



# GUJARAT TECHNOLOGICAL UNIVERSITY

(Established by Government of Gujarat under Gujarat Act No.: 20 of 2007)

## ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

(ગુજરાત સરકારના ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

GTU/Academic/Inst. Transfer/2020/ 3835

Date: 01/06/2020

### Guidelines for Institute Transfer for Academic Year 2020-21

The following guidelines are applicable for seeking transfer within GTU affiliated Self-Financed institutes (SFI). These guidelines come into force from the date of its publication.

#### Guidelines of Institute Transfer:

- 1) Students can apply for institute (SFI) transfer from 3<sup>rd</sup> semester onwards program as per the table given below. Student Studying in last semester of a program will not be allowed to apply for the transfer.

Course	Semester
Bachelor of Engineering (BE)	3 to 7
Bachelor of Engineering (D2D)	4 to 7
Diploma Engineering (DE)	3 to 5
Bachelor of Pharmacy (B.Pharm)	3 to 7
Bachelor of Architecture (B. Arch)	3 to 9
Master of Computer Application (MCA)	3
Master of Engineering (ME)	3
Master of Business Application (MBA)	3
Master of Pharmacy (M.Pharm)	3
Master of Architecture (M.Arch.)	3
Diploma Pharmacy	2 <sup>nd</sup> Year
Pharm D.	2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> Year
Integrated MCA(IMCA)	3 to 9
Integrated MBA(IMBA)	3 to 9

\*For Post Graduate courses (MCA,ME,M.Pharm,MBA,M.Arch) transfer will be allowed only in 3<sup>rd</sup> semester. For D2D students, transfer will not be allowed in 1<sup>st</sup> semester of admission year (i.e. 3<sup>rd</sup> Semester).

- 2) Students who have taken admission on Tuition Fees Waiver (TFW) seats or are detained and/or penalized under UFM Rules (excluding the applicant's Detained or UFM status of current semester) should not apply for institute (SFI) transfer, since such applications will not be considered for transfer and no intimation will be sent to such applicants.
- 3) A student can apply for Institute (SFI) transfer when the Online Portal is opened for accepting applications for institute transfer (<http://www.gtu.ac.in/InstituteTransfer.aspx>). The Online Portal shall be kept open for certain time duration. The online portal will remain open from April – May (Odd Semester) or October- November (Even Semester) every year.

Winners of : ICT Enabled University Award E-India - 2009 ❖ Manthan Award - 2009 ❖ GESIA Award - 2011  
❖ Digital Learning WES - 2011 Award ❖ AIMS International Innovative University Award - 2013

**Chandkheda** : Nr. Campus of Vishwakarma Government Engineering College, Sabarmati - Koba Highway, Nr. Visat Three Roads, Chandkheda, Ahmedabad - 382 424. Gujarat, India Ph. : 079 - 232 67 500 Fax : +91 - 79 232 67 580  
**Ahmedabad** : 2nd Floor, ACPC Building, L. D. College of Engineering Campus, Navrangpura, Ahmedabad, (Gujarat) India - 380 015.  
Phone : + 91 - 79 - 26 300 499 / 599 Fax : + 91 - 79 - 26 30 1500  
**Gandhinagar** : K-6 Circle, F-4 Electronic Estate G.I.D.C., Nr. Government Polytechnic, Sector-26, Gandhinagar - 382 028 Gujarat.



# GUJARAT TECHNOLOGICAL UNIVERSITY

(Established by Government of Gujarat under Gujarat Act No.: 20 of 2007)

## ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

(ગુજરાત સરકારના ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

- 4) The Institute (SFI) transfer shall be granted to those eligible students who have applied through the Online Portal only. Any application submitted without applying through the Online Portal, will be rejected.
- 5) Student will not be transferred from shift 1 to shift 2 or vice versa in the same institute.
- 6) As soon as the student is declared as "transferred" by means of a transfer order; the parent institute shall officially transfer the attendance and all academic records of respective semester(s) (including the current semester) to the receiving institute.
- 7) The academic record-keeping of the transferred student shall be the responsibility of the receiving institute.
- 8) The transfer of any student from any Institute (SFI) will be as per the norms of the respective statutory councils such as Pharmacy Council of India (PCI), Council of Architecture (COA), etc. Hence, the transfer process will strictly follow the respective Statutory Council's Norms prevailing from time to time. For example, the Students, studying in the Institute having no approval of PCI/COA, will not be eligible to get transfer in the other Institution and vice versa.
- 9) Transfer will not be given to those students who have already taken transfer before.
- 10) N.O.C. shall be issued on original letter head of institute, by the Principal /Director/Head of institute, with seal signature and name of authorized signatory (Annexure-1) conditional NOC shall not be accepted in any circumstances. Once NOC issued by institute, seat will remain vacant till the institute transfer order issued by GTU.
- 11) The receiving Institute shall issue the 'No objection Certificate' to the student only if the seat is vacant in the respective branch/course.
- 12) List of documents to be submitted by the student to the university is as below:
  - a) N.O.C. of both colleges.(Parent institute and Receiving institute)- as per format
  - b) Notarized Affidavit and undertaking (Annexure-II) on E-stamp paper of Rs./- 300 or Franking from designated bank of Rs./- 300 of both institutes (Parent and Receiving institute - as per format)

Winners of : ICT Enabled University Award E-India - 2011 ♦ Manthan Award - 2009 ♦ GESIA Award - 2011  
♦ Digital Learning WES - 2011 Award ♦ AIMS International Innovative University Award - 2013

**Chandkheda** : Nr. Campus of Vishwakarma Government Engineering College, Sabarmati - Koba Highway, Nr. Visat Three Roads, Chandkheda, Ahmedabad - 382 424, Gujarat, India Ph. : 079 - 232 67 500 Fax : +91 - 79 232 67 580  
**Ahmedabad** : 2nd Floor, ACPC Building, L. D. College of Engineering Campus, Navrangpura, Ahmedabad, (Gujarat) India - 380 015.  
Phone : + 91 - 79 - 26 300 499 / 599 Fax : + 91 - 79 - 26 30 1500  
**Gandhinagar** : K-8 Circle, E-4 Electronic Estate G.I.D.C., Nr. Government Polytechnic, Sector-26, Gandhinagar - 382 028 Gujarat.





# GUJARAT TECHNOLOGICAL UNIVERSITY

(Established by Government of Gujarat under Gujarat Act No.: 20 of 2007)

## ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

(ગુજરાત સરકારના ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

13) List of documents to be submitted by the institute to the university is as below:

- a) Copy of Declaration; if any, stating the seats submitted for D2D admissions to the respective Admission Committee for the upcoming Academic Year in case of BE sem-3.
- b) Letter of undertaking regarding strict adherence to the institute/college transfer rules and the sanctioned intake. The format is given in Annexure II
- 14) In case of any document missing, the application will be considered as incomplete and will not be processed further.
- 15) All the documents are to be submitted by the student within 15 days after the closing date of institute transfer portal.
- 16) Government to Government, Government to Grant in Aid (GIA), GIA to Government, Government to SFI and SFI to Government institute transfer cases are carried out by Government i.e. Directorate Technical Education. Therefore, such student need not to apply in GTU for such transfers.
- 17) Request for cancellation of institute transfer will not be consider after the institute transfer order is issued by GTU.
- 18) Branch transfer is not allowed in any case. Student will be transferred from one institute to another institute in the same branch only. No change in the nomenclature of branch will be allowed.
- 19) Applicant student is not allowed to study in receiving institute before the issue of transfer order by GTU.

\*Filling up of transfer form does not mean that the applicant has been given transfer. Transfer fee shall not be refunded in any circumstances.

  
Registrar

ESTD - 2007

Winners of : ICT Enabled University Award E-India - 2011 ❖ Manthan Award - 2009 ❖ GESIA Award - 2011  
❖ Digital Learning WES - 2011 Award ❖ AIMS International Innovative University Award - 2013

**Chandkheda** : Nr. Campus of Vishwakarma Government Engineering College, Sabarmati - Koba Highway, Nr. Visat Three Roads, Chandkheda, Ahmedabad - 382 424. Gujarat, India Ph. : 079 - 232 67 500 Fax : +91 - 79 232 67 580  
**Ahmedabad** : 2nd Floor, ACPC Building, L. D. College of Engineering Campus, Navrangpura, Ahmedabad, (Gujarat) India - 380 015.  
Phone : + 91 - 79 - 26 300 499 / 599 Fax : + 91 - 79 - 26 30 1500  
**Gandhinagar** : K-3 Circle, E-4 Electronic Estate G.I.D.C., Nr. Government Polytechnic, Sector-26, Gandhinagar - 382 028 Gujarat.



