

RAJASTHAN TECHNICAL UNIVERSITY, KOTA

Application format for college transfer

Name of the candidate : Mobile No. :
Father/Guardian Name :
Address for correspondence :
Branch : Univ.Enrl. No :
Admission through REAP/C-MAT/
RMCAAT/Management Quota/Direct
Admission :
REAP/C-MAT/RMCAAT Rank
(Overall) : Year :
Details of DD. Rs1,500/-deposited :
(as transfer fee in favour of Registrar,
RTU, Kota)
Ground of seeking college transfer :
(1) Health (2) Death of parent (s)/guardian (3) Harassment of the candidate(female)
Name of the source institute :
Name of the destination institute :

Signature of the candidate with Date

(Strike out which is not applicable)

- 1) The certificate of the medical board is provided below.
- 2) The requisite death certificate is enclosed herewith.
- 3) Recommendations and the action taken by the Women Cell under the chairmanship of
.....(Designation)is enclosed herewith.

Recommendation of the Source Institution

The institution has no objection to the transfer of the candidate from this institute. The college will not fill the vacancy against his/her seat till 30th September of this year.

Signature of the Head of Institute with seal

Recommendation of the Destination Institution

I have personally checked that one seat is vacant, as per clause (ii) in the concerned branch in this institution and the last admission offered in the concerned branch in the concerned year was at RPET rank.....which is lower than the RPET rank of the candidate. Hence, the institution has no objection to the transfer of the candidate to this institute.

Signature of the Head of institute with seal

Recommendation of the Medical Board

(Strike out which is not applicable)

The medical board has examined the candidate is certain that a change of place (from..... to.....) is necessary for the health of the candidate. The parent(s) of the candidate is/are suffering from one of the disease mentioned in clause 3(ii).

This opinion is based on investigations, diagnosis and recommendations of the medical board (constituted videdated.....) as enclosed.

Signature of the Chairman of the Medical Board

Rajasthan Technical University, Kota

Regulations for the Students Transfer among Affiliated Colleges of RTU

INDEX

SN	Particulars	Page No.
1	Short Title, Extent and Commencement	2
2	Definitions	2
3	Preface	2
4	Criteria for Transfer	3-4
5	General Conditions	5-6

R-1.0 Short Title, Extent and Commencement

These regulations shall be called as Rajasthan Technical University “Regulations for the Students Transfer among Affiliated Colleges of RTU”.

They shall be deemed to have come into force from the date of approval from Board of Management.

These regulations shall apply to all affiliated institutes of Rajasthan Technical University, Kota.

R-2.0 Definitions

In these regulations, unless there is anything repugnant in the subject or context:

- a) “RTU” means Rajasthan Technical University.
- b) “GAS” means Government Aided Seat.
- c) “SFS” means Self Finance Seat.
- d) “NOC” means No Objection Certificate.
- e) “Source Institute” means the institute in which student is studying presently.
- f) “Destination Institute” means the institute in which students seek transfer.
- g) “AIDS” means Acquired Immune Deficiency Syndrome.
- h) “BOI” means Board of Inspection.
- i) “AICTE” means All India Council for Technical Education.

R-3.0 Preface

Rajasthan Technical University, Kota transfers the students from source institute to other affiliated institute of RTU. University allows such transfer of students exclusively on the grounds of self illness/death of parent(s)/parent(s) suffering from disease like cancer and AIDS etc./harassment of female student(s)/complaint(s) of student(s).

R-4.0 Criteria for Transfer

- 4.1 Transfer of students from one college to another college of RTU affiliated colleges is permitted only at the beginning of 3rd, 5th & 7th semesters which marks the beginning of new academic year.
- 4.2 Non-refundable application fee shall be charged by the University which will be notified from time to time.
- 4.3 The regulations will be applicable to students who have enrolled in engineering colleges under all the categories.

The preference will be given to transfer the students within the category (GAS/SFS/TFWS). However, if vacant seat is not available in the same category then the transferred students shall be treated on SFS category.

