

STUDENT TRANSFERS

A.Y. 2024-25 onwards

USER GUIDE

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1. Important points/conditions for Student Transfers

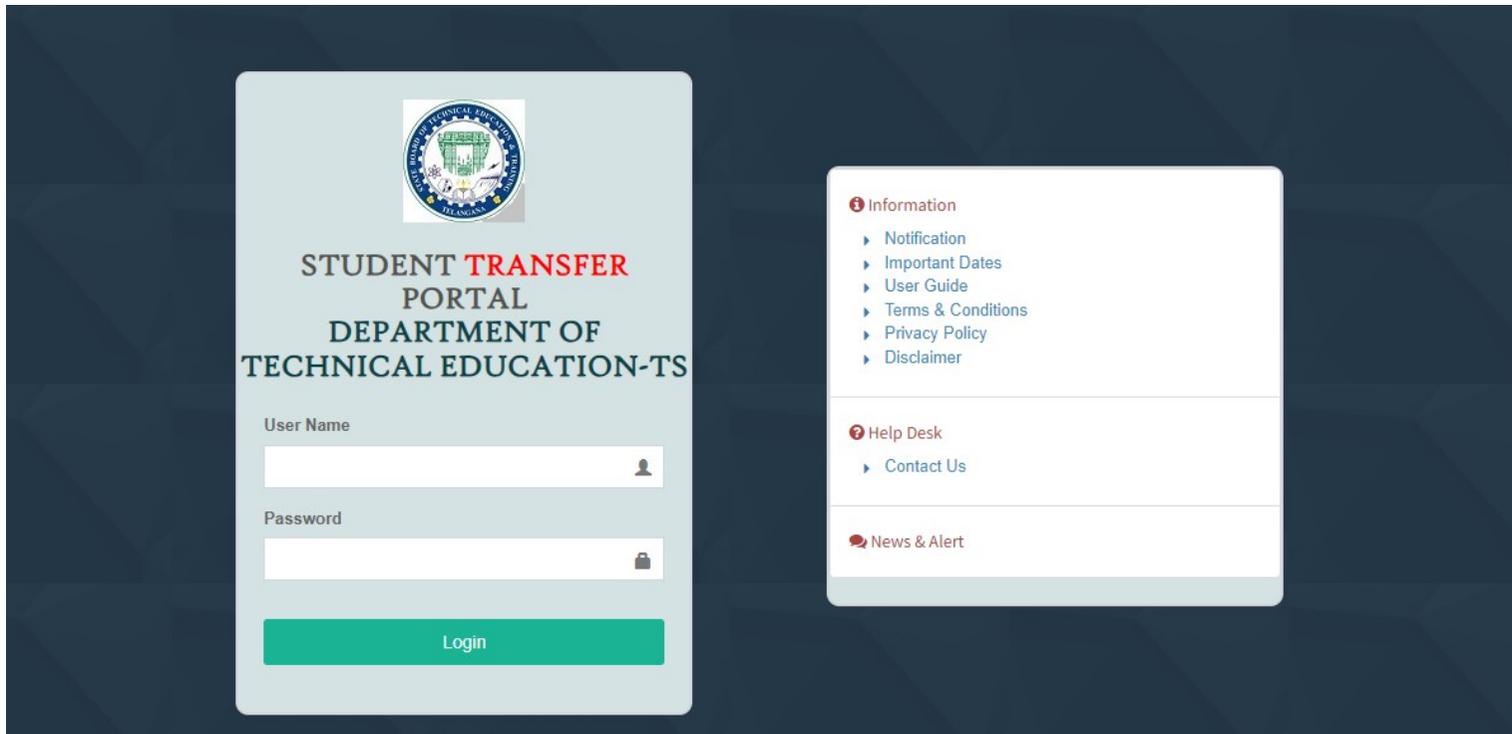
1. Eligible Courses for Student transfers
 - a. B.E.
 - b. B.Tech.
 - c. B.Pharm
 - d. Pharm-D
 - e. MBA
 - f. MCA
 - g. B.Arch
2. Type of student transfers
 - a. From one non-autonomous college to another non-autonomous college within the same affiliated university.
 - b. From one non-autonomous college to another autonomous college within the same affiliated university.
 - c. From one autonomous college to another non-autonomous college within the same affiliated university.
 - d. From one autonomous college to another autonomous college within the same affiliated university.
 - e. From a college affiliated to one university to another college affiliated to other university within Telangana State.
3. For all student transfers, except for the transfers 2 (a) mentioned above, the Registrar of the University to which the transferee Institution is affiliated, must provide information on the number of credits that can be transferred and the equivalence of core subjects that the student must study.
4. Students can be transferred at 2nd /3rd /4th year level, but not at 1st year level.
5. **Students can be transferred only when unfilled/vacant seats are available.**
6. For B.E./B.Tech courses, the transfer must be in the same branch of Engineering, in which the student was studying in the institution from where the transfer is sought.
7. **In any case after effecting the transfers, the total strength of each branch should not be more than the sanctioned intake capacity of the branch as prescribed by AICTE and affiliating university.**

8. There should be a valid reason for transfer such as medical grounds /Parents transfer (Govt. employees only)/Closure of the Institution/course.
9. Students who are admitted under Convener Quota can be transferred to either Convener or Management Quota. But those who are admitted under Management Quota can only be transferred to Management Quota. However those who are transferred to management quota are not eligible for fee reimbursement & scholarships provided by the Govt.
10. The vacancy position, as submitted by the Principals of the concerned Institutions will be taken into account, after verifying the related documents, for effecting the transfers and if any irregularities are noticed at a later date in this regard, the responsibility is lies with the Principal and management of the respective institutions concerned.
11. **Submission of transfer application and payment of processing fee by a student does not confer any guarantee on the student transfer until it is approved by the Commissioner of Technical Education, Telangana State. Processing fee once paid will not be refunded or returned under any circumstance.**
12. The Principals & the Registrars concerned should process the student transfer applications through online mode using the credentials given to them. Hence the credentials are not to be shared with anyone.
13. Principals are provided with (02) credentials (user IDs & Passwords) one for themselves and the other one for their office/Data entry, from where the students can submit their online transfer applications.
14. Before applying for transfer, the student should take the willingness of the Principal/Management of the **Transferor Institution** i.e. the institution from where the transfer is sought and also **Transferee Institution** i.e. the institution to where the transfer is requested.
15. URL for submission of transfer application by student & for processing the submitted application by Principals and University Registrars concerned is : <https://osdes.sbtet.telangana.gov.in/studenttransfer/Login>
16. For any queries, contact e-mail: ads.dtets@gmail.com. Follow <https://dte.telangana.gov.in/> for updates & orders.
17. **If any Institution is not received the credentials**, the Principal of the institution should provide the following by writing a letter to the Commissioner of Tech.Edu. on the college letter head & send the same to the above mail.

Inst_code	Inst_name	Affiliating University	College_type (Pvt/Govt)	Name of the Principal	Official Mobile Number	Official Email	Institution Address	Autonomous/ Non- Autonomous
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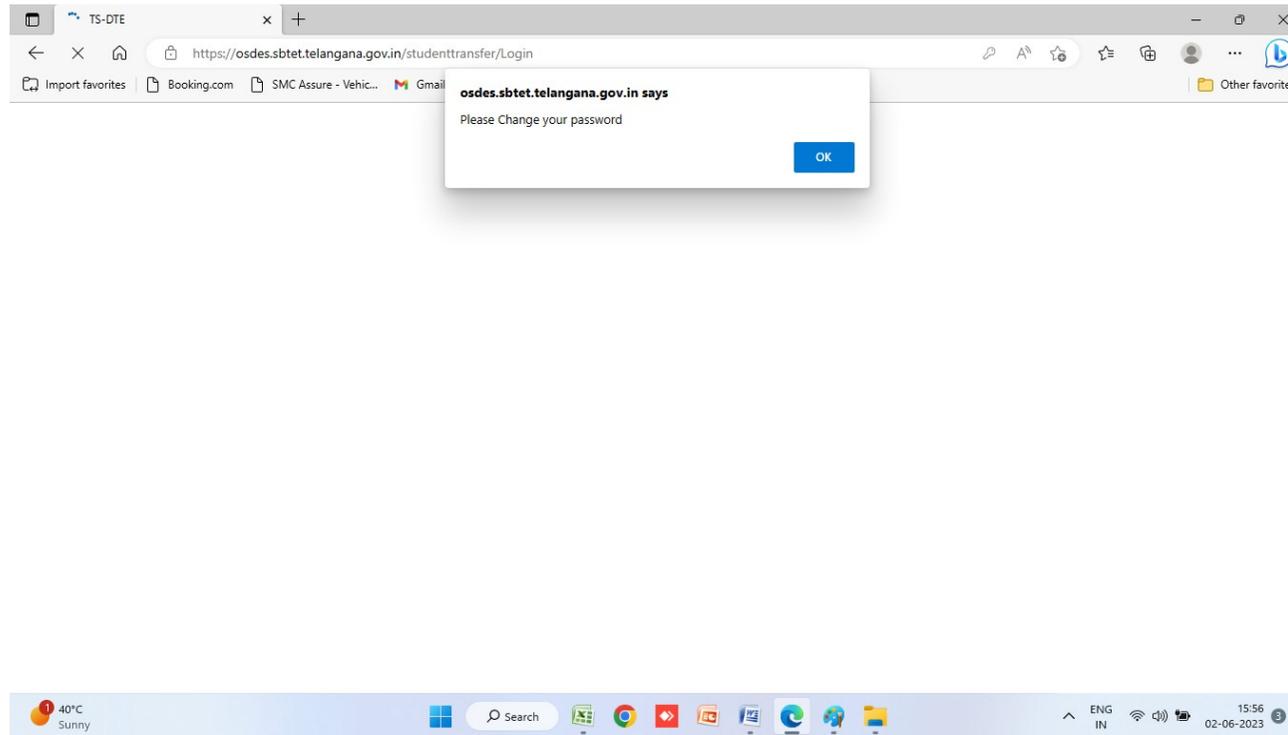
2. How to apply for transfer by a student

1. Before applying for transfer, the student should take the willingness of the Principal/Management of the **Transferor Institution** i.e. the institution from where the transfer is sought and also **Transferee Institution** i.e. the institution to where the transfer is requested.
2. The student should keep the softcopies such as College ID Card, Allotment order, medical certificate or any reason for transfer in PDF format, ready before applying for transfer.
3. Click on the URL: <https://osdes.sbtet.telangana.gov.in/studenttransfer/Login>
4. Get the following screen

