

ANNEXURE – IV

APPLICATION FOR TRANSFER FROM ONE INSTITUTION TO ANOTHER

1. Name of the Student (Full address
In case of private candidates) :

2. Institution in which he is studying
now :

3. Course and year in which he / she is
Studying now :

4. Furnish the particulars of the Diploma
Examinations already appeared and
Lastly appeared :

Sl. No.	Name of the Examination	Register Number	Month and year of examination	Result

5. a. If the candidate has discontinued
his studies, state the semester and
and year in which he has discontinued :

b. In case, if the candidate is a dis –
continued student, whether he/
she has applied for readmission
through the Principal of the Insti-
tution in which he is studying now :

c. If so, Proc.No./Date in which permission
on order has been obtained :

6. Is the student in receipt of scholarships, Stipend, and fee concession under 92 M.E.R. of Madras Educational Loan Rules? If so, particulars may be given :
7. Reasons for transfer to another institution :
8. The name of the institution to which the Student seeks transfer. :
9. Branch of Engineering he/she requires (in the order of preference). State the name of the semester or year of the course :

DECLARATION BY THE CANDIDATE

I hereby declare that the particulars recorded against item 1 to 9 above are correct to the best of my knowledge and belief.

Station :

Date :

Signature of the Candidate

Note : (1) The discontinued students should get re-admission order and then Only apply for Transfer.

(2) The students those who seek transfer in V Semester will have to Undergo the study in the same branch in which he / she had studied earlier.

Endorsement No.

Dated

1. Forwarded to the Principal, _____
2. The particulars furnished in the application are correct.
3. I have no objection to transfer the student to your institution. His request for transfer cannot be considered.
4. The student has not / has taken part in anti-social activities and was not / was awarded punishment (or) fined for his misbehaviour.
5. His character and conduct are good/are not commendable.
6. I hereby certify that the candidate is eligible to study the course mentioned In column 9 in the institution where he/she seeks for transfer.
7. The student is a discontinued student. Necessary proposal for readmission has been sent to Chairman, Board of Examinations vide this Office Letter No.

Signature of the Principal
(of the Institution where the student is studying)

To
The Principal

Endorsement No.

Dated

He/she may be transferred to this institution. He/She will be admitted in Engineering Branch as requested by the student.

He/She may be transferred to this institution provided he/she accepts the branch mentioned above only, as there is no vacancy in other branches.

Sanctioned Intake :
Present Strength :
Number of Vacancy :

Signature of the Principal
(of the Institution where the student seeks transfer)

To
The Directorate of Technical Education,
Guindy,
Chennai 600 025.