# GUJARAT TECHNOLOGICAL UNIVERSITY

(Established by Government of Gujarat under Gujarat Act No.: 20 of 2007)

## ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

(ગુજરાત સરકારના ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

### Annexure I

#### N.O.C format for Receiving Institute

Student Name \_\_\_\_\_ Enrollment no \_\_\_\_\_  
Course \_\_\_\_\_ Branch \_\_\_\_\_ Semester \_\_\_\_\_ has been  
studying in Parent Institute Name (College code). He/she has applied for institute  
transfer from Parent Institute Name (college code) to our institute Receiving Institute  
Name (college code).

This Institute has no objection if GTU transfers his/her admission from Parent Institute  
Name (college code) to our institute Receiving Institute Name (college code) in \_\_\_\_\_  
Sem.

\_\_\_\_\_  
Sign of Principal/Director/Head of Institute

\_\_\_\_\_  
Name of Principal/Director/Head of Institute

Seal of institute

#### N.O.C format for Parent Institute

Student Name \_\_\_\_\_ Enrollment no \_\_\_\_\_  
Course \_\_\_\_\_ Branch \_\_\_\_\_ Semester \_\_\_\_\_ has been  
studying in Parent Institute Name (College code). He/she has applied for institute  
transfer from Our Institute Parent Institute Name (college code) to Receiving Institute  
Name (college code).

This Institute has no objection if GTU transfers his admission from our Institute Parent  
Institute Name (college code) to Receiving Institute Name ( college code) in \_\_\_\_\_  
Sem. As on today no dues are pending of this student with this institute.

\_\_\_\_\_  
Sign of Principal/Director/Head of Institute

\_\_\_\_\_  
Name of Principal/Director/Head of Institute

Seal of institute

Winners of : ICT Enabled University Award E-India - 2009 ♦ Manthan Award - 2009 ♦ GESIA Award - 2011  
♦ Digital Learning WES - 2011 Award ♦ AIMS International Innovative University Award - 2013

Chandkheda : Nr. Campus of Vishwakarma Government Engineering College, Sabarmati - Koba Highway, Nr. Visat Three Roads,  
Chandkheda, Ahmedabad - 382 424. Gujarat, India Ph. : 079 - 232 67 500 Fax : +91 - 79 232 67 580  
Ahmedabad : 2nd Floor, ACPC Building, L. D. College of Engineering Campus, Navrangpura, Ahmedabad, (Gujarat) India - 380 015.  
Phone : + 91 - 79 - 26 300 499 / 599 Fax : + 91 - 79 - 26 30 1500  
Gandhinagar : K-6 Circle, E-4 Electronic Estate G.I.D.C., Nr. Government Polytechnic, Sector-26, Gandhinagar - 382 028 Gujarat.



# GUJARAT TECHNOLOGICAL UNIVERSITY

(Established by Government of Gujarat under Gujarat Act No.: 20 of 2007)

## ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

(ગુજરાત સરકારના ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

### Annexure II

#### AFFIDAVIT and UNDERTAKING

I, The Undersigned \_\_\_\_\_ (Name) Principal/Director/Head of institute at \_\_\_\_\_ (Name of institute & institute code) do hereby confirm that, the total number of students is not exceeding the total sanctioned intake, as given below:

Table-1

Branch	Sem	Total Intake	Number of Admitted students	Vacant seats	Total Seat after Transfer of Student(s)

We have issued N.O.C to following student(s) for transfer from our institute to other institute\*.

Table-2

Sr. no	Name of Student	Enrollment No	Course	Branch	Sem	Name of Receiving Institute Name
1						
2						
n						

We also have issued N.O.C to the following students for their transfer to our institute\*.

Table-3

Sr. no	Name of Student	Enrollment No	Course	Branch	Sem	Name of Parent Institute Name
1						
2						
n						

The above information is true to the best of my knowledge.

\_\_\_\_\_  
Signature of Principal/Director/Head of institute

\_\_\_\_\_  
Name of Principal/Director/Head of institute

- Strike off whichever is not applicable.

