

DEPARTMENT OF TECHNICAL EDUCATION

From

The Principal Secretary /  
Commissioner of Technical Education  
Chennai 600 025

To

The Principals of all Engineering  
Colleges

Letter No. 14000 / ECA1 / 2015, dated : 24.4.2015

Sir,

Sub : Technical Education – Engineering Colleges – Transfer of  
Institution / Readmission after break of study – 2015-16 – Odd  
semester – Online Applications called for – Procedure for  
applying for transfer and other guidelines issued – reg.

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Principals of Engineering colleges are requested to forward applications seeking  
Transfer / Readmission / Readmission cum transfer in Odd semesters (III, V, VII and IX) of  
B.E / B.Tech / B.Arch degree courses for the year 2015-16.

Similar to the previous academic year, for this academic year also applications for  
Transfer / Readmission / Readmission cum transfer will have to be fed online by the respective  
Principals.

The outline of the procedure to be adopted for online applications is given below :

**Instructions to feed data online :**

1. The Principals are requested to arrange to install Oracle Jinitiator (Follow previous year instructions)
2. Type the following http address in the address bar of the Web browser for login.  
**<http://115.249.106.191:8889/forms/frmservlet?form=transfer2015&config=webutil>**
3. Already assigned userid and password to be used for logging in.
4. Read "Instruction to Principals" available online. All necessary instructions to feed data online will be made available

**Other Instructions :**

1. **Online only** : Only online applications will be considered for processing. Manual application, if any received will be rejected without any communication.
2. **Eligible semester** : Principals are requested to verify the eligible semester for transfer / readmission before forwarding the application. Current semester hall ticket / Last attended semester mark sheet to be verified before recommending for transfer / readmission.
3. **Supporting documents** : Necessary supporting documents should be enclosed along with hard copy of application and sent to this office.

**Readmission**

1. Principals are permitted to allow the students seeking readmission to attend classes from the date of commencement of Odd semester for the year 2015-16, provided the

readmission application has been fed online except in case of students involving Court cases.

2. If any Court case is involved in respect of student seeking readmission, the Principals are requested to readmit and allow the student to attend classes only after obtaining readmission orders from DOTE.
3. As per guidelines issued in G.O. (Ms) No. 361, Education, Science and Technology Department, dated : 9.5.1995, readmission of candidates in first semester shall not be made excepting for the candidates who are prevented from appearing for first semester University examinations. In all other cases, they are required to seek admissions afresh in the first semester as if they are fresh candidates for admission.

### **Transfer**

4. Students seeking transfer / readmission cum transfer can join the transfer requested to college only after necessary transfer orders have been issued by this office. Till such time, the student should continue his/her study in the parent college only.
5. In respect of attendance, Principal of parent college should furnish attendance details communicated to the Controller of Examinations during end semester examinations. The Principal of the transfer requested to college should verify the semester, branch and attendance of the student before recommending for transfer.
6. Transfers are not permissible in Even semester.

### **Web portal opening and closing dates :**

Category / Semester	Web portal opening	Web portal closing
Transfer / Readmission cum Transfer in V, VII and IX semesters Readmission – All Odd semesters (I, III, V, VII and IX)	<b>12.5.2015</b>	<b>15.6.2015</b>
Transfer / Readmission cum transfer – III semester	<b>22.5.2015</b>	<b>15.6.2015</b>
Last date of receipt of hard copy of application in this office	<b>19.6.2015</b>	

- If applications found to be complete in all respects and within norms, orders will be updated online and Principals can take print out of orders issued.
- Discrepancy if any in application will be notified online. No communication will be sent. Principals have to frequently check the status of applications by logging in. In case of discrepancy, take necessary action to rectify.

Principals are informed that recommending transfer / readmission in incorrect semester with wrong or misleading supporting documents will lead to cancellation of orders issued if any by this office, at whatever stage of study the student might be.

  
for Principal Secretary / CTE 24/4/15