

**GOVERNMENT OF ANDHRA PRADESH
DEPARTMENT OF TECHNICAL EDUCATION**

Lr.No: E/Students Transfers/Online mode/2024-2025

Dated: 06.06.2024

From

Smt. C. Naga Rani, I.A.S.,
Director of Technical Education, A.P.,
D.No.11-307, Garudadri K.K Towers,
Lakshminarasimha Colony, Bypass Road,
Near NRI Hospitals, Mangalagiri,
Guntur District- 522503.

To

The Registrars of all Universities in the
State.

Sir/Madam,

Sub: Technical Education - E-Section - Engineering/Pharmacy/Architecture/
MBA/MCA Students Transfers for the Academic Year 2024-2025 from one
Professional Institution to another Professional Institution within the same
University Affiliation - Through online mode - Certain Instructions issued -
Regarding.

- Ref:**
1. G.O.Ms.No:122, Dated: 01.09.2005 of Higher Education (EC.2) Department,
Andhra Pradesh.
 2. G.O.Ms.No:66, Dated: 15.05.2008 of Higher Education (EC.2) Department,
Andhra Pradesh.
 3. G.O.Ms.No:03, Dated: 06.01.2011 of Higher Education (EC.2) Department,
Andhra Pradesh.
 4. This office Lr.No: E/Students transfers/2020, Dated: 11.08.2021 addressed
to the Principal Secretary to Government, Higher Education (EC),
Department, Andhra Pradesh.

With reference to the Engineering/Pharmacy/Architecture/ MBA/MCA
Students Transfers for the Academic Year 2024-2025 from one Professional Institution
to another Professional Institution within the same University Affiliation, the
Registrars of the Universities in the State are hereby requested to communicate and
instruct the Principals of the Professional Institutions affiliated with the University, to
follow the schedule shown below scrupulously:

Web address for filing online application	http://dteapengg.in
Date of commencement of filing the online application through web-application.	20.06.2024
Last date for filing the online application.	31.07.2024
Last date for submission of No Objection Certificate (NOC) by the colleges through web- application.	10.08.2024
Processing Fee to be paid by the student through Payment Gateway available in the web-application	Rs.2000/-
<u>Mode of issue of transfer orders of eligible students:</u> Orders shall be placed under Notifications Tabs in Department of Technical Education, Andhra Pradesh websites: www.dteap.nic.in and http://dteapengg.in	
<u>Documents to be submitted by the Student through web-application:</u> 1. Original copy of Medical Certificate of the student issued by the Civil Assistant Surgeon (or) Transfer Order of the Parent	

(or)

AICTE/University approval copy of the Closure of Course/ Institution.

2. Under Taking signed by the Student and Parent/Guardian
3. Payment Receipt of Processing Fee paid through the Payment Gateway

Documents to be submitted by the College through web-application:

1. Original copy of the No Objection Certificate (NOC) issued by the college to the student requesting transfer to/from the college.
2. The Principals of the colleges have to submit the following details through college login in the web-application with the credentials provided by this office (as per user manual placed in website).
 - (c) Branch-wise unfilled vacancies details for the academic year 2024-2025 in 2nd year / 3rd year / 4th year.
 - (d) Total intake details for the academic year 2023-2024 and Autonomous status (Proof of ratified list by APSCHE/Final admitted list through Management/Convener quota shall be uploaded)

Reasons for requesting transfer:

1. Hardship of the student on Health grounds
2. Transfer of the parents serving in State/Central Government/Corporations/ PSUs.
3. Closure of Course/Institution (supporting documents shall be uploaded)

Reasons for rejection of applications:

1. Student provides FALSE information.
2. Student is NOT issued No Objection Certificate (NOC) by both Colleges from/to which the student is requesting transfer.
3. Student FAILS to pay the Processing Fee.

The user manual for the students for submitting online application and the user manual for the institutions for submitting No Objection Certificates NOCs and Branch-wise unfilled vacancies details for the academic year 2024-2025 in 2nd year / 3rd year / 4th year along with Total intake details for the academic year 2023-2024 are available at website: <http://dteapengg.in>. Further instructions with respect to Students Transfers, if any, will be placed in the website only and no individual communications shall be sent. The Processing Fee once paid, will not be refunded under any circumstances: i.e. transfer effected or not, NOC is not issued by the institution, as the case may be. For any queries, regarding filing online application of Students Transfers may be sent to cteapeh2018@gmail.com.

In this context, the Registrars of the Universities in the State are hereby requested to instruct the Principals of the Professional Institutions affiliated with the University to guide the students requesting transfer, to file the applications in the web-application, as per the guidelines specified in Government Orders, and further requested to instruct the Principals to submit the No Objection Certificates (NOCs) of and Branch-wise unfilled vacancies details along with Total intake details, through the web-application only.

Yours faithfully
Sd/- C. NAGA RANI
DIRECTOR

Copy to

1. The Principals of all Private Un-Aided Engineering/Pharmacy/Architecture/MBA/MCA colleges in the State.
2. The Principal Secretary to Government, Higher Education (EC) Department, Velagapudi, Amaravathi, Guntur for favour of information
3. The Secretary, APSCHE, Mangalagiri for favour of information