- 4.4 Branch change will not be accorded under any circumstances under college transfer.
- 4.5 The applicant on seeking transfer will be approved subject to the condition that vacancies are available in that particular branch of study within the sanctioned/permissible intake for the particular course.
- 4.6 The student shall be required to obtain an NOC from the source institute (college where he/she is presently studying) as well as from destination institute.
- 4.7 Transfer applications should be duly signed by both the Principals and designation seal affixed. Transfer application without the mutual consent of Principals will be rejected.
- 4.8 The Principals of all self financing Engineering Colleges are requested to forward applications seeking transfer from one institution to another for odd semester commencing from July onwards.
- 4.9 Mere forwarding of applications for transfer by the Principals with their consent does not confer any right and claim by the candidate for such transfer and the University reserves the right to accept or reject or withhold such applications on administrative grounds without assigning any reasons.
- 4.10 The application form for college transfer duly filled in by the student (s) and complete in every respect should be forwarded to the University through Principal/Director of existing college for further consideration at the University level.
- 4.11 Once a transfer application has been recommended and forwarded against existing vacancy then that vacant seat should not be filled up under any circumstances.
- 4.12 No student can be recommended for transfer in 3rd semester against Lateral Entry Seats for respective year in any branch.
- 4.13 The last date for receipt of College Transfer Application shall be 31st May of every year except for 3rd semester. For 3rd semester, the last

date of submission of application in prescribed format shall be notified by the University separately on University website www.rtu.ac.in

- 4.14 All such applications received by the University for college transfer with required documents during a particular academic session shall be placed before a committee for necessary scrutiny and recommendations. Based on the recommendations of the committee, the students may be allowed for inter college transfer in the beginning of the academic session only with due approval of the Vice Chancellor.
- 4.15 Such students shall have to take admission in the transferred 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 enrollment number/admit card and issue of new enrollment number/admit card in favour of the student as per rules.

R-5.0 General Conditions

- 5.1 The eligibility of destination college shall be as under:
 - 5.1.1 It should not be located in the same district where source institution is located.
 - 5.1.2 It should have one clear cut seat lying vacant (seat lying vacant due to failure of students will not be treated as vacant seat) available in concerned branch after change of branch is completed. Under no circumstances, the approved intake, as per AICTE norms, should be exceeded.
- 5.2 A student shall be eligible for college transfer only under following circumstances:
 - 5.2.1 If he/she has fallen ill after joining the source institute – The location of source institute is not medically suitable to him/her and a change of place is suggested by a competent medical board of a government medical college/government hospital.
 - 5.2.2 In the event of death (s) of both parent(s)/guardian (s) the parent (s) is/are suffering from disease like Cancer and AIDS or any other critical disease where presence of ward is must - In the event of such illness, a certificate by a medical board as mentioned in 2(a) is required.
 - 5.2.3 In the event of harassment of a female student – The source institute should take measures against the harassment, under intimation to office of Dean (Student Welfare) and Dean (Academic Affairs), RTU and recommend the transfer, if needed. For this purpose, a women cell should be constituted under the chairmanship of a senior female faculty member and a women social worker of the city. The women cell shall investigate the case thoroughly and hand over a confidential report to the Head of the Institute. In case of harassment of a female student in a particular institute, her case will be specially considered in a differed institute in the same city, if available.
 - 5.2.4 In the event of any complaint against the institute–On the verification of the complaint, the student(s) shall be transferred on the recommendation of Board of Inspection (BOI).
 - 5.2.5 Any other reason not covered above and deem fit by University.
- 5.3 The principals shall ensure that only after obtaining the transfer orders from the University, the students can be relieved from the parent institution. If a students is relieved/admitted by the Principal without obtaining proper orders, the respective Principals will be held responsible and necessary action will be initiated against such erring institutions.
- 5.4 The candidate should continue his/her studies in the present college till the transfer order is issued for admission to the transferred college.
- 5.5 The transfer of a candidate from one engineering college to another

after a break in study is always subject to fulfillment of time limit prescribed by the University.

- 5.6 The transfer will be accorded within the sanctioned intake in the respective branch of study in the college to which transfer is requested.
- 5.7 Transfer can be recommended against vacant seats within the permissible intake only as noted below :

SN	Semester to which transfer recommended	Vacant Seat
1	III	Vacant seat within AICTE sanctioned intake for respective year. Lateral Entry seats should not be counted.
2	V	Vacant seat against AICTE sanctioned intake for respective year including 20% of Lateral Entry Seats.
3	VII	Vacant seat against AICTE sanctioned intake for respective year including 20% of Lateral Entry Seats.

- 5.8 All disputes are subject to Kota (Rajasthan) jurisdiction only.