

BIKANER TECHNICAL UNIVERSITY, BIKANER
बीकानेर तकनीकी विश्वविद्यालय, बीकानेर



**Bikaner Technical University Regulations for the
Students Transfer 2020**

R.1 Definitions

Unless the context requires otherwise

(i)	"BTU" means Bikaner Technical University, Bikaner.
(ii)	"RTU" means Rajasthan Technical University, Kota.
(iii)	"University" means any university set up by an act passed by the Parliament or by Legislative Assembly of a state.
(iv)	"GAS" means Government Aided Seat.
(v)	"SFS" means Self Finance Seat.
(vi)	"TFWS" Tuition fees waiver scheme
(vii)	"NOC" means No Objection Certificate.
(viii)	"Source Institute" means the institute in which student is studying presently.
(ix)	"Recipient Institute" means the institute in which student seeks transfer.
(x)	"AICTE" means All India Council of Technical Education.

R.2 Short Title, Extent and Commencement

These regulations shall be called "Bikaner Technical University Regulations for the Students Transfer 2020".

These regulations shall come into force from the date of approval of the competent body of the University.

R.3 Purpose

The purpose of this policy is to provide the provision for permanent transfer of students after completion of first year/II semester against the vacant seats position as applicable.

R.4 Applicability

1. The policy is applicable to the regular UG/PG students who have completed first year/ II semester as applicable.
2. The students may be allowed for
 - i) Change of the college within the university in the state.
 - ii) Change of college and university in the state.
 - iii) Change of college and university out of the state.

R.5 Scope

The scope of this policy is applicable to all Universities within and outside the state. However, the policy will apply only to cases where the student wants to get transferred to a college / universities under the purview of Technical Education Department of Government of Rajasthan.

R.6 Eligibility criteria for the student(s) transfer

Inter-University or Intra-University (between two colleges affiliated to same university) transfer shall be permitted for the following cases by the standing transfer committee of the university before the start of 2nd year/3rd semester, 3rd year/ 5th semester, 4th year/7th semester for all the courses.

- 6.1 A student shall be eligible for college transfers if he / she has fallen ill after joining the source institute. The location of source institute is not medically suitable to him / her and a change of place is suggested by a competent medical board of a government medical college / government hospital.
- 6.2 Student suffering from serious/non-curable disease.
- 6.3 Death of parent(s) in an accident or suffering from life threatening disease like Cancer, Coronary, Artery Surgery, Renal Failure, Multiple Sclerosis , Meningitis, Major Organ Transplant like Kidney, Lung, Pancreas or Bone Marrow and AIDS or any other critical disease where presence of ward is must.
- 6.4 In the event of harassment of female student the source institute should take measures against the harassment under intimation to office of Dean (Student Welfare)/Director (Academic Affairs), BTU and recommend the transfer, if needed. For this purpose Internal Complaint Committee (ICC) should be constituted (As per guidelines of AICTE). This women cell should investigate the case thoroughly and hand over a confidential report to the Head of the institute.



- 6.5 In the event of any complaint against the institute-On verification of the complaint, the student(s) shall be transferred on the recommendation of Board of Inspection (BOI).
- 6.6 The student shall only be allowed for transfer if he/she has passed all the prescribed paper up to the completion of previous semester examinations. The student applying for transfer will be required to qualify the non-equivalent papers, if any. The non-equivalence of the papers shall be decided by the competent committee by the recipient university. However, for intra University (between two colleges affiliated by the same university) transfer case passing all the previous semester examination is not necessary.
- 6.7 No student will be allowed for the transfer if any disciplinary/unfair means case was registered against the student during previous years of his/her study in the college/university.
- 6.8 The student transfer shall not be allowed in the same city where the student is pursuing his/her studies.
- 6.9 The student should fulfill the eligibility criteria of admission for that program/course, as per AICTE norms.
- 6.10 Inter-university transfer shall be allowed only if both the lending and recipient University running the program/course in semester scheme and have Credit Based Grading System (CBGS) and it is duly recognized by UGC and AICTE. The course should also be approved by AICTE/COA.
- 6.11 The credit transfer for transferred student from lending university to recipient university shall be done by the recipient university through its established mechanism.
- 6.12 Students studying in college being run in autonomous society mode by Government will be considered for transfer only to other college being run in the same nature.
- 6.13 NOC from both source institute and recipient institute is necessary. Without NOC application will be rejected. No further correspondence will be made in this regard.