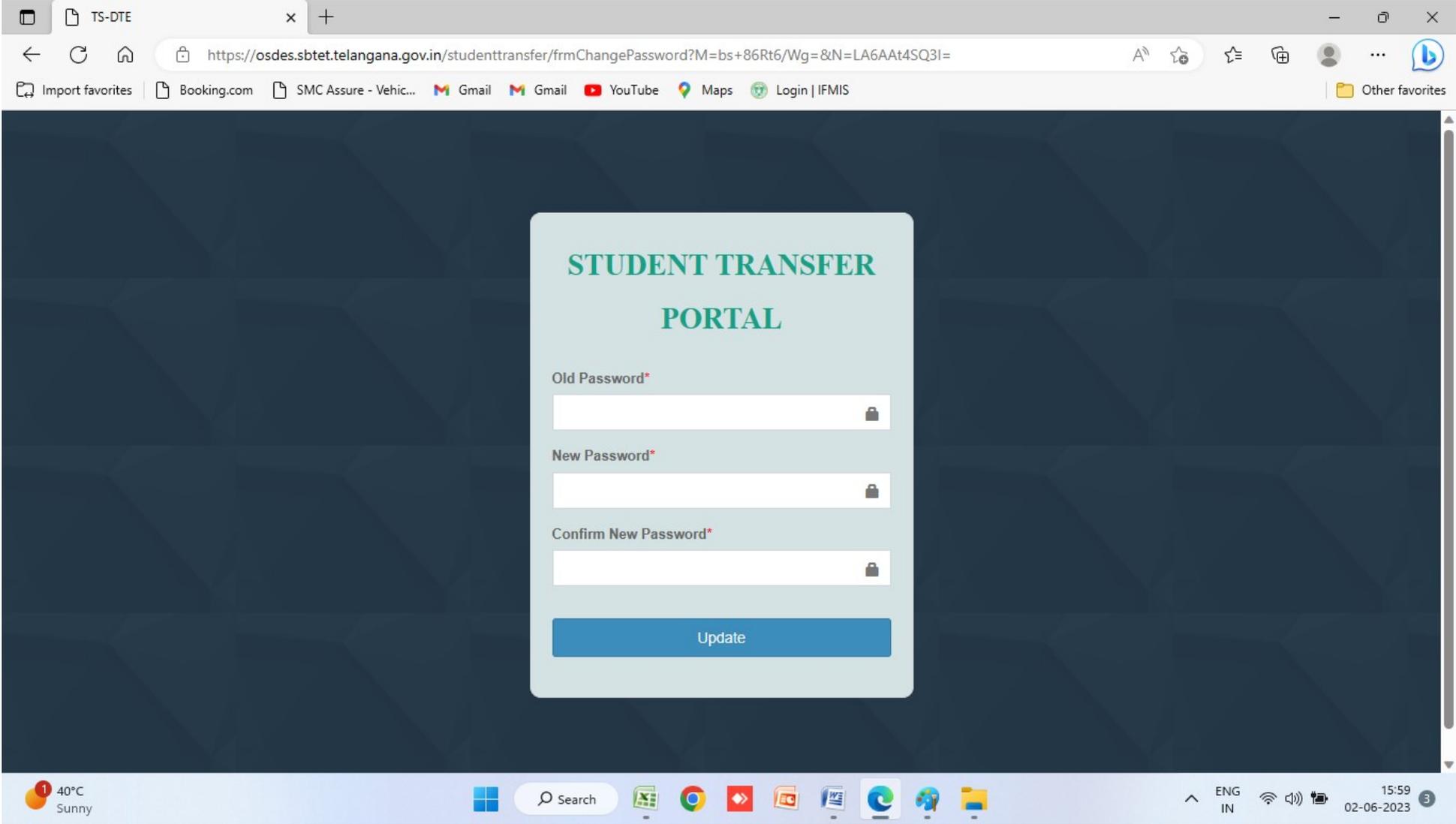


5. Go through the Notification & User Guide thoroughly and understand the rules, conditions & process of student transfers

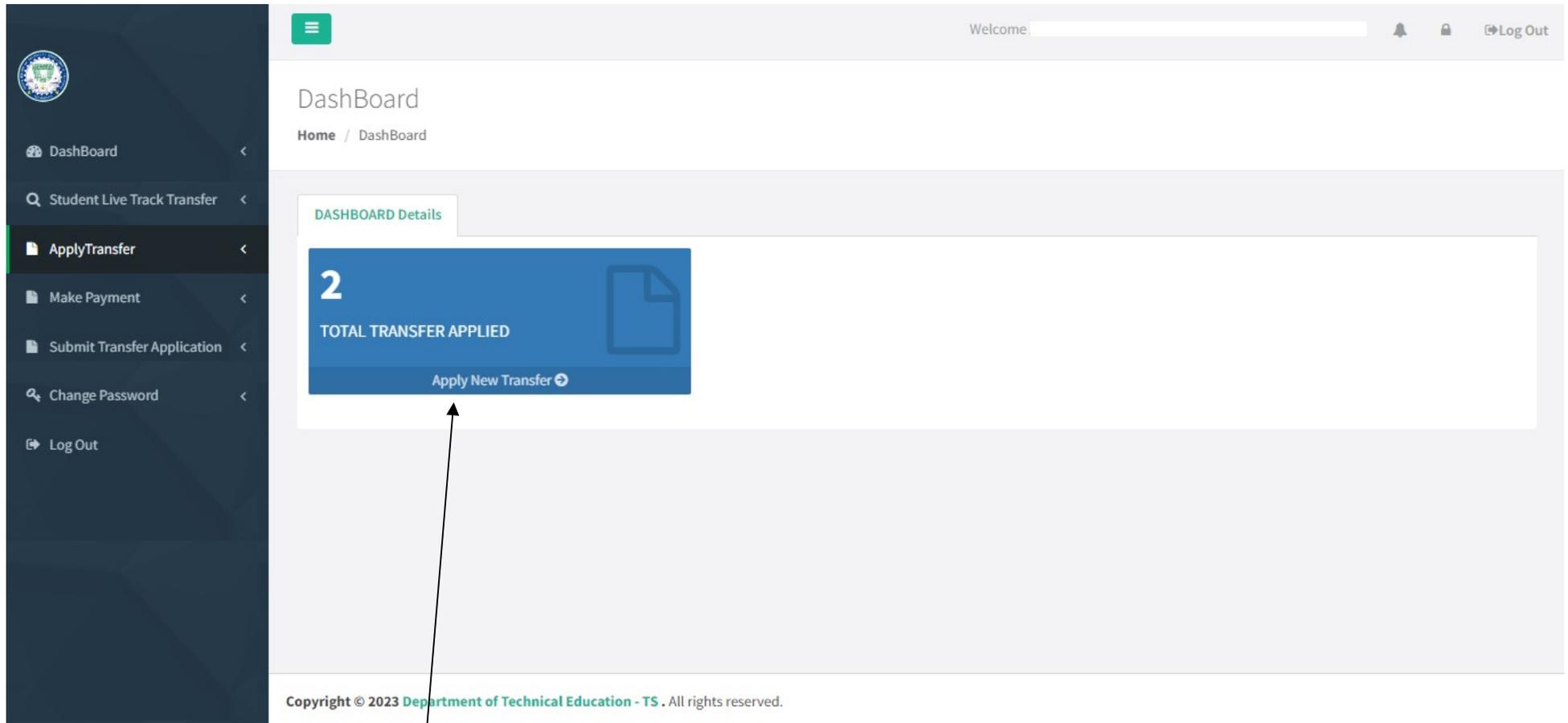
6. Each college is provided with 2 credentials (user IDs & Passwords) one for the Principal (S2) & other for data entry (S1) for the students to apply for transfer. Both the credentials will be sent to the official mail ID of the Principal concerned. Incase not received, contact the help desk.
7. Student should login through the data entry user ID & Password (S1) provided by the Transferor (From) Institution to apply transfer.
8. After logging in, the following screen appears



9. Change the password.



10. After logging in again, the following screen appears



11. Click on Apply New transfer

12. Get the following screen

The screenshot displays a web application interface for 'Apply Transfer'. On the left is a dark sidebar with a logo and a list of menu items: Dashboard, Student Live Track Transfer, Apply Transfer, Make Payment, Submit Transfer Application, Change Password, and Log Out. The main content area has a header with a 'Welcome' message and a 'Log Out' button. Below the header, the page title is 'Apply Transfer' with a breadcrumb trail: 'Home / Apply Transfer / Generate Self Declaration'. A tab labeled 'Apply Transfer' is active. The main section is titled 'Details of the Candidate :'. It contains several form fields: 'Full name of the candidate as per college nominal rolls*' (text input with placeholder 'CANDIDATE NAME'), 'Father's Name*' (text input with placeholder 'Father Name'), 'Mobile Number*' (text input with placeholder 'MobileNumber'), 'E-Mail ID*' (text input with placeholder 'E-Mail ID'), 'PIN / Roll No*' (text input with placeholder 'PIN / Roll No'), 'Academic Year of Admission in 1st Year*' (dropdown menu with '--Select Academic Year--'), 'Year in which the candidate studying presently*' (dropdown menu with '--SELECT--'), 'Type of Transfer*' (dropdown menu with '--SELECT--'), 'Name of the Course*' (dropdown menu with '--Select Course Type--'), and 'Level (year) at which the candidate is seeking transfer*' (dropdown menu with '--SELECT--'). At the bottom, a copyright notice reads: 'Copyright © 2023 Department of Technical Education - TS . All rights reserved.'

