



## BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ODISHA ROURKELA

### APPLICATION FOR INTER COLLEGE TRANSFER IN THE ACADEMIC SESSION \_\_\_\_\_

**(To be forwarded to the University through Principal / Director of Existing College)**

- Instructions :**
- (i) Application shall be forwarded by the Principal / Director of the respective College specifying the reason / purpose for Transfer of College with Official Seal.
  - (ii) No Objection Certificate from the Head of the Institution in which the student is now studying to be attached.
  - (iii) Acceptance Certificate from the Head of the Institution in which the student intends to Transfer to be attached.
  - (iv) Authenticated Medical Records, for transfer on Medical Grounds.
  - (v) Please Refer to Clause No. 2.7 of Academic Regulations for more details.

#### **I. Details of the Existing College as per present study of the STUDENT**

- A. Name of the College :
- B. Name of the student :
- C. Registration Number :
- D. Semester and Branch:
- E. Ground for Transfer : ☐ Extraordinary Circumstances; ☐ Medical Grounds (Tick any one)

#### **II. Details of Proposed College as per transfer intended by the STUDENT**

- A. Name of the College :
- B. Name of the Branch :
- C. Approved Intake Capacity of the Branch :
- D. Present Strength in the Branch :
- E. Number of Vacant Seats in the Branch :

Date : .....

Signature of the Student

Counter Signature of the Principal / Director of the Existing College with Seal:

Counter Signature of the Principal / Director of the Proposed College with Seal:

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#### For University office Use only

Recommendation of the Scrutiny Committee:

Recommended / Not Recommended

Old Regd. No.: ..... New Regd. No.: .....

**REGISTRAR**

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**N.B.** The application form for Inter College Transfer (Form. No. ACA-12) duly filled in by the student(s) and complete in every respect should be forwarded to the University through Principal / Director of existing college. All such applications for Inter College Transfer on Medical Grounds with required documents received by the University during a particular Academic Session shall be placed before a committee for necessary scrutiny and recommendation. Based on the recommendations of the committee, the students shall have to take admission in the new college by adhering to the fee structure of that college. The concerned Principal/ Director of the respective colleges shall inform the University immediately regarding such transferred cases for cancellation of the old Registration Card and issue of new Registration Card in favour of the student, as per rules.