- 6.14 In case of one seat and more than one student applying preference will be given to student having higher merit at the time of admission.
- 6.15 The preference will be given to transfer the students within the category (GAS/SFS/TFWS). However, if vacant seat is not available in the same category then the transferred students shall be treated as SFS category.
- 6.16 Once a transfer application has been recommended and forwarded against existing vacancy then that vacant seat should not be filled up under any circumstances.
- 6.17 No student can be recommended for transfer in 3rd semester against Lateral Entry seats for respective year in any branch.
- 6.18 Branch change will not be accorded under any circumstances under college transfer.
- 6.19 Submission of application for university transfer does not confer any right and claim by the candidate for such transfer.

Standing committee of the university shall be competent to allow transfer of students on the basis of above reasons. If transfer is requested for any other reason the standing committee shall forward the case to Hon'ble Vice-Chancellor for his approval after examining other eligibility conditions.

R.7 Transfer Process

The student desirous of change of college/university shall submit his application to the recipient university with all necessary documents along with non-refundable application fee charged by university which will be notified from time to time. In case, the desired transfer is between two Engineering colleges affiliated to same university, then the application shall be submitted to affiliating university.

The application so submitted shall be put up before the standing committee on student transfer within stipulated time.



The committee shall record its decision. Intimation of the decision shall be sent to the applicant, lending university/college and recipient college.

Source College must transfer the caution money to the transferred college, immediately after the transfer order.

- i. Source College must submit Migration certificate to the respective university. Thereafter, the college where the student is transferred will have to take the whole responsibility of the student.
- ii. Transfer order will be issued by his/her University within stipulated time as decided by the university time to time.
- iii. Required document to be submitted at the time of submission of the application
 - a. In the event of illness of student/parent(s), a certificate stating opinion by medical boards being constituted in the government hospital/medical college where he is being treated.
 - b. In the event of death of parent(s) during the study, death certificate, duly attested by gazetted officer.
 - c. No Objection Certificate (NOC) as applicable from the Registrar/Competent Authority of the lending university from where student has cleared his/her last examination/semester which shall also state that no disciplinary action/enquiry is pending against him/her.
 - d. Marks transfer (TR)/mark sheet issued by Controller of Examinations, as a proof that student has passed out all the papers till previous semester as applicable.
 - e. No, Objection Certificate (NOC) from the Registrar/Competent Authority of the affiliated institute of the recipient university to which student wants transfer.
 - f. Any other documents in support of request application as deemed fit.
- iv. The principals shall ensure that only after obtaining the transfer orders from the university, the student is relieved from the parent institution. If a student is relieved/admitted by the principals without obtaining proper orders, the



respective principal will be held responsible and necessary action will be initiated against such erring institution.

- v. The candidate should continue his/her studies in the present college till the transfer order is issued for admission to the transferred college.
- vi. The transfer of a candidate from one engineering college to another after a break in study is always subject to fulfillment of time limit prescribed by the university.

R.8 Standing Committee

The following will be the permanent member of Standing Committee for college transfer

1. Dean's of faculties
2. Registrar
3. Controller of Examination
4. Director Academic Affairs

R.9 Interpretation of Guidelines

Bikaner Technical University, Bikaner shall be the sole competent authority to interpret provisions and pass such other order(s) as deemed appropriate and essential to facilitate the implementation of the guidelines for the purpose of effective control and administration of the universities as a whole.



Application Format for College Transfer

Name of the Candidate :
Contact/ Mobile No. :
Name of Parent/Guardian :
Address of Correspondence :
Branch :
Year/Semester :
University Enrollment :
Details of DD :
(As transfer fees in favor of Registrar, BTU)
Name of the source institute and University :
Name of the recipient Institute and University :
Admission through JEE/Management Quota/ :
Direct Admission or any other exam :
Entrance Exam Rank (Overall) :

(Signature of the Candidate)



Recommendation of the Source Institution

The institute has no objection to transfer of the candidate Mr/Ms student of Semester/year branch, from this institute. It is also certified that no disciplinary/unfair means case was registered against the student during previous year of his/her studies in the college/university.

(Signature of the Head of institute with seal)

Recommendation of the Recipient Institution

I have personally checked that one seat is vacant in the Semester/year of the branch in this institute. Hence, the institution has no objection to the transfer of the candidate to this institute.

(Signature of the Head of Institute with seal)

Recommendation of the Medical Board

The medical board has examined the candidate and found that a change of place (from.....) is necessary for the health of the candidate. The parent(s) of the candidate is/ are suffering from one of the disease mentioned by the university.

This opinion is based on investigations, diagnosis and recommendations of the medical board (constituted vide order no.-----dated) as enclosed.

(Signature of the Chairman of the Medical Board)

