



GOVERNMENT OF ASSAM
DIRECTORATE OF TECHNICAL EDUCATION, ASSAM
KAHILIPARA, GUWAHATI, PIN: 781019

No.TE(Ex)Admin-9/2018/ 879

Dated Guwahati, the 3rd June, 2019

OFFICE MEMORENDUM

Student Transfer Policy for Government Engineering Colleges

In order to protect the academic interest of students and the integrity of the Directorate, the following guidelines for transfer policies in Government Engineering Colleges are framed to be applicable with immediate effect.

General Instructions:

1. Student transfers shall be applicable from one Government Engineering College to another depending on availability of seats.
2. The transfer process in all the cases will be conducted by Directorate of Technical Education, Assam.
3. The Transfer of students will be done strictly on the basis of merit except for those students having medical issues, such applications must be duly certified by Medical Board and forwarded by Principal of the college.
4. Applications received on time with complete information will only be valid & accepted.
5. Vacant seats under category SC/ST/OBC(NCL) will be filled up by SC/ST/OBC(NCL) candidates only. The rest will be treated as unreserved.
6. Mutual Transfer between students of Engineering Colleges may be allowed on mutual consent of both the parties.
7. Transfer to a particular College shall not be claimed or treated as a matter of right.
8. Once selected students are transferred, they will not be allowed to come back to the same college from where they were transferred out.
9. The copy of transfer orders will be uploaded in the DTE website (dte.assam.gov.in) and will also be sent to the Principals with a request to admit/ release the students after fulfilling the necessary formalities and repaying their refundable Fees (security deposit etc.).
10. The transfers will be made as per the time schedule by the Director of Technical Education, Assam.

The transfers take place 2 times in the span of 4 years

- A. Transfer in 1st Semester
- B. Transfer in 3rd Semester

A. Transfer in 1st Semester:

1. The Director of Technical Education, Assam shall constitute a Transfer Committee for each academic session to examine the applications and shall give necessary recommendations to the Director to act upon it.
2. The transfer shall be carried out shortly after the date of reporting by the students to the respective College and before the start of the subsequent Counselling (if any). Applications

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for such transfer may be submitted to the Principal of respective College immediately as notified by DTE.

3. The transfer shall be based on the ranks of the candidates in Combined Entrance Examination (CEE) of the respective year & subject to the availability of vacancies in a college and the transfer will be treated as no branch (without allotting any branch).
4. The transfer shall be implemented within 7(seven) days from the date of reporting to the College after completion of 1st/2nd Counselling.
5. Applications for transfer may be submitted offline in a box kept at the office of the Director of Technical Education/ Principal of respective College, from 16th August to 21st August of every year. The same will be opened by the Committee/ Principal on the next working day. A database of the information of the students in a prescribed Ms excel format would be prepared and sent by the Principals via e-mail on 22nd August and the original copies of the applications with a forwarding letter to the office of DTE by 25th August.
6. Transfer order will be issued in the last week of August to enable the student to join the allotted College in the 1st week of September of the same year.
7. Under special circumstances, some weightage will be given for the students of the following categories of students subject to availability of vacancies:
 - a. Specially-abled category (PwD)
 - b. Girl candidates

B. Transfer in 3rd Semester:

I. Admitted through CEE

1. The Director of Technical Education, Assam shall constitute a Transfer Committee along with a Govt. Medical Officer to examine the applicant's medical ground, and shall give necessary recommendations.
2. Applications for transfer may be submitted offline in a box kept at the office of the Director of Technical Education/ Principal of respective College, on the date as notified by DTE.
3. The Box will be opened by the Committee/ Principal on the next working day and The hard copy of the application duly signed by the students along with the following documents must be submitted to the Principal of the concerned College on or before the last day of 2nd semester examination.
 - a. Self-attested copy of the Marksheet/ Grade sheet of the 1st Semester.
 - b. Self-attested copy of the Admit Card of the 2nd Semester Examinations.
4. A database of the information of the students in a prescribed Ms excel format would be prepared and sent by the Principals via e-mail immediately and the original copies of the applications with a forwarding letter to the office of DTE within 3 (three) days.
5. Transfer in B. Tech students shall be permitted only in the beginning of 3rd semester (i.e., after completion of 2nd semester Examination).
6. Students who have completed 1st Semester course without any back/ arrear subject in the 1st Semester and have appeared in the 2nd Semester examination are eligible for the promotion to the 3rd semester, may be considered for college transfer on following conditions.

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7. Transfer will be allowed **between the branches of same group only** (Group-A: Civil, Mechanical, Chemical, and Industrial and Production Engineering); Group-B: Electrical, Computer Science and Engineering, Electronics and Telecommunication Engineering, Electronic and Communication Engineering, Instrumentation Engineering, Power Electronic & Instrumentation, and Electrical & Electronic Engineering). **Inter group transfer shall not be allowed.**
8. The transfer will be done strictly on the basis of merit of 1st semester examination. The rank/ marks obtained by the student in CEE shall not be considered for transfer in the 3rd Semester.
9. The transfer shall be done subject to the availabilities of vacancies in the concerned college and will be transferred as no branch.
10. Application from dis-collegiate students shall not be considered.

II. Transfer in 3rd Semester (Admitted through Lateral Entry):

1. Transfer application of any student admitted through lateral entry will be considered against the vacant seats in the respective Branch only.
2. The transfer shall be based on the ranks of the candidates in Joint Lateral Entrance Examination (JLEE) of the respective year, subject to the availability of vacancies in the concerned Branch/ college.
3. Regarding transfer of Colleges for students, those students who do not get a 1st choice in the 1st Semester may apply again in the end of 2nd Semester.

C. Specific Instructions:

1. The transfer process must be completed from the time the transfer order is issued to the date of reporting to the College as mentioned in the order.
2. The grievances of students can be submitted within 7 (seven) days of issuance of orders after joining at the new College. Their representation shall be considered in accordance with the policy and appropriate decision shall be conveyed to him/her within 15 days.
3. No personal communication shall be made to the students/ Guardians.
4. DTE, Assam and ASTU will not be responsible for any student failing to take admission as per the order and the timeline mentioned above.
5. The Director, Technical Education will have discretion on his/her any power to transfer any student against a vacant seat overruling the above provisions on special and specific cases.

Mamshi Barsoil
3/6/19
Director
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Kahilipara, Guwahati-19