student is seeking transfer now & name of Affiliating University | : |  |
| 9. | Class, Year & Semester; the candidate seeking transfer during the academic year 2020-21 | : |  |
| 10. | Details of NoC issued by the college from which the transfer is requested | : |  |
| 11. | Details of NoC issued by the college to which the transfer is sought |  |  |
| 12. | Reason for transfer | : |  |
| 13. | Supporting documents enclosed | : | 1.NoC issued by the college from which the transfer is requested  2.NoC issued by the college to which the transfer is sought  3.Medical certificate/ Transfer order of the parent  4.Syllabus (if applicable) |

**Undertaking by the student and parent in respect of student transfer from one affiliated college to another affiliated college for the Academic year 2020-21**

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 2019-20. 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. , dated: .03.2019** 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\_\_\_\_\_\_2020 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**

NoC form

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl.No | Field | Filled mode | validation | Values (options) | Remarks |
| 1 | Reason for transfer | drop down | alphabets | 1.Medical ground  2.Parent working in Govt / PSU/ Corporation got transferred  3.clouser of course/college |  |
| 2 | NoC issued for | drop down | alphabets | 1.To leave the student  2.To admit the student |  |
| 3 | select type of transfer | drop down |  | 1.with in the same university affiliated colleges  2.Inter University affiliated colleges |  |
| 4 | Reg. No / Admission No | key board entry | alphanumeric (discussed) | student entry |  |
| 5 | Name of the candidate | Fetch from student master | Alpha bets and spl character ”.” | not available in master, student entry as per SSC |  |
| 6 | Father name | do | do | do |  |
| 7 | Year of admission in 1 Year | Fetch | numeric | from student master |  |
| 8 | Total intake of the college in the admission year mentioned in sl.no 7 | Fetch/ entry |  |  |  |
| 9 | Course | drop down | alphabets with spl chr “.” | Course table |  |
| 10 | Branch | drop down | alphabets | Course table  (if college already given NoC that branch shall be appeared) |  |
| 11 | Present studying class (exams appearing) | drop down / master | alpha numeric  not allowed | Course table |  |
| 12 | Class to which the transfer is sought to | drop down |  | 2-1  2-2  3-1  3-2  4-1 |  |
| 13 | Affiliated University (present) | drop down / fetch |  |  |  |
| 14 | District of the present studying college | drop down | alphabets | College master |  |
| 15 | Present studying college | drop down | alphabet | College master |  |
| 16 | District of the college to which transfer is seeking | drop down | alphabets | College master |  |
| 17 | college to which transfer is seeking | drop down | alphabet  \*\*if college selected in sl no is Pvt, no Govt colleges should be shown | College master |  |
| 18 | Affiliated university to which transfer is seeking | auto fetch depending on above selection | alphabets | college master |  |
| 19 | Whether University issued NoC | drop down | alphabets | Yes/No |  |
| 20 | Date and month of last examination conducted by the university for the present academic year (student studying year) |  |  |  | \*\*\* |
| 21 | Type of seat | drop down |  | 1.Convenor Quota  2.Management Quota |  |
| 22 | NoC number | to be generated |  | based on the |  |
| 23 | No of unfilled seats under Convener quota for the academic year in which student studied I year  if it is lateral entry, II year |  |  |  |  |
| 24 | No of unfilled seats under management quota for the academic year in which student studied I year |  |  |  |  |
| 25 | NOC issued against | drop down | alphabets | 1. 1% ceiling limit or 2.Unfilled vacancy |  |
| 26 | Annual tuition fee paid by the candidate & Amount due from him in case transfer is effected | Entry | numeric |  |  |
| 27 | Annual tuition fee Chargeable at the New Institution | Entry | numeric |  |  |
| 28 | Name of the Principal | Entry | alphabets | by the user |  |
| 29 | Undertaking by the principal | check box | click | by the user |  |
| 30 | Preview of NoC | Button | click | preview to be shown |  |
| 31 | Proceed to submit | Buton | click | click by user, OTP need to be sent to the principal mobile |  |
| 32 | OTP entry by user | entry | numeric |  |  |
| 33 | Submit | Buton | click |  |  |

**NoC Generated:**

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 2020-21)*

|  |  |  |  |
| --- | --- | --- | --- |
| 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 2019-20 | : |  |
| 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 2020-21 | : |  |
| 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 2019-20 | : |  |
| 13. | No of unfilled seats under Convener qouta and Management quota in I year for the academic year 2019-20. | : |  |
| 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 | : |  |

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. , dated: .06.2020** 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 with seal**

**Date:**

Rejection Letter- to be generated

\*\*\* this letter should be generated once the list was approved at two levels

Vijayawada

Dt.

Dear \_\_\_\_\_

It is regret to inform you that your application for transfer from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is rejected due to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sd/- Spl CTE

**Approval Letter**

**PROCEEDINGS OF THE COMMISSIONER OF TECHNICAL EDUCATION**

**ANDHRA PRADESH : VIJAYAWADA**

**Present: Smt. SUJATA SHARMA, I.A.S.,**

**SPECIAL COMMISSIONER**

**Procs.No. H/1761/2019** (TO BE GENERATE) **Dated:(SYSTEM DATE)**

Sub:-Technical Education – Academics – Transfer of students from one

Professional College to another Professional College at IInd / IIIrd / IVth

year stage – Permission accorded – Orders – Issued-Reg.

