



# APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

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## NOTIFICATION

KTU/ASST(ACADEMIC)/2025/2018

17.08.2022

### **Sub: College Transfer for S3 B.Arch - 2022-23 - Notification issued - Reg.**

The schedule and norms for College transfer for S3 B.Arch during the Academic year 2022-23 is notified herewith.

Activity	Start Date	End Date	Remarks
Submission of application by students directly to the Present College.	17 <sup>th</sup> August 2022	24 <sup>th</sup> August 2022	Apply directly to the College, Follow the Procedure given along with the norms
Recommendation of application by the Principal of the Present College.	26 <sup>th</sup> August 2022	29 <sup>th</sup> August 2022	
Submission of application to the Opted College	30 <sup>th</sup> August 2022	31 <sup>st</sup> August 2022	
Recommendation of application by the Principal of the Opted college.	12 <sup>th</sup> September 2022	14 <sup>th</sup> September 2022	
Relieving from the present College and Joining in the Opted College.	15 <sup>th</sup> September 2022	17 <sup>th</sup> September 2022	
Last date for remitting the fees to the University.		24 <sup>th</sup> September 2022	
Last date for uploading the details on KTU portal for approval from the University (By the College).		30 <sup>th</sup> September 2022	



## **Norms for Inter College Transfer (B.Arch)**

1. Inter college transfer shall be applicable only for regular B. Arch students.
  2. The transfer shall be permitted just before the commencement of third semester
  3. The transfer shall be with effect from the first working day of the third semester
  4. The transfer shall be only within the sanctioned strength of the receiving college
  5. The following Category of students shall not be eligible for inter college transfer
    1. Govt. of India Nominee.
    2. Management Quota in Aided colleges.
    3. Management Quota in private Self -Financing Colleges
    4. Students admitted under NRI/PIO quota.
    5. Students admitted under TFW Scheme.
    6. Students admitted in any supernumerary seats.
    7. Any other category which are ineligible as per the conditions for admission prescribed by Govt. of Kerala/Govt. of India.
  6. The transfer shall be permitted:
    - Between Govt/ Govt. Aided Colleges
    - Between Self – Financing Colleges (Including Govt. Controlled SFC)
  7. Notification inviting application for inter college transfer shall be issued by the University just before the commencement of the third semester.
  8. The candidate should fulfil the academic eligibility requirement for promotion to the third semester.
  9. If the number of applicants is more than the vacant seats available, the transfer may be based on the Entrance Exam Rank.
  10. The students shall opt only one college for inter college transfer.
  11. The selected candidates shall remit a fee of **Rs3150/-** (No fee for SC/ST students) within the stipulated date to the University. However, this rule is not applicable to the students transferred to other institutes under “Shift College” University order.
  12. The College transfer once approved by the receiving college will be final and binding on the applicant.
- No student will be permitted, under any circumstances, to refuse the change of college once offered

## **Procedure for College Transfer (Student seeks a transfer from College A to College B)**

### **Step 1:**

Submit a request for transfer to the Principal where he/she is presently studying (College A)

### **Step 2:**

The principal of college A may or may not recommend the transfer. Once recommended, the recommendation cannot be reversed and hence the Principal of college A has to relieve the student, if the student gets the transfer to college B.

### **Step 3:**

The Principal of college B shall publish the number of students that can be admitted based on the availability of vacant seats and based on the norms published by the University.



**Step 4:**

Principal A relieves the student if he/she is selected by college B with necessary entries in the KTU portal.

**Step 5:**

Principal B admits the student in College B with necessary entries in the KTU portal.

**Step 6:**

Student remits the fee to the University.

Dr. Shalij P.R  
Dean (Academic) in Charge

\* This is a computer system (Digital File) generated letter. Hence there is no need for a physical signature.