Details of the institution from where the candidate is seeking transfer :

Name of the affiliating university (During the academic Year mentioned)*

Name of the Institution*

Type of Institution*

Details of the institution to where the candidate is requesting transfer :

Name of the Institution*

Name of the affiliating university (During the academic Year mentioned)*

Type of Institution*

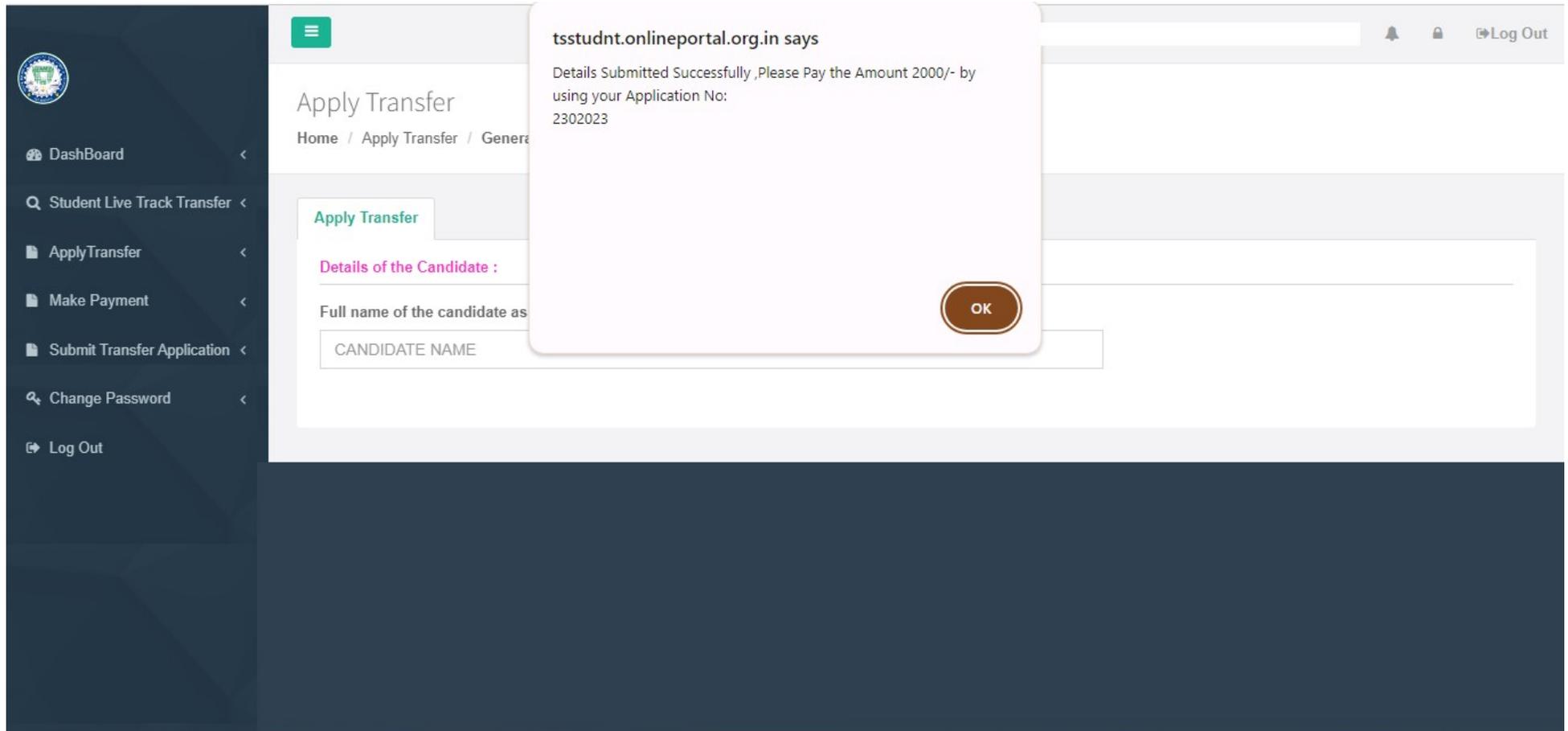
Reason for Transfer*

Upload Reason for Transfer Document*

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13. Fill the above fields correctly. Wrong entries may cause rejection of the application.
14. Upload the reason for transfer i.e. Medical Certificate issued by a Govt. Doctor not below the rank of Assistant Civil Surgeon in case on medical grounds or Transfer order copy of parent (Govt. Employees only) or course/Institution closer order. If should be in PDF format only.
15. Click on Submit details.

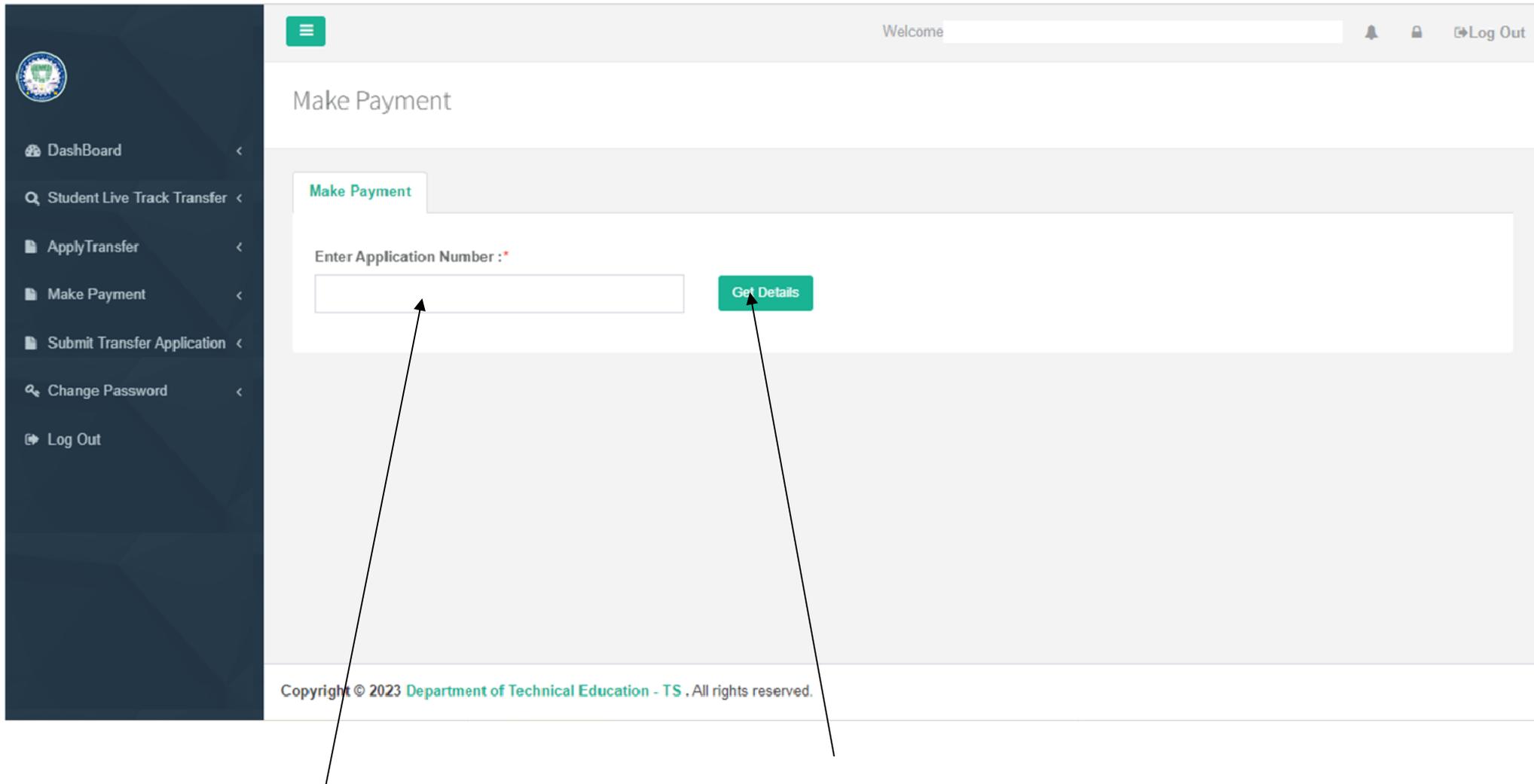
16. Get the following pop-up.



17. Note down the Application number & use the same for future reference. The Application number will also be sent to the student e-mail.

18. Click on OK

19. Make payment screen appears automatically. If not click on 'Make Payment'



20. Enter the Application No (do not enter PIN/Roll number) & Click on 'Get Details'

21. Get the following screen

Welcome

Log Out

Make Payment

Make Payment

Enter Application Number :*

xxx **Get Details**

Details of the Candidate :

Application Number 1.Full Name of the Candidate

xxx xxx

2.Father Name 3.PIN / Roll No 4.Mobile Number

xxx xxx xxx

Make Payment

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22. Check the details, if correct Click on 'Make Payment'

23. Payment gateway will open. Make the payment. [Rs 2,000 + (Transaction+Convenience+GST)fee]

24. On successful payment of processing fee the following screen appears.

Payment Status

Payment Successful

Your Payment Reference ID: ██████████

██████

Your Payment Transaction ID: ██████████

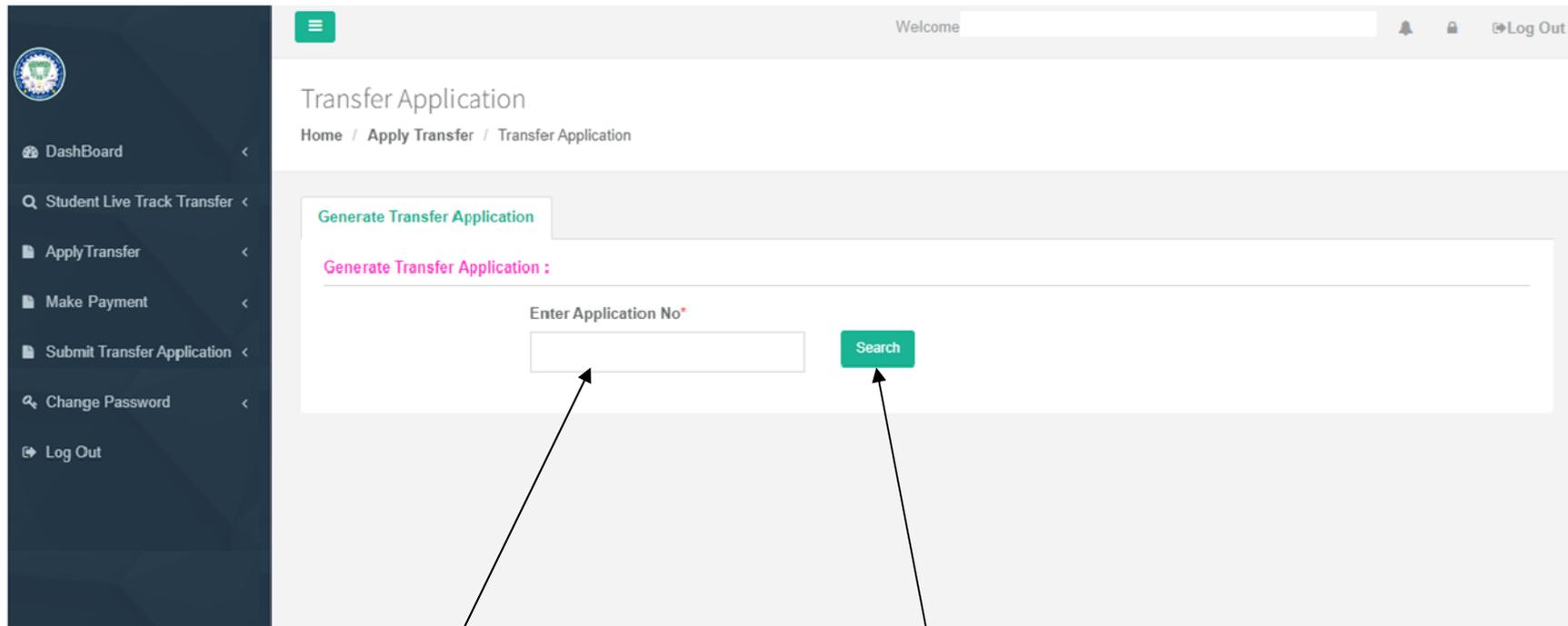
[Submit Self Declaration / Submit Transfer Application](#)

