

## TRANSFER OF INSTITUTION - ENGINEERING COLLEGES

- Transfer of Institution is accorded during the beginning of Odd Semester of each academic year.
- The application for request for transfer will be made available in the DOTE website from the First week of April till the last date announced for transfer for that particular academic year.
- The transfer application form should be duly filled and should be sent to the Directorate of Technical Education within the due date prescribed for transfer.
- All necessary instructions regarding transfer of Institution are given in the application itself.
- The guidelines for transfer are given in [G.O.\(Ms\) No. 434, Higher Education \(J2\) Department, dated : 23.10.2008.](#)
- Document Proof to be attached with application :
  - i) Copy of Hall Ticket of latest semester Examinations appeared (within University transfers)
  - ii) Copy of mark sheets of all previous semester Examinations attended for proof of pass in all semesters (Inter-University transfers)
- Transfer orders once issued will be sent to the concerned student to the communication address specified through ordinary post and to the Principals of the two colleges concerned.
- Status of Transfer Applications already submitted can be heard over phone : 2235 1018 Extn : 342 or 255