Winners of : ICT Enabled University Award E-India - 2009 ♦ Manthan Award - 2009 ♦ GESIA Award - 2011

♦ Digital Learning WES - 2011 Award ♦ AIMS International Innovative University Award - 2013

**Chandkheda** : Nr. Campus of Vishwakarma Government Engineering College, Sabarmati - Koba Highway, Nr. Visat Three Roads, Chandkheda, Ahmedabad - 382 424. Gujarat, India Ph. : 079 - 232 67 500 Fax : +91 - 79 232 67 580

**Ahmedabad** : 2nd Floor, ACPC Building, L. D. College of Engineering Campus, Navrangpura, Ahmedabad, (Gujarat) India - 380 015. Phone : + 91 - 79 - 26 300 499 / 599 Fax : + 91 - 79 - 26 30 1500

**Gandhinagar** : K-6 Circle, E-4 Electronic Estate G.I.D.C., Nr. Government Polytechnic, Sector-26, Gandhinagar - 382 028 Gujarat.



# GUJARAT TECHNOLOGICAL UNIVERSITY

(Established by Government of Gujarat under Gujarat Act No. 20 of 2007)

## ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

(ગુજરાત સરકારના ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

GTU/Academic/Uni.Transfer/2020/3834

Date: 01/06/2020  
2

### Guidelines for University Transfer (Including Foreign University) (For Academic Year 2020-21)

The following guidelines are applicable for seeking transfer to GTU affiliated Self-Financed institutes (SFI).

These guidelines shall come into effect from the date of its publication.

#### A. Guidelines for Transfer (Migration) from GTU to any other University:

Any student enrolled at any GTU affiliated SFI institution/college seeking transfer (migration) to any other University will have to follow the process stated at [http://www.gtu.ac.in/ImpCircular/Student\\_Application\\_Form\\_Instruction.pdf](http://www.gtu.ac.in/ImpCircular/Student_Application_Form_Instruction.pdf) and submit the required documents.

#### B. Guidelines for Transfer (Migration) from any other University to GTU:

1. The students can apply for transfer from any other University to any GTU affiliated SFI only for undergraduate and Diploma courses as per the table given below:

Course	Semester
Bachelor of Engineering (BE)	3 and 5
Diploma Engineering (DE)	3
Bachelor of Pharmacy (B.Pharm)	3 and 5
Bachelor of Architecture (B. Arch)	3 and 5
Diploma Pharmacy	2 <sup>nd</sup> Year
Pharm D.	2 <sup>nd</sup> and 3 <sup>rd</sup> Year
Integrated MCA (IMCA)	3 and 5
Integrated MBA (IMBA)	3 and 5

2. The student needs to ensure that the nomenclature of the course at Parent University and at GTU affiliated institute is same.
3. For Post Graduate courses transfer from other university to any GTU affiliated SFI will not be allowed.
4. A student can apply for transfer (Migration) from any other University to GTU when the Online Portal is opened for accepting applications for University transfer ([http://student\\_transfer.gtu.ac.in/Uni.aspx](http://student_transfer.gtu.ac.in/Uni.aspx)). (Portal should be open accordingly).
5. Last date for filling the details on the Online Portal shall be in line with point-4

Winners of : ICFE (Institutional Effectiveness) Award - India - 2009 ❖ Merit Award - 2009 ❖ GATEWAY 2011  
❖ Digital Engineering HUB - 2019 ❖ ISO 9001:2015 Certified - 2019

**Chandkheda** : Nr. Campus of Vishwakarma Government Engineering College, Sabarmati, Koba Highway, Nr. Visal Three Roads, Chandkheda, Ahmedabad - 382 424, Gujarat, India. Ph. +91-79-232 67 500 Fax. +91-79-232 67 580  
**Ahmedabad** : 2nd Floor, ACPC Building, L.D. College of Engineering (Campus Navrangpura) Ahmedabad, Gujarat, India - 380 015  
Phone. +91-79-26 300 499-599 Fax. +91-79-26 300 1500  
**Gandhinagar** : K-6 Circle, E-4 Electronic Estate G.I.D.C. Nr. Government Polytechnic, Sector-26, Gandhinagar - 382 028 Gujarat  
e-mail : [info@gtu.ac.in](mailto:info@gtu.ac.in) URL : [www.gtu.ac.in](http://www.gtu.ac.in)



# GUJARAT TECHNOLOGICAL UNIVERSITY

(Established by Government of Gujarat under Gujarat Act No.: 20 of 2007)

## ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

(ગુજરાત સરકારના ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

6. The transfer (Migration) from any other University to GTU shall be granted to those eligible students who have applied through the Online Portal only. Any application submitted without applying through the Online Portal, will be rejected.
7. The transfer (Migration) from any other University to GTU will be announced by means of a Circular on the GTU website before the commencement of the next academic year.
8. Requests for change of branches/disciplines other applicant is studying at present will not be considered. Such applications will be rejected without any intimation.
9. Applicant apply for transfer from other university to GTU, has to earn minimum 50% course credit from GTU. However total course credit earned by the applicants shall not be less than total course credit prescribed by the GTU for the said course.
10. N.O.C. shall be issued on original letter head of institute, by the Principal /Director/Head of institute, with seal signature and name of authorized signatory (Annexure-1) conditional NOC shall not be accepted in any circumstances. Once NOC issued by institute, seat will remain vacant till the institute transfer order issued by GTU.
11. For transfer from any other University to any GTU affiliated SFI, the applicant must have cleared/passed all the subjects in earlier semesters (i.e. semester1 & 2) at the parent/original University (i.e. if the applicant has any backlog and/or detention in any subject and/or semester at his/her parent Institution/University, s/he will not be eligible for getting transfer). Such applications will be rejected without any intimation.
12. The syllabus of all the subjects of all the previous semesters of both the Universities shall be evaluated for equivalence. The opinion of Board of Studies will be taken for the equivalence. If the syllabus is found equivalent at acceptable level then only the application will be consider for further process.
13. In case where equivalency is not match the student will have to pass these subject(s) in subsequent semester(s)-as suggested by BOS.
14. The transfer of any student from any University to any of GTU affiliated Institute/College (SFI) will be as per the norms of respective statutory council (E.g.: Pharmacy Council of India (PCI), Council of Architecture (COA), etc.). Hence, the transfer process will strictly follow the respective Statutory Council's prevailing from time to time. E.g.: Any Institution/University will be granted the transfer only if both the institute (i.e. parent university/institute and receiving institute) having approved at respective council.

Winners of : ICT Enabled University Award E-India - 2009 ♦ Manthan Award - 2009 ♦ GESIA Award - 2011  
♦ Digital Learning WES - 2011 Award ♦ AIM International Innovative University Award - 2013

**Chandkheda** : Nr. Campus of Vishwakarma Government Engineering College, Sabarmati - Koba Highway, Nr. Visat Three Roads, Chandkheda, Ahmedabad - 382 424. Gujarat, India Ph. : 079 - 232 67 500 Fax : +91 - 79 232 67 580  
**Ahmedabad** : 2nd Floor, ACPC Building, L. D. College of Engineering Campus, Navrangpura, Ahmedabad, (Gujarat) India - 380 015.  
Phone : + 91 - 79 - 26 300 499 / 599 Fax : + 91 - 79 - 26 30 1500  
**Gandhinagar** : K-6 Circle, E-4 Electronic Estate G.I.D.C., Nr. Government Polytechnic, Sector-26, Gandhinagar - 382 028 Gujarat.  
e-mail : info@gtu.ac.in URL : www.gtu.ac.in



# GUJARAT TECHNOLOGICAL UNIVERSITY

(Established by Government of Gujarat under Gujarat Act No.: 20 of 2007)

ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી  
(ગુજરાત સરકારના ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

15. All the documents are to be submitted by the student within 15 days after the closing date of university transfer portal. The student needs to submit his/her result of earlier semesters (i.e. sem 1 & 2) latest by one month of starting of 3<sup>rd</sup> semester at GTU. If the result is not submitted by this date, the application will be rejected.

a). **List of Documents to be submitted by the Applicant Student seeking transfer from any other Institution / University to GTU (in any affiliated SFI):**

1. Print of the online application form.
2. Self-attested photo copy of Grade Cards/Mark Sheets/transcript of all examination passed by the applicant student at his/her parent/original University
3. Photo copy of the Teaching Scheme and Syllabus of all the studied subjects and semesters of the parent/original University, duly endorsed by the competent authority.
4. No Objection Certificates duly issued by the parent/original University and the Transferring SFI affiliated with the GTU.
5. Copy of extension of approval of the respective programme for the institute from AICTE and PCI or COA (wherever applicable).
6. AIU Certificate for equivalency of courses is compulsory for applicants of Foreign University.
7. Copy of letter of approval from UGC, for the respective university
8. Original Migration Certificate duly issued by the parent/original University (After receiving the transfer order from GTU).

