



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

No. TE[Ex] Admn-3/2022/ 205

Dated Guwahati the 24/3/2022

From Shri Dhruvajyoti Borah, ACS,  
Director of Technical Education, Assam,  
Kahilipara, Guwahati-19.

To The Principal,

1. All Government Engineering Colleges of Assam.
2. All Government Polytechnics of Assam.

Sub. Forwarding of Guideline for Institutional Transfer of First Year students of State Govt. Engineering Colleges and Polytechnics of Assam.

Ref. Govt. letter No. ATE.228.2018/24, dated 24/02/2022.

Sir/Madam,

With reference to the subject cited above and Approval of Govt. vide letter No. ATE.228.2018/24, dated 24/02/2022, a committee has been formed for evaluation of application for institutional transfer of the student. The committee adopted a set of guidelines for Institutional Transfer of First Year students of Engineering Colleges and Polytechnics of Assam. The guidelines are enclosed with a request to circulate the same among the student community.

In this connection, I would also like to forward herewith a FORMAT for Institutional Transfer of First Year students of Govt. Engineering Colleges and Polytechnics of Assam, for the purpose of inviting applications from the aspirant students by observing the transfer guidelines.

Encl:- As stated above.

Yours faithfully,

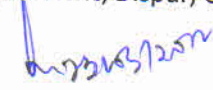
  
Director of Technical Education, Assam,  
Kahilipara, Guwahati-19.

Memo No. TE[Ex] Admn-3/2022/ 205-A

Dated Guwahati the 24/3/2022

Copy for kind information to:-

1. The Principal Secretary to the Govt. of Assam, Higher (Technical) Department, Dispur, Guwahati-6.
2. The Principal Secretary to the Govt. of Assam, Higher (Technical) Department, Dispur, Guwahati-6.

  
Director of Technical Education, Assam,  
Kahilipara, Guwahati-19.

**GUIDELINES FOR INSTITUTIONAL TRANSFER FOR THE  
FIRST YEAR STUDENTS OF ALL GOVT. ENGINEERING  
COLLEGES AND POLYTECHNICS OF ASSAM UNDER  
DIRECTORATE OF TECHNICAL EDUCATION, ASSAM.**

**REASONS FOR ADOPTION OF GUIDELINES FOR INSTITUTIONAL TRANSFER: -**

- 1. To follow the guideline of All India Council for Technical Education and National Board of Accreditation (N.B. A) requirement.**
- 2. To develop the newly established Govt. Engineering Colleges and Polytechnics of Assam.**

The following guidelines should be followed w.e.f. **22/03/2022** for the transfer of First Year students of All Govt. Engineering Colleges and Polytechnics of Assam under Directorate of Technical Education, Assam.

As per the AICTE guideline and NBA requirement (subject to changes from time to time) the transfer of the student is to be considered only after maintaining 75% of student's intake branch wise. The AICTE guidelines on the basis of the decision of Hon'ble High Court, Karnataka vide WP No. 18423-427/2000, dated 7-2-2001.

1. Maintaining 75% of the intake capacity in a Branch the concerned institute may forward application for institute transfer within 15 days from the start of 2<sup>nd</sup> semester classes in their parent Institutions/Colleges. The Head of the Institution will have to notify accordingly based on the notice and guidelines issued by the Director of Technical Education, Assam.
2. The institutional transfer process will be completed in the 2<sup>nd</sup> semester and students are to join in the institute where he/she is transferred before the 1<sup>st</sup> day of commencement of 3<sup>rd</sup> semester.
3. The Institute/College will constitute a Transfer Committee at the institute level with the following members: Head of the Institution, Head of the Department /Senior Faculties of each branch. A Medical Officer may also be engaged (if necessary) from the Medical College/ nearby Civil Hospital.

The institute level transfer committee shall screen the applications on priority basis of  
:- Merit Rank of CEE (for Engineering Colleges and Merit Marks of PAT (for Polytechnics).

- (ii) The institute level transfer committee also shall screen the application as per norms shown in the present Guidelines.