Read:- 1. G.O.Ms.No.122, Higher Education (EC.II) Department, Dt:01.09.2005.

2. Representation of (120) students.

\* \* \*

**ORDER:-**

In pursuance of the orders issued by the Government, in the reference 1st read above, the applications of \_\_\_\_(COUNT TO BE FILLED) students for transfer from one Engg/Pharm/MBA/MCA college to another Engg/Pharm/MBA/MCA college affiliated to same University, at IInd / IIIrd / IVth year stage, for the year 2019-20, have been examined and verified in terms of the guidelines issued in the G.O.Ms.No.122, Higher Education (EC.II) Department, Dt: 01.09.2005 under 1% ceiling limit and unfilled vacancies.

The Commissioner of Technical Education, A.P., Vijayawada hereby accords permission for transfer of \_\_\_\_(COUNT TO BE FILLED) students (as per the annexure enclosed) from one Engg/Pharm/MBA/MCA college to another Engg/Pharm/MBA/MCA college, both affiliated to same University, subject to the fulfillment of the following conditions:

i) The candidates must be promoted to II / III / IV year, as the case may be.

ii) The candidates must fulfill the academic regulation as stipulated by the University, concerned.

iii) The Tuition fee reimbursement / Scholarships shall be subject to approval from the Social Welfare Department.

iv) The Department of Technical Education shall not be responsible for anomaly arising out of the transfer of student and the student/parents/Principals of the respective Institutions shall be solely responsible.

v) These transfers shall be in-effect for the academic year (TRANSFER ACADEMIC YEAR) only.

The Principals/ Managements of the respective Institutions are requested to make note of the following points and to follow the same, scrupulously and if any deviation is found at a later date, the Principals / Managements of the Institutions, concerned will be held responsible.

· Students who are admitted under **Category B i.e. Management quota** in an institution and subsequently transferred to other institution under 1% ceiling or unfilled vacancies of **Convenor quota i.e. Category A** are not eligible to claim tuition fee reimbursement / Scholarship.

· Students who are admitted under **Convenor Quota ( i.e. Category A ) & eligible for fee reimbursement,** if subsequently, transferred to other institutions under the **unfilled vacancy of Category B seats** shall not be eligible to claim Tuition Fee Reimbursement / scholarship.

· The difference in the tuition fee to be paid in the Institutions now transferred shall be the responsibility of the students/Parents.

Further, the Principals of the Institution, concerned, are requested to take necessary action in relieving the students, to join at the new Institutions before commencement of the class-work for the academic year (TRANSFER ACADEMIC YEAR) and intimate the date of relief and joining of the students to this office.

Encl: Annexure (ANNEXURE NAME)

Sd/- SUJATA SHARMA

**SPECIAL COMMISSIONER**

To:

The individuals through the Principals, concerned.

The Principals of all the Engineering colleges in the Annexure (LIST-4) enclosed.

Copy to

The Registrar, Jawaharlal Nehru Technological University, Kakinada/Anantapur.

The Registrar,AcharyaNagarjuna University, Guntur.

The Registrar, Andhra University, Visakhapatnam.

**For SPECIAL COMMISSIONER**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Annexure (ANNEXURE NAME) | | | | | | | | |
| STUDENT TRANSFERS FOR THE ACADEMIC YEAR -2019-20 | | | | | | | | |
| S.No | Name of the Candidate | Year of Admission | Course | Year to be studied | Seeking Transfer from which College | Seeking Transfer to which College | Affilliating University | Distirict |
| 1 | P.S.V.Thanoj | 2017-18 | B.Tech  Agricultural Engineering | III -I | Sri Vatsavai Krishnam Raju College of Engineering & Technology,Gollalakoderu,Palakoderu (M),Bhimavaram,W.G.Dist | Kakinada Instittue of Technology and Science,Tirupathi(V),Divili,Peddapuram(M),E.G.Dist | JNTUK | East Godavari |
| 2 | S.Padmaja | 2017-18 | B.Tech  Agricultural Engineering | III -I | Sri Vatsavai Krishnam Raju College of Engineering & Technology,Gollalakoderu,Palakoderu (M),Bhimavaram,W.G.Dist | Kakinada Instittue of Technology and Science,Tirupathi(V),Divili,Peddapuram(M),E.G.Dist | JNTUK | East Godavari |
| 3 | D.Divya Jyothi | 2017-18 | B.Tech  Agricultural Engineering | III -I | Sri Vatsavai Krishnam Raju College of Engineering & Technology,Gollalakoderu, Palakoderu (M),Bhimavaram,W.G.Dist | Kakinada Instittue of Technology and Science,Tirupathi(V),Divili,Peddapuram(M),E.G.Dist | JNTUK | East Godavari |

Sd/- SUJATA SHARMA

SPECIALCOMMISSIONER

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