Label ↑

25. Note down the payment reference ID & transaction ID for future reference.

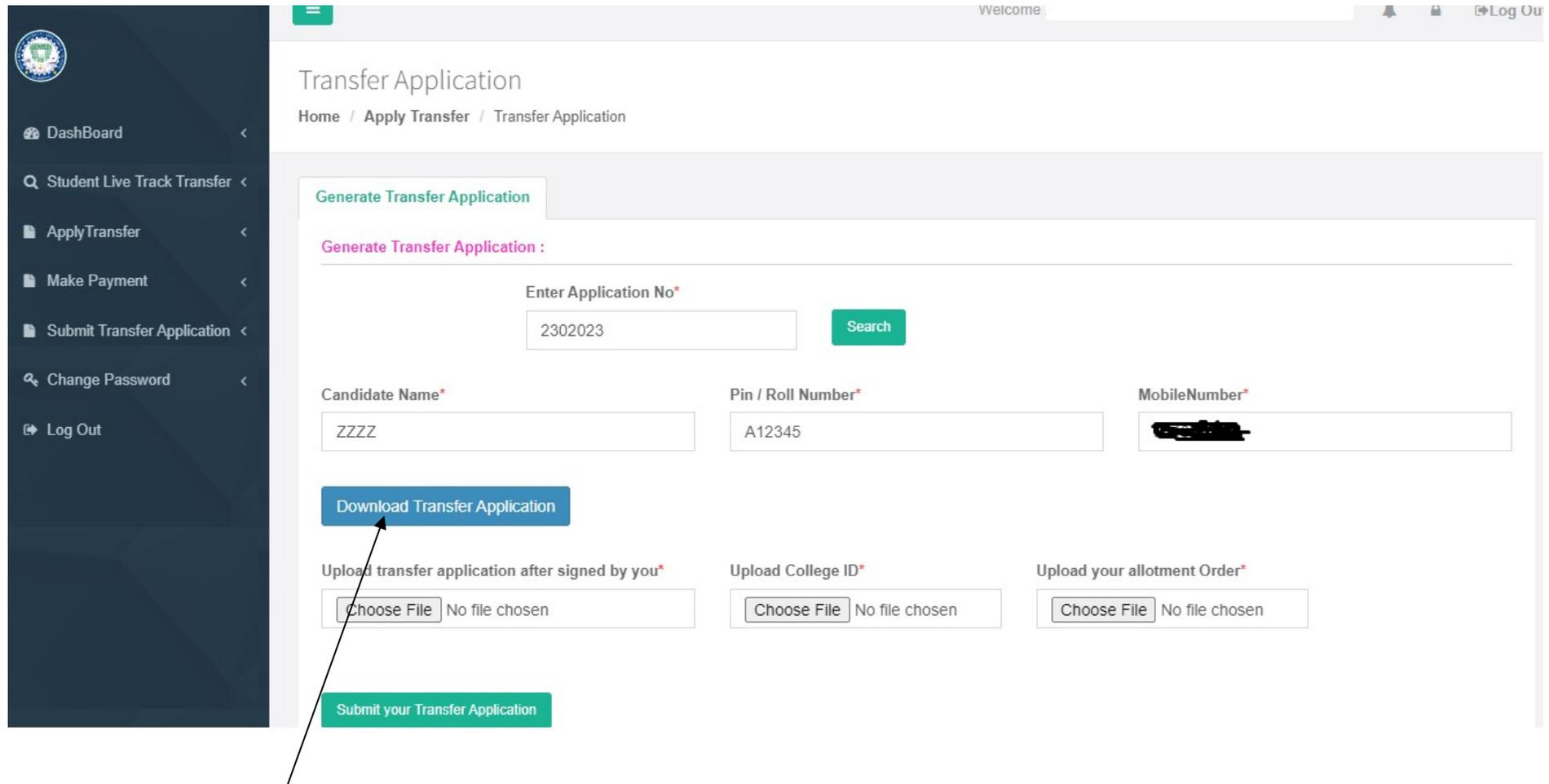
26. Click on Submit 'Self Declaration/Submit Transfer Application'

27. Transfer Application screen appears automatically. If not click on 'Submit Transfer Application'



28. Enter the Application No (do not enter PIN/Roll number) & Click on 'Search' button

29. Get the following screen



30. Download the transfer application.

STUDENT TRANSFER APPLICATION FORM

To
The Commissioner of Technical Education,
Government of Telangana,
Vidya Bhavan, 2nd Floor, Nampally,
Hyderabad.

Respected Sir,

Sub : Student Transfer for the Academic year 2024-25 - Reg.

* * *

I, ZZZZ S/o/ D/o YYYY bearing PIN/Roll No. A12345 studying _____ in _____ Branch, presently studying I Year, request the Commissioner of Technical Education, TS to Transfer me **from** _____ Institution **to** _____ at II Year level under () quota. Reason of Transfer is Medical Grounds.

Further, I submit that I have read the transfer notification and understood the rules & regulations of the transfer process thoroughly and also I am aware of the fact that, submission of transfer application does not guarantee the transfer.

Thanking you Sir,

Yours faithfully,

(Signature of the Student)

Date: _____ Name of the Student: ZZZZ
Place: _____ Mobile No: _____
Email ID: _____

Application No: 2302023
Type of Transfer: 1

31. Take a printout of the downloaded transfer application, check the details and put a signature on it.

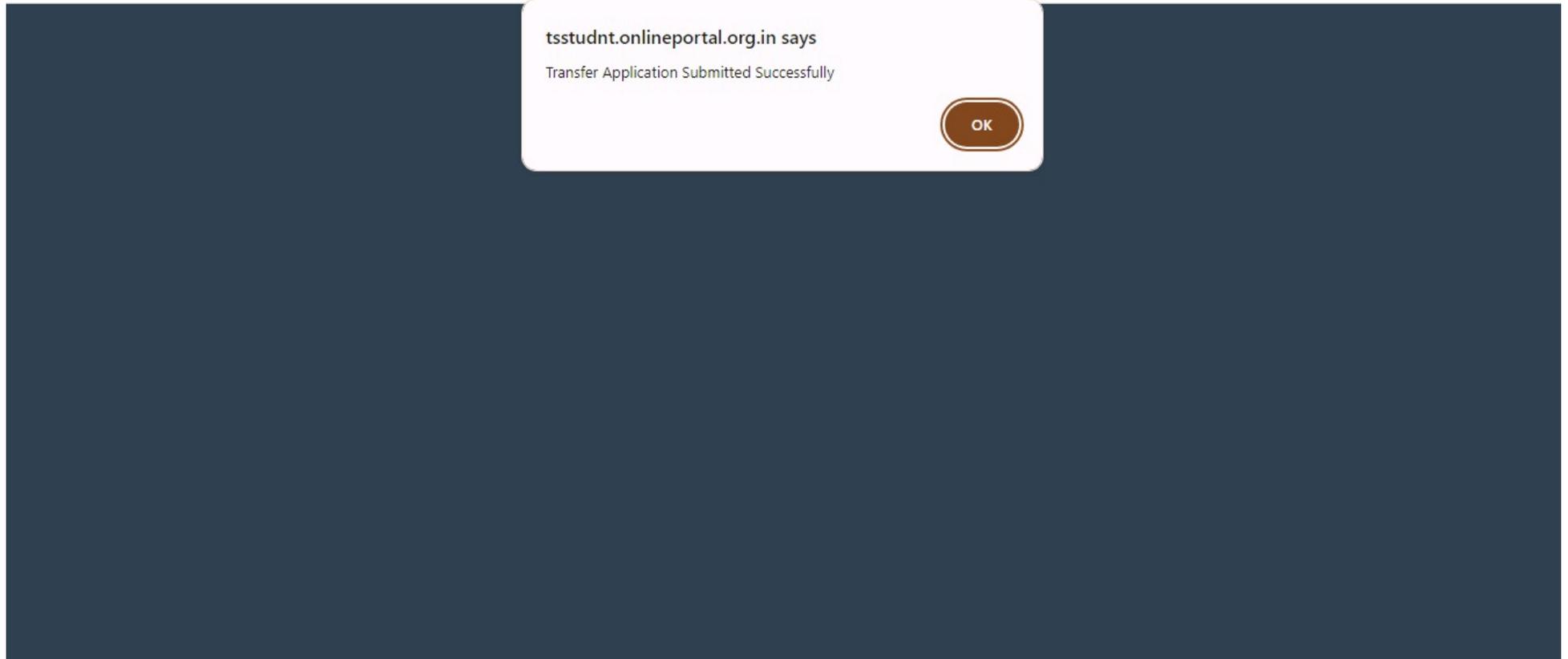
The screenshot shows a web portal interface for a 'Transfer Application'. On the left is a dark sidebar with a logo and navigation menu items: Dashboard, Student Live Track Transfer, Apply Transfer, Make Payment, Submit Transfer Application, Change Password, and Log Out. The main content area has a header 'Transfer Application' and a breadcrumb 'Home / Apply Transfer / Transfer Application'. Below this is a section titled 'Generate Transfer Application' with a sub-header 'Generate Transfer Application :'. The form includes an 'Enter Application No*' field with the value '2302023' and a 'Search' button. Below are three input fields: 'Candidate Name*' with 'ZZZZ', 'Pin / Roll Number*' with 'A12345', and 'MobileNumber*' with a redacted number. A 'Download Transfer Application' button is present. At the bottom, there are three file upload sections: 'Upload transfer application after signed by you*', 'Upload College ID*', and 'Upload your allotment Order*', each with a 'Choose File' button and 'No file chosen' text. A 'Submit your Transfer Application' button is at the bottom left. Three arrows point from the numbered instructions below to the 'Choose File' buttons for the signed application, College ID, and allotment order.

