

# **RAJASTHAN TECHNICAL UNIVERSITY, KOTA**

## **Application format for college transfer**

Name of the candidate :  
Father/Guardians name :  
Branch : University Enrolment Number:  
Permanent Address :  
RMAT/RMCAAT Rank: Year:  
Ground of seeking college transfer :  
1) Health 2) Death of parent/Guardian 3) Harassment of the candidate (female).  
Name of the source institute :  
Name of the destination institute :

Signature of the candidate

## **Recommendation of the source institution**

(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) The recommendations and the action taken by the Women Cell under the chairmanship of .....(Designation).....is enclosed herewith.

The institution has no objection to the transfer of the candidate from this institute.

Signature of the head of institute with seal

## **Recommendation of the destination institution**

I have personally checked that one seat is vacant (as per the clause 2 (ii)) in the concerned branch in this institution, and the last admission offered in the concerned branch in the concerned year was at RMAT/RMCAAT Rank.....Which is lower than the RMAT/RMCAAT 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 and 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 diseases mentioned in clause 3(ii). This opinion is based on investigations, diagnosis and recommendations of the medical board (constituted vide.....dated.....) as enclosed.

(Signature of the chairman of the medical board with seal)

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College transfer permitted/not permitted.

## RAJASTHAN TECHNICAL UNIVERSITY, KOTA

### RULES FOR COLLEGE TRANSFER IN III SEMESTER MBA/MCA

1. Source institution: the institute where the candidate is studying at present.
2. Destination institution: The institute where the candidate desires admission. The eligibility criteria for destination institute is as under:
  - (i) It should not be located in the same town where source institute is located
  - (ii) It should have one clear vacant seat (seats lying vacant due to failure of students in previous semester will not be treated as vacant seats) available in the concerned branch. Under no circumstances the approved strength, as per AICTE norms, should be exceeded.
  - (iii) The lowest RMAT/RMCAAT merit of that branch of the destination institution should be less than the RMAT/RMCAAT merit of the candidate.
3. The candidate: a student, eligible for college transfer only under the following circumstances:
  - (i) **If he/she has fallen ill after joining the source institute.** The location of his source institution is not medically suitable to him/her and a change of place is suggested by a competent medical board constituted at the nearest medical college of the source institution/Medical College Kota.
  - (ii) **In the eventuality of death(s) of both parent(s)/guardian(s), or the parent(s) is/are suffering from diseases like Cancer and AIDS** the candidate may seek transfer to an institute near his/her permanent residence. In the event of such illness a certificate by a medical board (as mentioned in clause 3(i)) is required.
  - (iii) **In the event of harassment of a female student**, the source institute should take measures against the harassment, under intimation to the office of the Registrar, RTU and recommend college transfer, if needed.  
For this purpose, a Women Cell should be constituted under the chairmanship of a senior female faculty member. The Women Cell should investigate the case thoroughly and handover a confidential report of the case to the head of the institution.
4. No candidate may seek transfer from a private college to a government autonomous college or vice-versa in any case, whatsoever the reason maybe.
5. The format of the application for college transfer is enclosed. The applications would be considered only in the prescribed format.
6. No application will be entertained in any case, after the last date for applying for college transfer, i.e. 31<sup>st</sup> August every year.