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No. 755/B3/KU/2024

Date: 28-06-2024

To
All the Principals of Univ. & Affiliated Colleges
Offering B.Tech/B/Pharm/MBA/MCA Courses
Kakatiya University

Sub: UNDER-GRADUATE PROFESSIONAL COURSES – Transfer of
Admissions – Guidelines for scrupulous implementation – Sending of.

Ref: File No. CTE-ACD2/ACAD/30/2024-ACADEMIC-II of the Commissioner
of Technical Education, Govt. of Telangana, Hyderabad.

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Sir/Madam,

I am herewith enclosing the guidelines issued by the Commissioner of Technical Education, Government of Telangana, Hyderabad pertaining to transfer of admissions policy in Under-graduate Professional courses from one college to another college of Kakatiya University for scrupulous implementation.

Yours faithfully,


REGISTRAR

Copy to:

- 1) The Secretary to the Vice- Chancellor, KU
- 2) The PA to Registrar, KU
- 3) The SF

GOVERNMENT OF TELANGANA
DEPARTMENT OF TECHNICAL EDUCATION



From
Burra Venkatesham, I.A.S.,
Commissioner of Technical Education,
2nd Floor, VidyaBhavan,
Nampally, Hyderabad.

To
The Registrars of,
1. JNTU, Hyderabad
2. Osmania University, Hyderabad
3. Kakatiya University, Warangal
4. Mahatma Gandhi University, Nalgonda
5. JNA & FAU, Hyderabad
6. Satavahana University, Karimnagar
7. Palamuru University, Mahabubnagar
8. Telangana University, Nizamabad

Sir / Madam,

Sub: TE-Academic-II-Transfer of Students from One Private Engineering/
Pharmacy/ MBA/MCA/Architecture College to another Private college for the
Academic Year 2024-25- Notification Issued -Reg.

- Ref: 1. G.O.Ms.No.32, Higher Education (TE) Dept, dt:22.8.2022
2. G.O.Ms.No.43, Higher Education (TE) Dept, Dt:29.10.2022
3. Govt.Memo.No.6582/TE/A2/2016 Dated.03-10-2016 from Special
Chief Secretary to Government
4. File No.CTE-ACD2/ACAD/30/2024-Academic-II, Dt.23.4.2024, O/o CTE,
Telangana, Hyderabad.

In the Government Orders 1st & 2nd cited, the Government have delegated certain powers to the Commissioner of Technical Education, Telangana and issued certain guidelines to effect the student transfers from One Private Engineering/ Pharmacy/MBA/MCA/Architecture college to another Private college within the Telangana.

Conditions for student transfers:

1. The students can be transferred from One Private Engineering/Pharmacy/MBA/ MCA/ Architecture college to another private college at II, III and IV year level within Telangana subject to availability of unfilled/vacant seats.
2. Both transferor (from Institution) & transferee (to Institution) institutions should issue concerned No Objection Certificate (NOC).
3. The management of the institutions concerned shall make sure that there is no fee due on part of the student before issuing the NOC. On approval of transfer of the candidate by the Commissioner of Technical Education, Telangana, the management of the transferring Institution shall return all the original

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certificates of the candidates concerned, along with the transfer certificate without any delay.

4. The transfer must be in the same branch of Engineering, in which the student was studying in the institution from where the transfer is sought, subject to availability of the unfilled/vacant seats. In any case after effecting the transfers, the total strength of each branch should not be more than the sanctioned intake capacity of the branch as prescribed by AICTE and affiliating university.
5. For all student transfers, except for the transfers from one Private non-autonomous College to another Private non-autonomous College both affiliated to the same University in the State, the Registrar of the University to which the transferee Institution is affiliated, must provide information on the number of credits that can be transferred and the equivalence of core subjects that the student must study.
6. There should be a valid reason for transfer such as medical grounds /Parents transfer (Govt. employees only)/Closure of the Institution or course etc.
7. Students who are admitted under Convener Quota can be transferred to either Convener or Management Quota. But those who are admitted under Management Quota can only be transferred to Management Quota. However those who are transferred to management quota are not eligible for fee reimbursement and scholarships provided by the state government.

Further, **the student transfers shall be effected through an online software application.** A User Guide for the same is available in the website for student transfers (URL is given below), wherein step-by-step instructions are provided to the students and Principals concerned for submission and processing the student transfer applications.

Hence, the Registrars of the Universities (as per the address entry) are requested to communicate the following schedule and instruct the Principals of their affiliated institutions to follow the schedule scrupulously.

Date of commencement of submission of student transfer applications (online mode only)	15.06.2024
Last date for submission of student transfer application	31.07.2024
URL for submission of transfer application by student & for processing the submitted application by Principals and University Registrars concerned	https:// osdes.sbtet.telangana.gov.in/ studenttransfer/Login
Processing Fee to be paid by the student through Payment Gateway available in the web-application	Rs.2000/-

Important Instructions:

1. The Principal of each institution will be provided with (02) credentials (user IDs& Passwords) one for himself/herself and the other one for his office/Data entry, from where the student can submit online application. Principals are requested not to share these credentials with anyone.

2. The students and the concerned Principals are requested to go through the user guide and the conditions laid down in this notification thoroughly before logging in.
3. Processing fee once paid will not be refunded under any circumstance. Submission of transfer application and payment of processing fee by a student does not confer any guarantee on the student transfer until it is approved by the Commissioner of Technical Education, Telangana.
4. The Principals concerned should process the student transfer applications through online mode using the credentials given to them. Hence the credentials are not to be shared with anyone.
5. Further the Principals/Management are hereby instructed not to issue NOCs to the candidates if there is no clear vacancy, otherwise appropriate action will be initiated against them.
6. Once the transfer of a student is approved by the Commissioner of Technical Education, Telangana, the proceedings copy will be sent to the student, concerned Principals through e-mail. It can also be download from the department website <https://dte.telangana.gov.in/>
7. For any queries, contact through e-mail: ads.dtets@gmail.com

Therefore, the Registrars of the affiliating Universities are requested to instruct the Principals of their affiliated colleges to guide the students, who are seeking transfer from one Private college to another Private college, through online student transfer process.

Further, the Registrars of the affiliating Universities are hereby requested to instruct the Principals of their affiliated colleges to effect the student transfers only after receiving the transfer proceedings from the competent authority as the aspirant students are facing much hardships by shifting themselves to the new colleges without CTE/Government Orders.

Yours faithfully,

Sd/-

B. Venkatesham
Commissioner

Signed by Dr. C. Srinath

Date: 18-06-2024 16:53:35

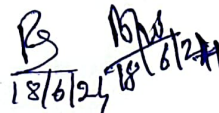
Reason: Approved

1/T.C.F.B.O/1

 18/6/24

ASSISTANT DIRECTOR

Department of Technical Education
Government of Telangana, Hyderabad.

 18/6/24