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For DIRECTOR 07/06/24

Guidelines for Students Transfers through online
for the academic year 2024-2025

1. Power of transfer of students from one Engineering/ Pharmacy/ Architecture/ MBA/ MCA College to another college at 2nd, 3rd, 4th and 5th year is delegated to the Commissioner of Technical Education, Andhra Pradesh to avoid delay and hardship to the students.
2. Transfer from Private Engineering College to a University College in any region shall not be permitted, because the University colleges if opt by the students not only causes practical problems, but also creates an imbalance in the homogeneity of the learners group.
3. The transfers may be permitted from one affiliated College to another or from a University college to a private (affiliated) college within the same university at the 2nd year stage on issue of NOCs from both the colleges.
4. No transfer can be permitted from one University affiliated private college to another University affiliated private college as all the Universities in the State are not following uniform syllabus and uniform system of examination.
5. No transfer can be permitted from autonomous college to other colleges and vice versa even though they are within the same university as the autonomous institutes are not following uniform syllabus and uniform system of examination
6. The total transfers including III & IV year if any should not exceed more than 1% of the total strength of the first year of the college.
7. Transfers at III and IV year can be considered under extreme hardship conditions on a case by case, consideration.
8. The transfer College may be permitted to fill up the unfilled seats of the previous year by transfer from the colleges affiliated to the same University on production of NOC by the college.
9. The transfer should be only in that branch of Engineering in which the student was studying in the college from where the transfer is sought.
10. Bulk Transfers are not permitted unless there is a closure of Institution/ Course.
11. Student can apply for the transfer through online only at the URL: <http://dteapengg.in> only and No physical applications are accepted under any circumstances.
12. Students who are seeking to transfer are required to file their application with all supporting documents such as Medical Certificate/Parent transfer order/Proof of closure of course or institute (whichever is applicable), processing fee payment receipt etc., in online through the web application using the above link. The student needs to consult both the college before filing application.
13. Transfers are applicable to :
 - (a) One Private Professional College to another Private Professional College of same University (if both the institutes are non-autonomous)
 - (b) University constituent college to Private College of same university (if both the institutes are non-autonomous)
14. The students who wish to apply for transfer should pay the processing fee of Rs. 2,000/- through Payment Gateway and the receipt shall be uploaded in the portal.
15. The students shall file the applications in the portal for transfer, only after consultation from their present studying college and transfer seeking college for

issue of NOCs, as the processing fee once paid will not be refunded under any circumstances (even if the college not issued NOC / the transfer not effected)

16. Further instructions with respect to student transfers if any will be placed in the <http://dteapengg.in> only and no individual communications shall be sent either to student or college. For any clarifications on filling of online application for transfer and issue of NOC by the college, the queries may be sent to cteapeh2018@gmail.com .

17. The transfers will be affected based on the following conditions with respect to tuition fee. The Student/Parents/ Principals/Managements of the Institutions, concerned will be held responsible in case of any anomaly.

- (a) Students who are admitted under Category B i.e. Management quota or Spot admissions under Category A in an institution and subsequently transferred to other institution under 1% ceiling or unfilled vacancies of Convenor quota i.e. Category A are not eligible to claim tuition fee reimbursement / Scholarship.
- (b) Students who are admitted under Convenor Quota (i.e. Category A) & eligible for fee reimbursement, if subsequently, transferred to other institutions under the unfilled vacancy of Category B seats shall not be eligible to claim Tuition Fee Reimbursement / scholarship.
- (c) The difference in the tuition fee to be paid in the Institutions now transferred shall be the responsibility of the students/Parents.

Sd/- C. NAGA RANI
DIRECTOR

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For DIRECTOR
[Signature]

Undertaking by the student & parent for student transfer from one Professional Institution to another Professional Institution for the Academic year 2024-2025

I, _____ Son/Daughter of _____ studied ____ Year ____ Semester of B.Tech./B.Pharmacy/Pharm.D/B.Arch/M.Tech./MBA/MCA in the college: _____ have applied for transfer to the college _____ for the Academic year 2024-2025.

I state that, I, myself studied the Students Transfers guidelines specified in **G.O.Ms. No: 122, Higher Education (EC.2) Department, dated 01.09.2005 and Letter No. E/Students Transfers/Online mode/2024-2025, dated: _____.____.2024** issued by the Commissioner of Technical Education, Andhra Pradesh, and understood the procedure involved in effecting the transfers. I am aware that No Objection Certificate (NOC) is only a document required to process the transfer, but the receipt of the No Objection Certificates (NOCs) from the colleges does not confer the transfer.

Important:

1. Students who are admitted under Category B i.e. Management quota or Spot admission under Category-Ain an institution and subsequently transferred to other institution under 1% ceiling or unfilled vacancies of Convenor quota i.e. Category A are not eligible to claim tuition fee reimbursement / Scholarship.
2. Students who are admitted under Convenor Quota (i.e., Category A)& eligible for fee reimbursement, if subsequently, transferred to other institutions under the unfilled vacancy of Category B seats shall not be eligible to claim Tuition Fee Reimbursement / scholarship.
3. The difference in the tuition fee to be paid in the Institutions now transferred shall be the responsibility of the students/Parents.
4. The student transfer processing fee, once paid will not be refunded under any circumstances (even if the transfer not effected/ college not issued NOC)

I have gone through the above mentioned points from Sl.No: 1 to 4 and accepted to follow. I am aware that, the college i am seeking transfer will reopen on _____(date) and in order to maintain the attendance and consider the academics, I state that, I, will continue in my college where I am studying at present i.e. _____ (college studying) till my transfer is effected to new college. I also state that, I am solely responsible for the consequences, if I leave the college where I am studying without any transfer orders from the competent authority.

Parent/ Guardian Signature

Student Signature

(FORMAT FOR MEDICAL CERIFICATE)

MEDICAL CERTIFICATE

This is to certify that _____,

Registration No: _____, Son / Daughter of _____,

age: _____ years is studying _____ Year _____ Semester in the college: _____

_____ is suffering from _____

due to _____.

Hence, I am advising him/her to _____

Date:

Place:

Signature with stamp

(Government medical officer

NOT below the rank of Civil Assistant Surgeon)

Government
Hospital Seal

Name :

Designation :

Registration No :

NOTE:

The diagnosis reports (if any) are here with enclosed.