32. Scan the signed application and upload it in PDF format in the same portal

33. Upload the College ID card & allotment/admission order in PDF format

34. Submit the transfer application.

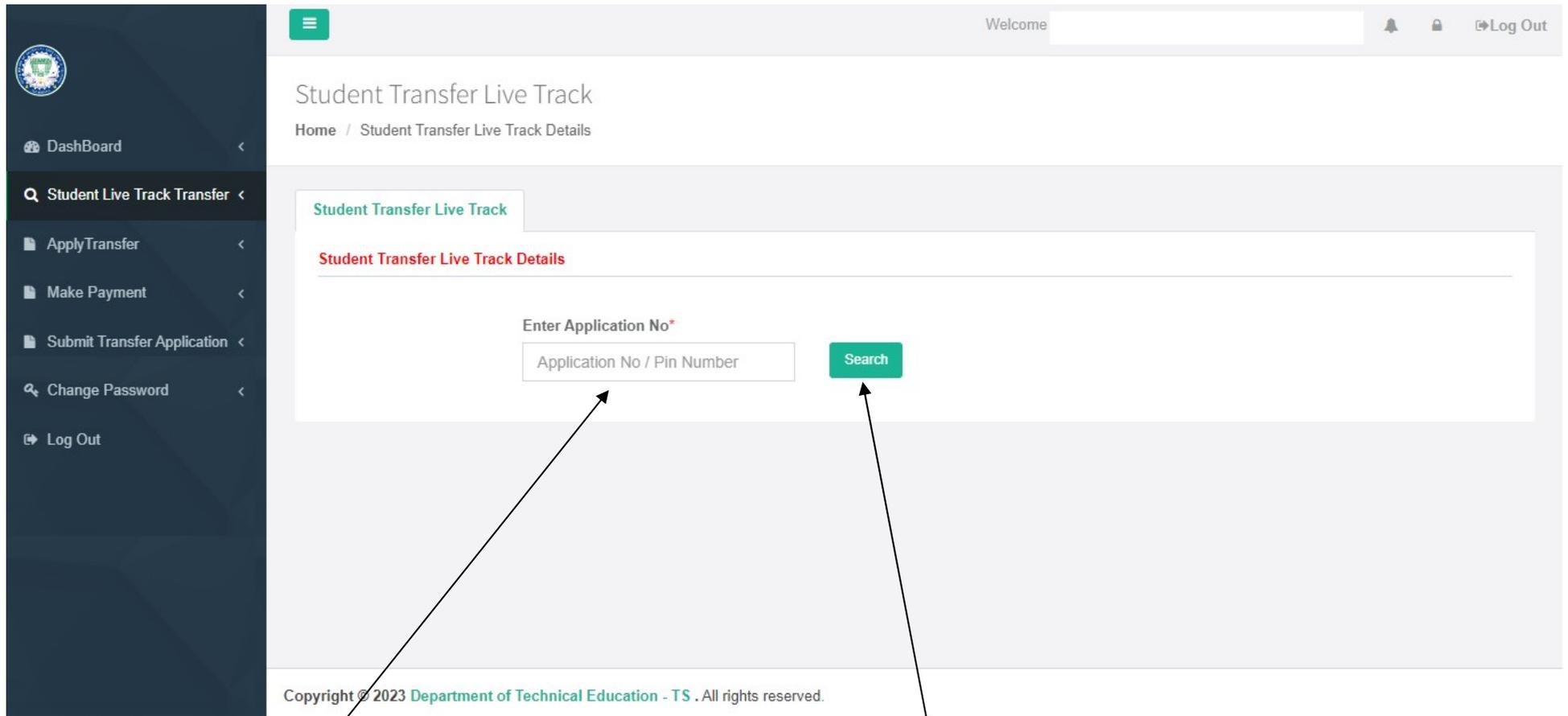
35. Get the following pop-up.



36. The transfer application is submitted successfully. Click on 'OK' button. The application will reach to the Principal of the Transferor (From) college.

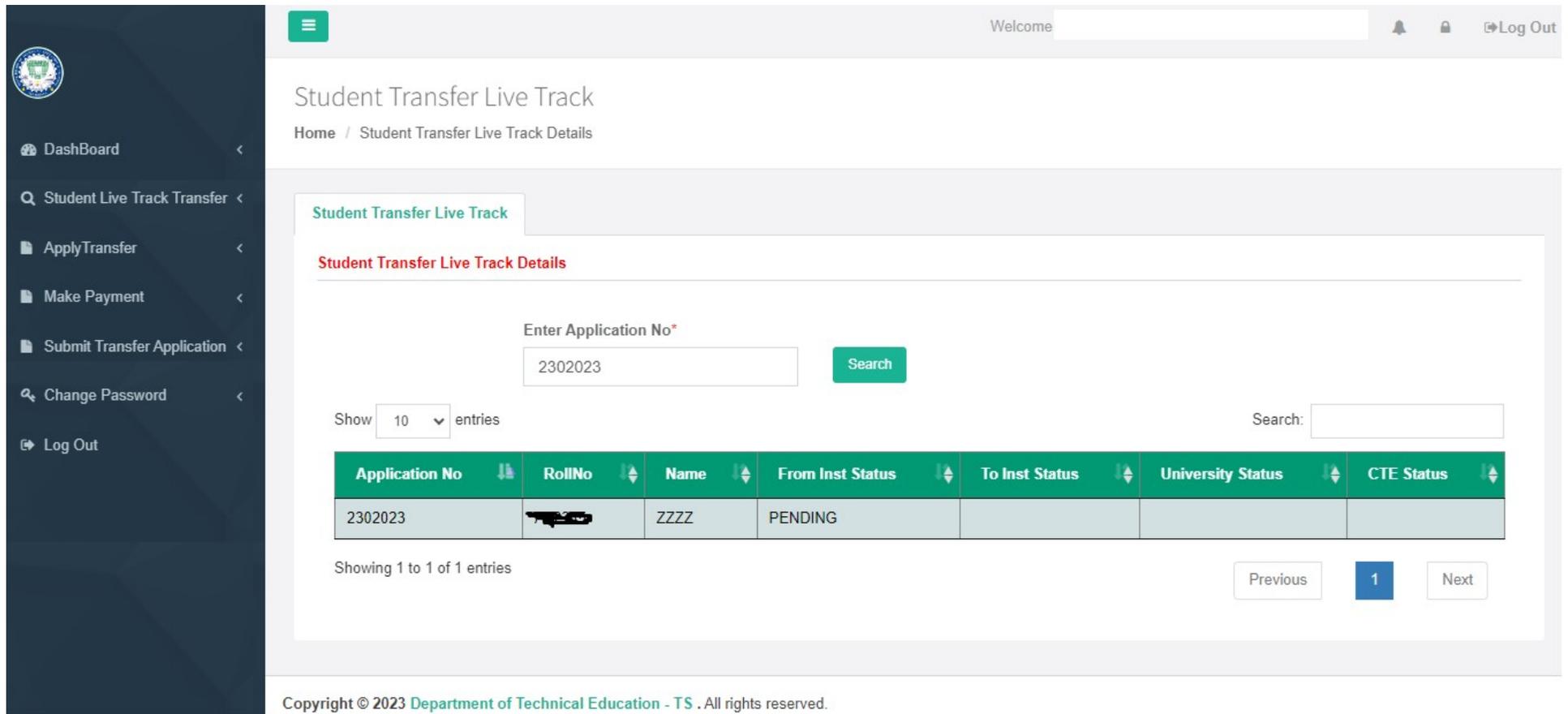
37. The student will receive the updates of the status of application through e-mail.

38. Student can check the status of application in the home page.



39. Enter the Application No (do not enter PIN/Roll number) & Click on search button.

40. Get the following Screen



Student Transfer Live Track

Home / Student Transfer Live Track Details

Student Transfer Live Track

Student Transfer Live Track Details

Enter Application No*

2302023 Search

Show 10 entries Search:

Application No	RollNo	Name	From Inst Status	To Inst Status	University Status	CTE Status
2302023	[REDACTED]	ZZZZ	PENDING			

Showing 1 to 1 of 1 entries

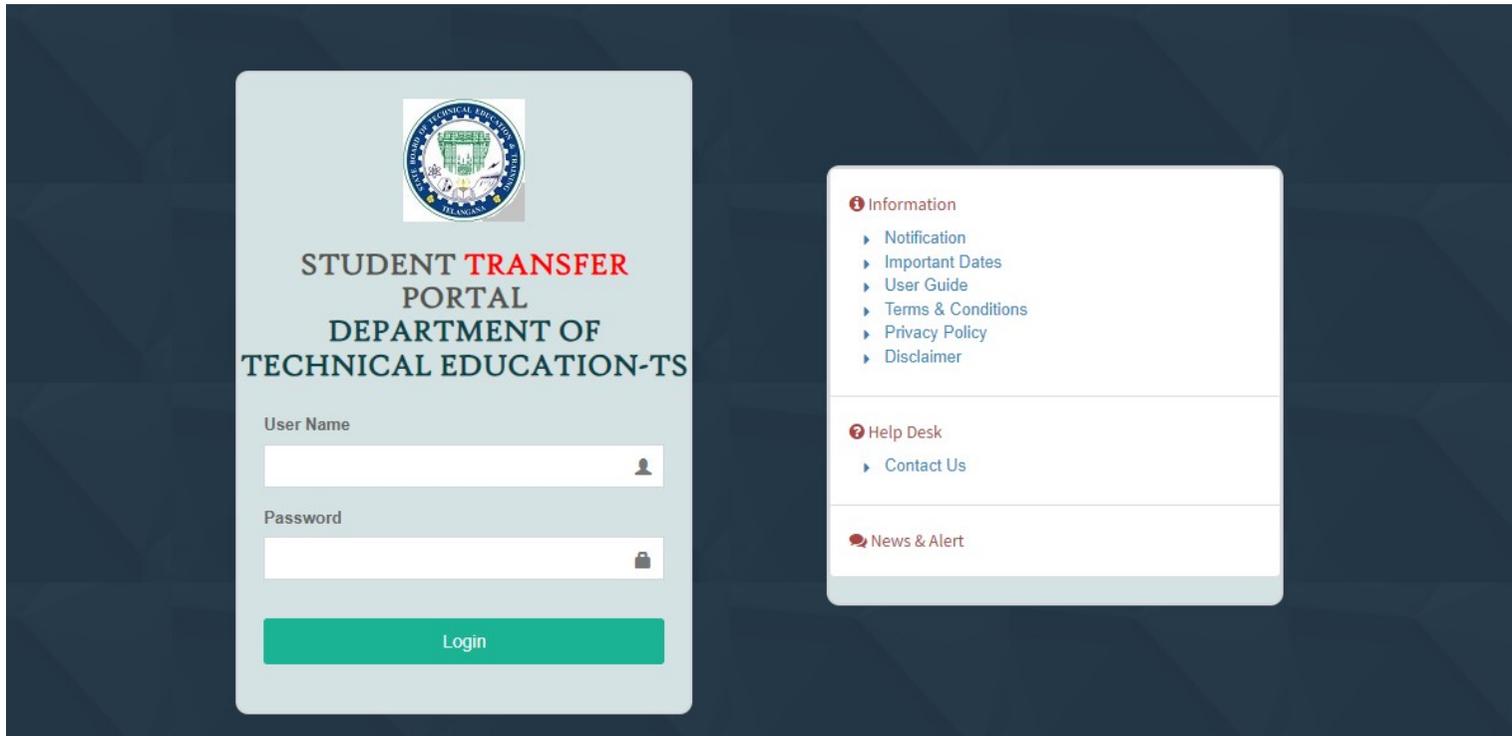
Previous 1 Next

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41. On successful submission of the application through online, the student should submit the hard copies of the original transfer application, copies of the College ID card & allotment/admission order, Medical Certificate, payment receipt ect., at the **Office of the Commissioner of Technical Education, 2nd floor, Vidyabhavan, Nampally, Hyderabad, 500001** either in person or through post.