Any application found incomplete (i.e. without the above mentioned documents shall be considered as rejected.

b). **List of Documents to be submitted by the Institute/College (SFI) to the University:**

1. The detail table stating status of available vacant seat branch-wise and semester wise at your Institute/College.
2. Copy of Declaration, if any, stating the seats submitted for D2D admissions to the respective Admission Committee for the upcoming Academic Year.
3. New Enrollment Form of every individual transferred student.
4. Bank Challan of the Enrollment Fees of all transferred student.
5. Notarized Affidavit and undertaking (Annexure-I) on E-stamp paper of Rs./- 300 or Franking from designated bank of Rs./- 300 of Receiving college- As per format.

  
Registrar

Winners of : ICT Enabled University Award E-India - 2009 ♦ Manthan Award - 2009 ♦ GESIA Award - 2011  
♦ Digital Learning WES - 2011 Award ♦ AIM - International Innovative University Award - 2013

Chandkheda : Nr. Campus of Vishwakarma Government Engineering College, Sabarmati - Koba Highway, Nr. Visat Three Roads, Chandkheda, Ahmedabad - 382 424. Gujarat, India Ph. : 079 - 232 67 500 Fax : +91 - 79 232 67 580  
Ahmedabad : 2nd Floor, ACPC Building, L. D. College of Engineering Campus, Navrangpura, Ahmedabad, (Gujarat) India - 380 015. Phone : + 91 - 79 - 26 300 499 / 599 Fax : + 91 - 79 - 26 30 1500  
Gandhinagar : K-6 Circle, E-4 Electronic Estate G.I.D.C., Nr. Government Polytechnic, Sector-26, Gandhinagar - 382 028 Gujarat. e-mail : info@gtu.ac.in URL : www.gtu.ac.in





# GUJARAT TECHNOLOGICAL UNIVERSITY

(Established by Government of Gujarat under Gujarat Act No.: 20 of 2007)

## ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

(ગુજરાત સરકારના ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

### Annexure I

#### AFFIDAVIT and UNDERTAKING

I, The Undersigned \_\_\_\_\_ (Name) Principal/Director/Head of institute at \_\_\_\_\_ (Name of institute & institute code) do hereby confirm that, the total number of students is not exceeding the total sanctioned intake, as given below:

**Table-1**

Branch	Sem	Total Intake	Number of Admitted students	Vacant seats	Total Seat after Transfer of Student(s)

We have issued N.O.C to the following students for their transfer to our institute\*.

**Table-2**

Sr. no	Name of Student	Enrollment No	Course	Branch	Sem	Name of Parent Institute Name
1						
2						
n						

The above information is true to the best of my knowledge.

\_\_\_\_\_  
Signature of Principal/Director/Head of institute

\_\_\_\_\_  
Name of Principal/Director/Head of institute

\*Strike off whichever is not applicable.

\*Filling up of transfer form and payment of enrollment fees does not mean that the applicant has been given transfer. Transfer fee shall not be refunded in any circumstances.

Winners of : ICT Enabled University Award E-India - 2009 ♦ Manthan Award - 2009 ♦ GESIA Award - 2011  
♦ Digital Learning WES - 2011 Award ♦ AIM's International Innovative University Award - 2013

**Chandkheda** : Nr. Campus of Vishwakarma Government Engineering College, Sabarmati - Koba Highway, Nr. Visat Three Roads, Chandkheda, Ahmedabad - 382 424, Gujarat, India Ph : 079 - 232 67 500 Fax : +91 - 79 232 67 580  
**Ahmedabad** : 2nd Floor, ACPC Building, L. D. College of Engineering Campus, Navrangpura, Ahmedabad, (Gujarat) India - 380 015. Phone : + 91 - 79 - 26 300 499 / 599 Fax : + 91 - 79 - 26 30 1500  
**Gandhinagar** : K-6 Circle, E-4 Electronic Estate G.I.D.C., Nr. Government Polytechnic, Sector-26, Gandhinagar - 382 028 Gujarat.  
e-mail : info@gtu.ac.in URL : www.gtu.ac.in