



# APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

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No. KTU/ASST(ACADEMIC)/2025/2018

Dated:02.10.2021

## NOTIFICATION

**Sub: College Transfer for S5 B.Arch - 2021-22 -Dates rescheduled - Notification issued - Reg.**

The schedule and norms for College transfer for S5 B.Arch during the Academic year 2021-22 is notified herewith.

Activity	Start Date	End Date	Remarks
Submission of application by students directly to the Present College.	4 <sup>th</sup> October 2021	8 <sup>th</sup> October 2021	Apply directly to the College, Follow the Procedure given along with the norms
Recommendation of application by the Principal of the Present College.	11 <sup>th</sup> October 2021	13 <sup>th</sup> October 2021	
Submission of application to the Opted College (Online)	18 <sup>th</sup> October 2021	22 <sup>nd</sup> October 2021	
Recommendation of application by the Principal of the Opted college.	27 <sup>th</sup> October 2021	29 <sup>th</sup> October 2021	
Relieving from the present College and Joining in the Opted College.	6 <sup>th</sup> November 2021	11 <sup>th</sup> November 2021	
Last date for remitting the fees to the University.		17 <sup>th</sup> November 2021	
Last date for uploading the details on KTU portal for approval from the University (By the College).		24 <sup>th</sup> November 2021	



## **Norms for Inter College Transfer (B.Arch)**

1. The following Category of students are not eligible for intercollegiate transfer

**I. Govt. of India Nominee**

**II. Management Quota in Aided Colleges**

**III.. Any other category which are ineligible as per the conditions for admission prescribed by Govt. of Kerala/ Govt. of India.**

2. Inter college transfer shall be applicable only for regular B. Arch students.

3. Inter college transfer shall be permitted before the commencement of the Third semester and Fifth semester.

4. Inter college transfer shall be effected within the sanctioned strength of the college.

### **5.The Transfer shall be permitted**

**I. Between Govt. / Govt. Aided Colleges.**

**II. Govt. and Govt. Aided colleges to self-financing colleges.**

**III. Between Self- financing Colleges (Including Govt. controlled)**

6. The candidate should fulfill the academic eligibility requirement for the promotion to the Third Semester/Fifth semester.

7. If the numbers of applicants are more than the seats available, the admission may be based on the GPA obtained in the First semester (for ICT to S3)/CGPA up to Third semester (for ICT to S5). Ties will be broken by the marks obtained in for Mathematics, Physics/Chemistry taken in that order.

8. The students will have only one option of the college for transfer.

9. The request for the transfer shall be submitted to the college in which the transfer is sought with the recommendation of the Principal of the college in which the student is currently studying.

10. The selected candidates shall remit a fee of Rs 3000/- (No fee for SC/ST students) within the stipulated date to KTU while joining in the new college.

11. The college transfer once approved by the receiving college will be final and binding on the applicant. No student will be permitted, under any circumstances, to refuse the change of college once offered.

12. A student who has already availed inter college transfer in S3 will not be permitted college transfer in S5.

13. As per the regulations , autonomous institutions are not included for inter college transfer.

### **Procedure for College Transfer (Student seeks a transfer from College A to College B)**

#### **Step 1:**

Submit a request for transfer to the Principal where he/she is presently studying (College A)

#### **Step 2:**

The principal of college A may or may not recommend the transfer. Once recommended,



the recommendation cannot be reversed and hence the Principal of college A has to relieve the student, if the student gets the transfer to college B.

**Step 3:**

The Principal of college B shall publish the number of students that can be admitted based on the availability of vacant seats and based on the norms published by the University.

**Step 4:**

Principal A relieves the student if he/she is selected by college B with necessary entries in the KTU portal.

**Step 5:**

Principal B admits the student in College B with necessary entries in the KTU portal.

**Step 6:**

Student remits the fee to the University.

Dr. Sadiq A.  
Dean (Academic)

\* This is a computer system (Digital File) generated letter. Hence there is no need for a physical signature.





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PROFORMA FOR B.ARCH INTERCOLLEGIATE TRANSFER S3/S5  
(To be Submitted to the present and opted colleges)

1. Name of Student :
2. KTU Student ID :
3. a) College of Present Study :  
b) Branch of Study and semester:  
c) Type of Institution  Govt  
 Govt. Aided  
 Self Financing
4. a) College to which transfer is sought:  
b) Name of the College :  
c) Nature of Affiliation  Govt  
 Govt. Aided  
 Self-Financing
5. Do you belong to any of the following category?  
 Govt. of India Nominee  
 Management Quota in Aided Colleges  
 Any other category which are ineligible for transfer as per the conditions for admission prescribed by Govt of Kerala / Govt. of India. Details of Academic Performance

## 6. Details of Academic Performance

	S1	S2	S3	S4
Have you passed in all subjects (YES/NO)				
GPA/CGPA Obtained				
Grade Obtained for Mathematics				
Grade Obtained for Physics				
Grade Obtained in Chemistry				



7. **Father / Guardian's Name:**

8. **Communication Address:**

**Email:**

**Mobile:**

**Land Line:**

**Signature of Student:**

**Signature of Guardian:**

9. **Recommendation from Principals**

<b>College of Present Study</b>	<b>College to which admission sought</b>
<p><b>Name of College:</b></p> <p><b>Recommended</b> <input type="checkbox"/></p> <p><b>Not Recommended</b> <input type="checkbox"/></p> <p><b>Remarks:</b></p> <p><b>Name of Principal:</b></p> <p><b>Signature of Principal:</b></p> <p><b>Date:</b></p>	<p><b>Name of College:</b></p> <p><b>Recommended</b> <input type="checkbox"/></p> <p><b>Not Recommended</b> <input type="checkbox"/></p> <p><b>Remarks:</b></p> <p><b>Name of Principal:</b></p> <p><b>Signature of Principal:</b></p> <p><b>Date:</b></p>
<p><b>Relieved the Student: Yes</b> <input type="checkbox"/></p> <p><b>Upload the data in KTU portal :Yes</b> <input type="checkbox"/></p> <p><b>Signature of Principal:</b></p> <p><b>Date:</b></p>	<p><b>Admitted the Student: Yes</b> <input type="checkbox"/></p> <p><b>Upload the data in KTU portal :Yes</b> <input type="checkbox"/></p> <p><b>Signature of Principal:</b></p> <p><b>Date:</b></p>
<p><b>College Seal:</b></p>	<p><b>College Seal</b></p>

(To be uploaded in KTU portal after completion of transfer.)