4. The Head of the Institution will forward evaluated applications with justifications to the Directorate of Technical Education, Assam.
5. The Core Committee of Directorate of Technical Education, Assam will prepare the final list of transfer **subject to information of vacancy** received from the institute/College on the basis of priority as well as maintaining the present guidelines.

**Important Note: 1 :-**

- a) Inter institute/College transfer will be as "No Branch" basis and branch should be allotted by respective institute/college within two weeks of commence of 3<sup>rd</sup> semester class with the recommendation of the institute level transfer committee.
- b) Intra Institute branch transfer will be done by institute/college with the recommendation of the institute level transfer committee. Branch change shall be strictly according to the Merit Marks of PAT and Rank of CEE.
- c) The process of branch transfer should be completed within two weeks of commence of 3<sup>rd</sup> semester class with the recommendation of the institute level transfer committee.

**Important Note: - 2.**

The following categories of students are not eligible for Institute Transfer/Branch Transfer owing to administrative and academic reasons.

- i) Students admitted in Assam Textile Institute, Guwahati.
  - ii) Students admitted in Modern Office Management and Architecture Assistantship in PCPS, Girls' Polytechnic, Guwahati.
  - iii) Students admitted in Textile Design Branch in Residential Girls' Polytechnic, Golaghat.
  - iv) The lateral entry/ EWS Category/T.F.W. as the seats are supernumerary.
  - v) Sports/N.C.C. / Central Govt. Employee /Freedom Fighter/Retired Defence Person quota.
6. In extra ordinary situation the concerned authority i.e. Director of Technical Education, Assam and concerned Principals of both the institutes/Colleges may take appropriate action, if necessary.
  7. The above mentioned guideline may subject to change as and when decided by authority with the recommendation of the concerned committee.

  
Director of Technical Education, Assam,  
Kahilipara, Guwahati-19.

# FORMAT

## [ INSTITUTIONAL TRANSFER FROM ONE INSTITUTE TO OTHER ]

### BASIC INFORMATION [TO BE FILLED UP BY THE STUDENTS]

1. STUDENT'S DETAILS: -

- I) NAME OF THE STUDENT: \_\_\_\_\_
- II) FATHER'S NAME: \_\_\_\_\_
- III) PRESENT INSTITUTE/COLLEGE: \_\_\_\_\_
- IV) PRESENT BRANCH : \_\_\_\_\_
- V) ROLL NO. OF THE STUDENT: \_\_\_\_\_
- VI) REGISTRATION NO. \_\_\_\_\_
- VII) CONTACT NO. OF STUDENT: \_\_\_\_\_
- VIII) CONTACT NO. OF FATHER'S/ GUARDIAN: \_\_\_\_\_
- IX) WHERE THE STUDENT WILLING TO TAKE TRANSFER: \_\_\_\_\_
- X) REASON OF TRANSFER: \_\_\_\_\_
- XI) VALID SUPPORTING DOCUMENTS: \_\_\_\_\_
- XII) MARKS OBTAINED IN PAT/ RANK OF CEE: \_\_\_\_\_

**NOTE : TRANSFER WILL BE ALLOWED AS "NO BRANCH" AND SUBJECT TO 'VACANCY'.**

SIGNATURE OF PARENTS

DATE:

SIGNATURE OF STUDENT

DATE:-

#### OFFICE USE

**[ TO BE FILLED UP BY THE PARENT COLLEGE/ INSTITUTE OF THE STUDENT ]**

2. FROM THE PRINCIPAL OF THE INSTITUTE/ COLLEGE: -

- I) RECOMMENDATION FROM THE INSTITUTE LEVEL TRANSFER COMMITTEE: YES/ NO.
- II) WHETHER THE NORMS OF A.I.C.T.E. AND N.B.A. REQUIREMENT IS MAINTAINED:  
YES/NO.
- III) WHETHER THE STRENGTH IS 75% OF INTAKE CAPACITY OF THE BRANCH: YES/NO.
- IV) RECOMMENDATION OF THE PRINCIPAL: RECOMMENDED: - YES/ NO.

SIGNATURE OF THE PRINCIPAL OF THE  
INSTITUTE/COLLEGE

DATE:-