How to process the received transfer application by the Principal of Transferor (From) College

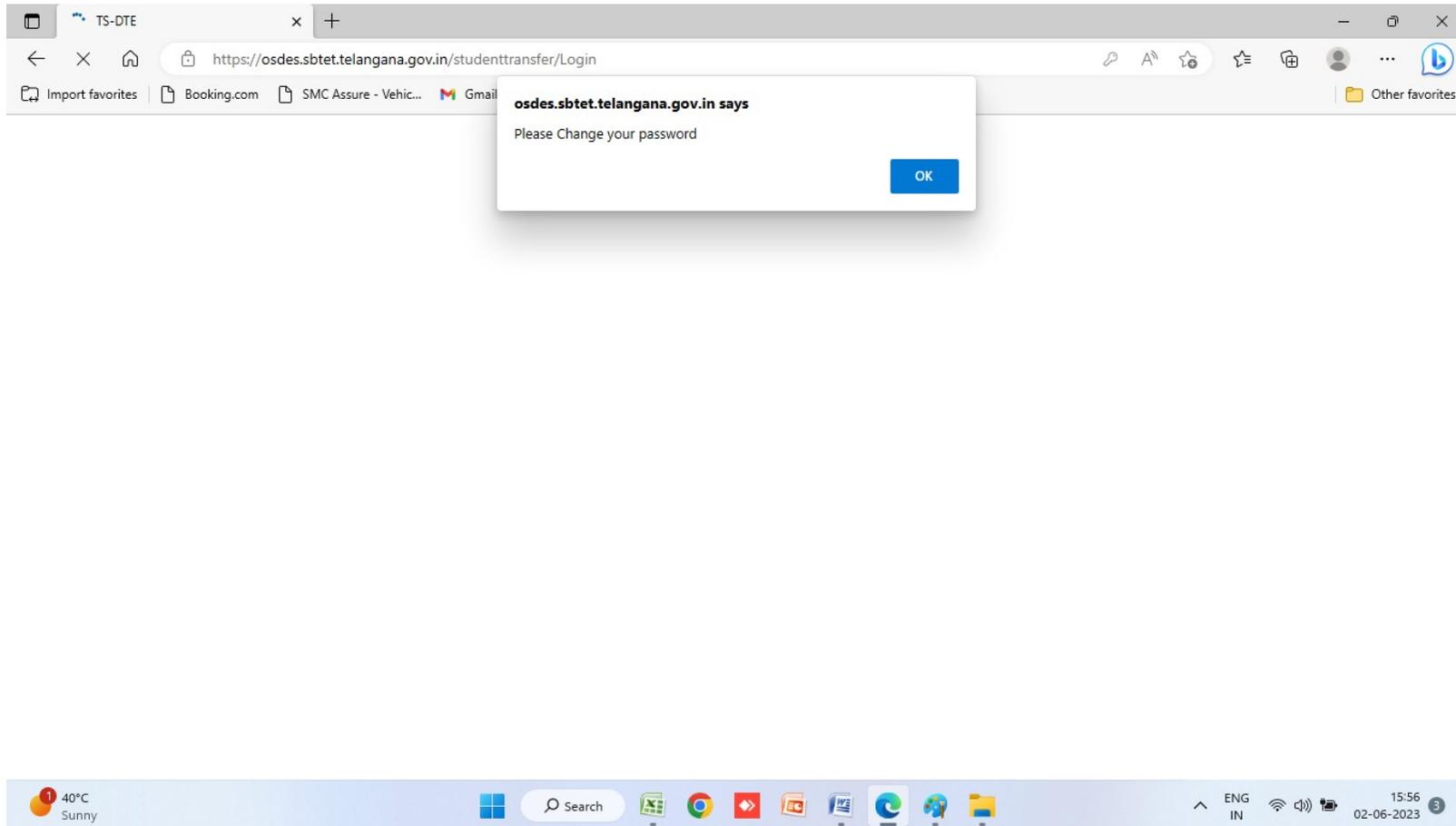
1. Click on the URL: <https://osdes.sbtet.telangana.gov.in/studenttransfer/Login>
2. Get the following screen



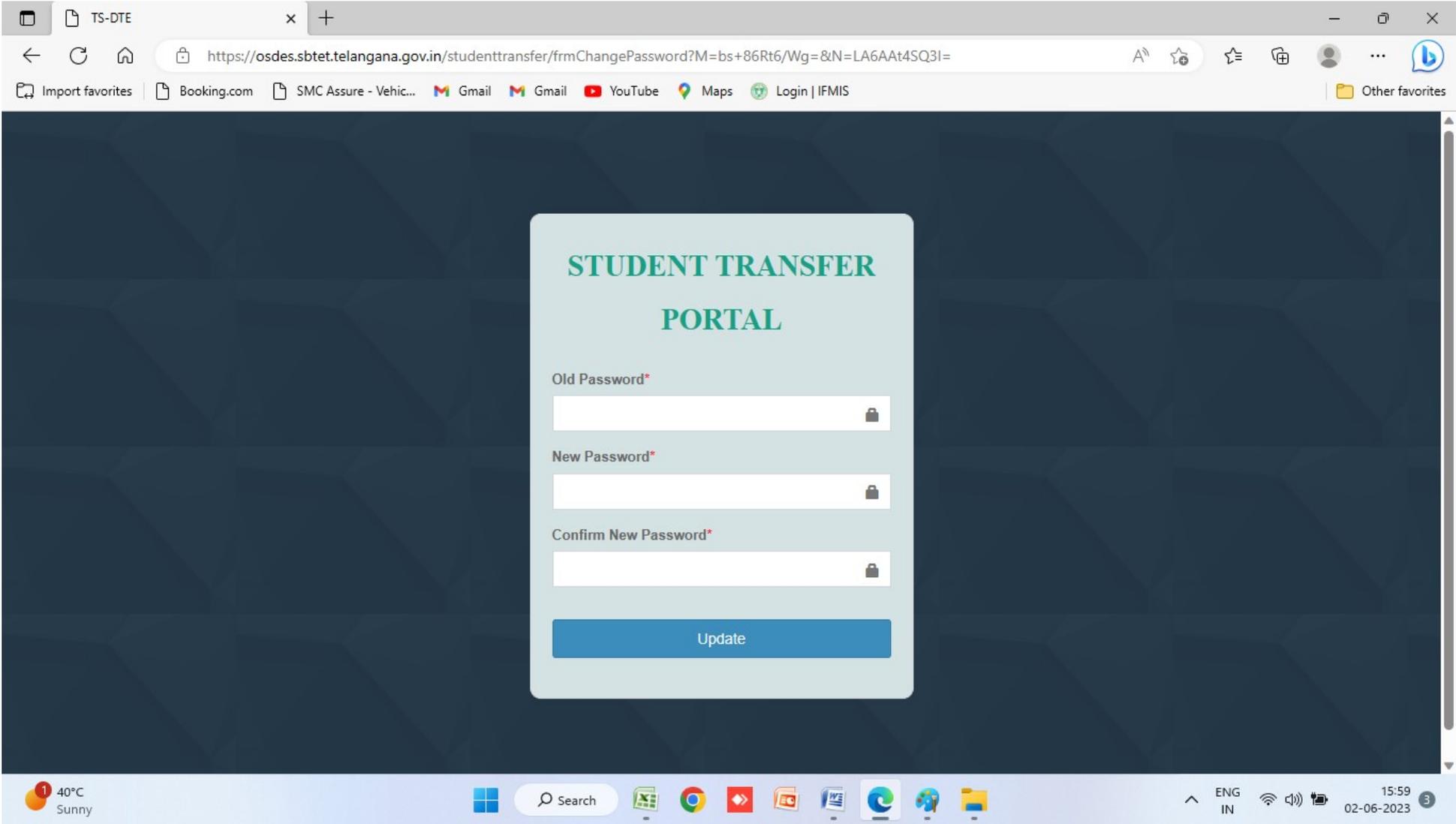
3. Go through the Notification & User Guide thoroughly and understand the rules, conditions & process of student transfers
4. Each college is provided with 2 credentials (user IDs & Passwords) one for the Principal (S2) & other for data entry (S1) for the students to apply for transfer. Both the credentials will be sent to the official mail ID of the Principal concerned. Incase not received, contact the help desk.

5. Principal should login through the given user ID & Password (S2)

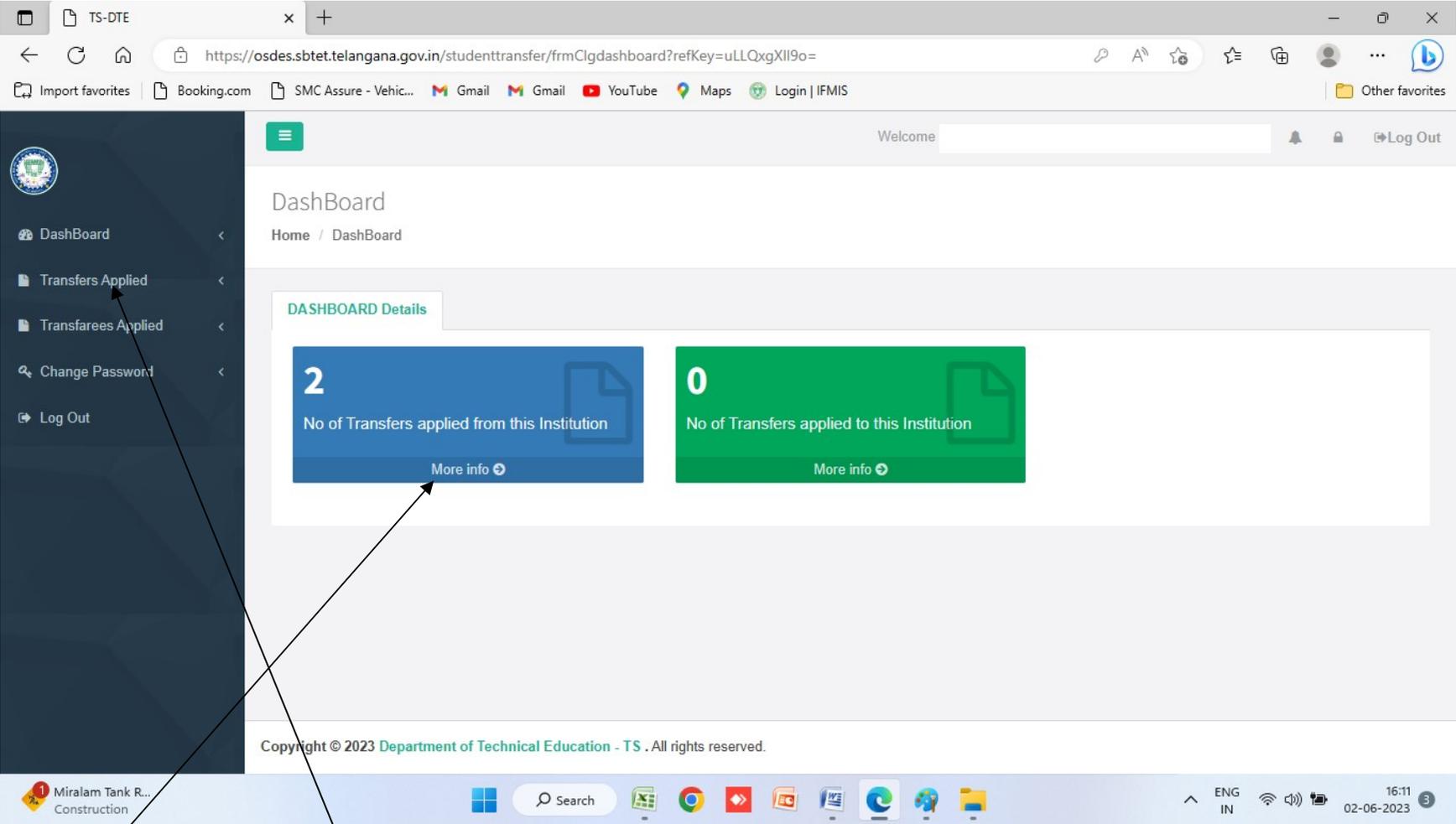
6. After logging in, the following screen appears



7. Change the password. The User IDs & Passwords should not be shared with anyone.



8. After logging in again, the following screen appears



9. Click on or transfers applied

10. Get the following screen

The screenshot shows a web browser window with the URL <https://osdes.sbtet.telangana.gov.in/studenttransfer/frmtrasferdetails?refKey=uLLQxgXII9o=>. The page title is "Transfers Details" and the breadcrumb is "Home / Transfers Details / Transferee Applied Candidate".

The main content area is titled "All Transfers" and "Transfer Details:". It includes a search bar and a table of transfer applications.

Application No	RollNo	Name	Studyingyear	Course	Branch	Status	Edit Details	View Details
2300001	22TEST1234	AAAA	1st year	B.Tech	Mechanical Engg	PENDING	Edit	View
2300004	22001M001	XXXX	1st year	B.Tech	Mechanical Engg	PENDING	Edit	View

Showing 1 to 2 of 2 entries

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11. Information of the applications submitted from this institution can be viewed here.

12. The Principal can view & edit the details of the students who submitted the transfer applications.

13. The Principal should view the pending applications one by one & should go through the details submitted by the

student. Check these details with the office records and make necessary corrections if necessary through edit option.

14. The Principals should also fill the requisite data i.e. S.No. 9 & S.No.15 to 20 as appeared in the screen.

The screenshot shows a web browser window with the URL <https://osdes.sbtet.telangana.gov.in/studenttransfer/frmCheckTransferDetails?refKey=uLLQxgXII9o%3d&M=TXAMFy8rGAo%3d>. The page title is "Transfer Applied Candidates Details" and the breadcrumb is "Home / Transfer Applied Candidate".

The form is titled "Transfer Applied Candidate" and contains the following fields:

- 1. Full name of the candidate: XXXX
- 2. Father's Name: YYYY
- 3. PIN / Roll No: 22001M001
- 4. Name of the Course: B.Tech
- 5. Name of the branch: Mechanical Engg
- 6. Year of Admission in 1st Year (Academic Year): 2022-23
- 7. Year / Semester the Candidate studying during the Academic Year (2022-23): 1st year
- 8. Level of Study at which the candidate is seeking tranfer: 2nd year
- 9. Is the Candidate eligible to study the year mentioned in S.No.8 *: Yes
- 10. Reason for transfer: Medical Grounds

The browser's taskbar at the bottom shows the system tray with a search bar, taskbar icons, and system information: 40°C Sunny, ENG IN, and date/time 16:28 02-06-2023.

TS-DTE

https://osdes.sbtet.telangana.gov.in/studenttransfer/frmCheckTransferDetails?refKey=uLLQxgXII9o%3d&M=TXAMFy8rGAo%3d

11.Name of the Transferor (From) Institution

12.Name of the University to which the above institution (Setial.No.11) is affiliated to during the Academic year in Serial.No.6

13.Name of the Transferee (To) Institution

14.Name of the University to which the above institution (Setial.No.13) is affiliated to during the Academic year in Serial.No.6

15.The quota in which the candidate is admitted*

16.No.of NOCs issued so far in this academic year including this NOC *

17.Annual Tuition fee*

18.Pending Fee due on part of the student*

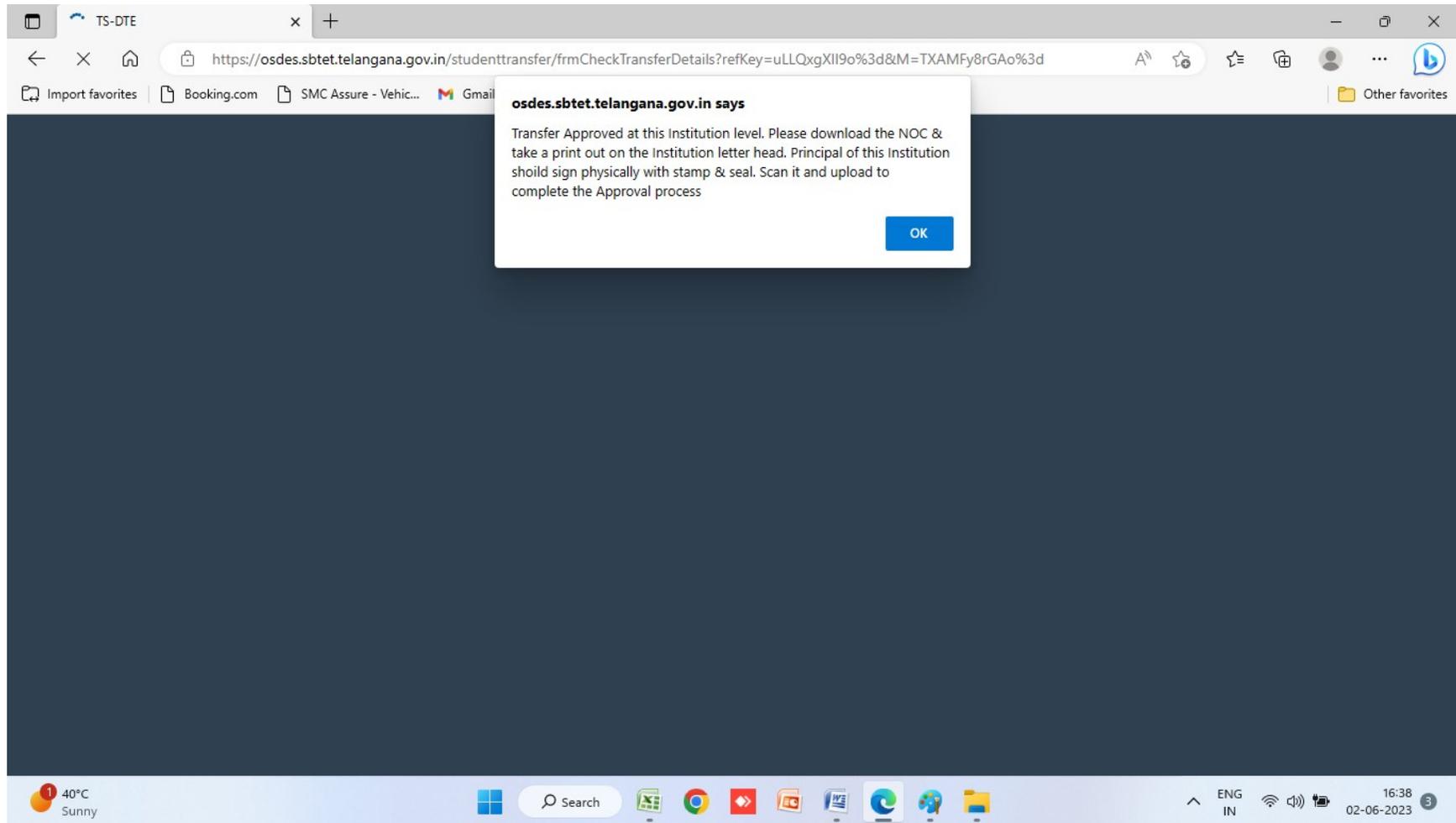
19.Is the management of the transferring Institution willing to return All the original certificates of the candidates concerned, along with the transfer Certificate without any delay after issuing transfer proceedings?*

20.Remarks, if any *

Approve for Transfer Reject Transfer

15. The Principal can approve/reject the transfer application. If rejected, reason for rejection has to be mentioned.
16. Please check the details thoroughly before approving the transfer. Once approved one cannot edit the details.
17. To approve the transfer application, click on

18. On Approval the following screen appears



19. Click on Ok button.

20. Get the following screen

Convener 0 70000

18. Pending Fee due on part of the student*
NIL

19. Is the management of the transferring Institution willing to return All the original certificates of the candidates concerned, along with the transfer Certificate without any delay after issuing transfer proceedings?*

YES

20. Remarks, if any *

NA

Documents to download:

Download NOC

Documents to Submit:

Upload the NOC after duly Signed by the Principal*

Choose File No file chosen

Upload copy of Affiliation letters*

Choose File No file chosen

Upload Documents & Submit Transfer

21. NOC will be generated automatically.

22. The Principal should download the NOC

NO OBJECTION CERTIFICATE ISSUED BY TRANSFERER INSTITUTION	
Application No	230203
Type of Transfer	I
1 Full Name Of the Candidate	ZZZZ
2 Father's Name	YYYY
3 PIN No / Roll No	A12345
4 Name Of the Course	B.Tech
5 Branch	MECH
6 Year of Admission in 1st Year (Academic Year)	1
7 Year the Candidate studying during the Academic Year (2023-24)	1st Year
8 Level Study at which the Candidate is seeking Transfer	2nd Year
9 Is the Candidate eligible to study the Year mentioned above (Serial No.8)	Yes
10 Reason for Transfer	?
11 Name of the Transferor (From) Institution	
12 Name of the university to which the above Institution(Serial no.11) is affiliated to during the academic year in Serial No.6	-
13 Name of the Transferee (To) Institution	
14 Name Of the university to which the above institution (Serial No.13) is Affiliated to during the Academic year in serial No.6	.
15 The Quota in which the candidate is Admitted (Convenor / Management)	0
16 No. of NOC's issued so far in this academic year including this NOC.	.
17 Annual Tuition Fee	.
18 Pending Fee Due on part of the Student	NIL
19 Is the Management of the Transferring Institution willing to return all the original certificates of the Candidates concerned, Along with the transfer certificate without any delay after issuing transfer proceedings?	YES
20 Remarks, if any	NA

Place :

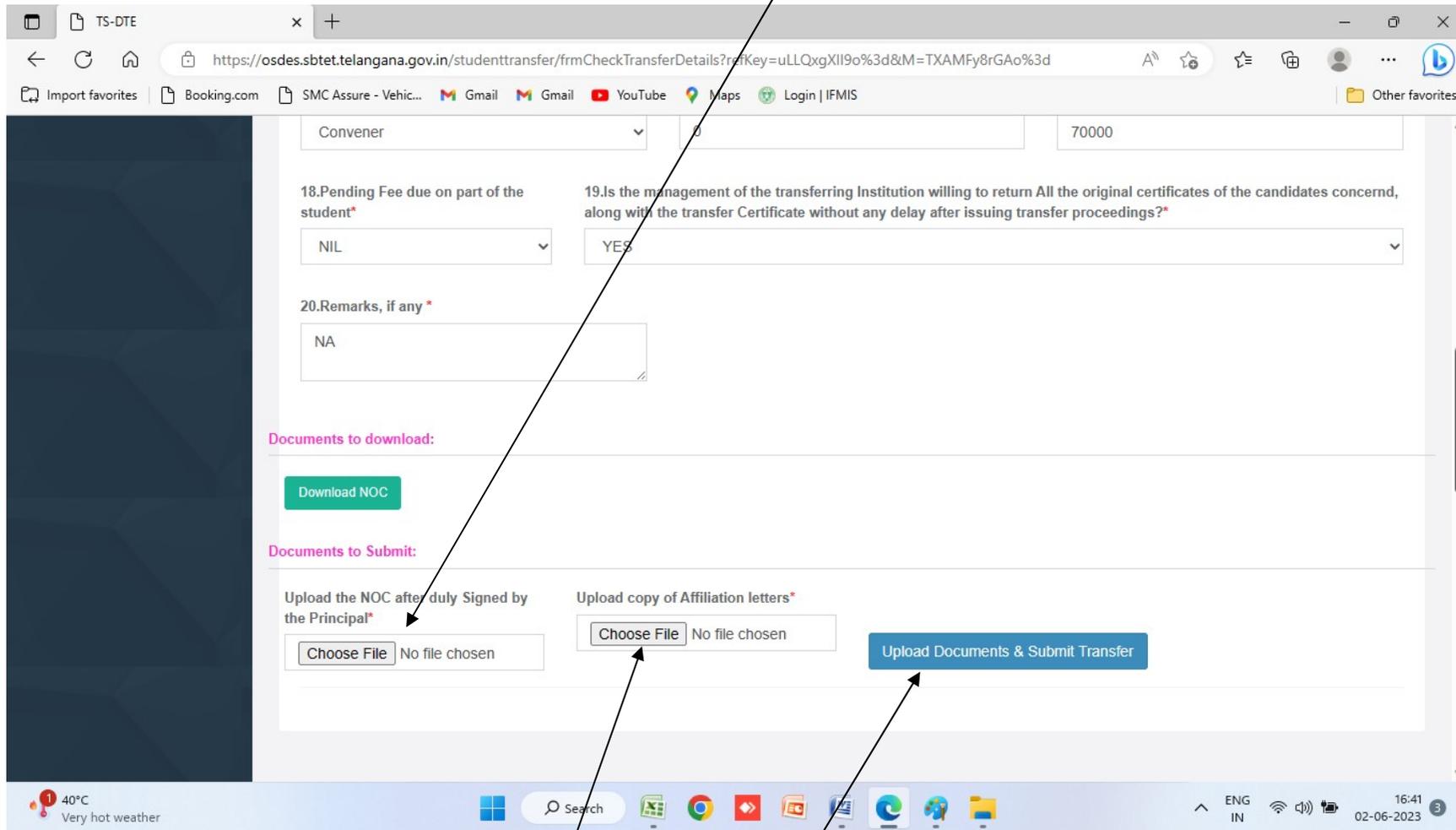
Date :

(PRINCIPAL)

(Signature with Stamp and Seal)

23. Take a printout of the downloaded NOC on college letter head, check the details. The Principal has to put a signature on it with stamp & seal

24. Scan the signed NOC and upload it in PDF format in the same portal.



25. Upload the copy of the university affiliation letter duly attested by the Principal in PDF format

26. Upload the documents & Submit the Transfer Application

27. Except for the transfers of 1st type, the Principal has to provide the details of number of credits earned by the student so far and also the curriculum that has studied by the student so far has to be uploaded in the PDF format in the same portal.

SMC Assure - Vehic... Gmail Gmail YouTube Maps Login | IFMIS Ceo-Telangana

NIL YES

20.Remarks, if any *
NA

No of Credits Already earned by the Student*
60

Documents to download:

Download NOC

Documents to Submit:

Upload the NOC after duly Signed by the Principal*
Choose File No file chosen

Upload copy of Affiliation letters*
Choose File No file chosen

Upload the Curriculum studied so far*
Choose File No file chosen

Upload Documents & Submit Transfer

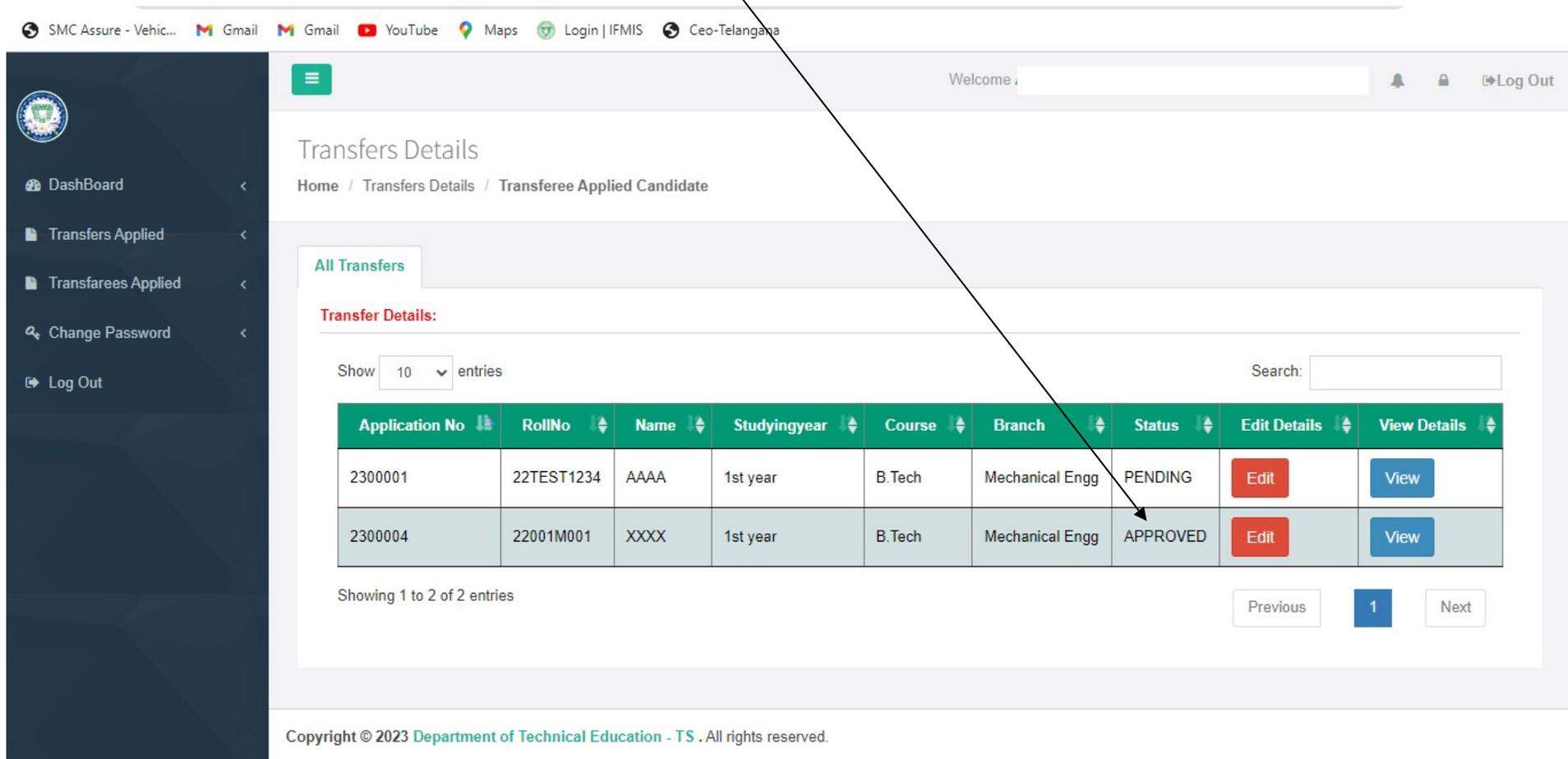
28. On submission the following pop-up will appear.

The screenshot shows a web browser window with a dark sidebar on the left containing navigation links: Dashboard, Transfers Applied, Transferees Applied, Change Password, and Log Out. The main content area is titled 'Transfer Applied Candidate' and includes a breadcrumb 'Home / Transfer Applied Candidate'. A white pop-up window is centered over the page, displaying the message: 'osdes.sbtet.telangana.gov.in says Documents uploaded & Application Submitted Successfully.' with an 'OK' button. Below the pop-up, the 'Transfer Applied Candidate' form is visible, containing the following fields:

- 1. Full name of the candidate: XXXX
- 2. Father's Name: YYYY
- 3. PIN / Roll No: 22001M001
- 4. Name of the Course: B.Tech
- 5. Name of the branch: Mechanical Engg
- 6. Year of Admission in 1st Year (Academic Year): 2022-23
- 7. Year / Semester the Candidate studying during the Academic Year (2022-23): 1st year
- 8. Level of Study at which the candidate is seeking transfer: 2nd year
- 9. Is the Candidate eligible to study the year mentioned in S.No.8 *: Yes
- 10. Reason for transfer: Medical Grounds

29. The transfer application is successfully approved at the Transferor (From) college & it will reach to the Principal Transferee (To) college for approval.

30. The status of the application will be changed to Approved



The screenshot shows the IFMIS interface for 'Transfers Details'. A dark sidebar on the left contains navigation options: DashBoard, Transfers Applied, Transferees Applied, Change Password, and Log Out. The main content area is titled 'Transfers Details' and includes a breadcrumb trail: Home / Transfers Details / Transferee Applied Candidate. Below this, there's a section for 'All Transfers' with a 'Transfer Details:' heading. A search bar and a 'Show 10 entries' dropdown are present. A table lists two applications:

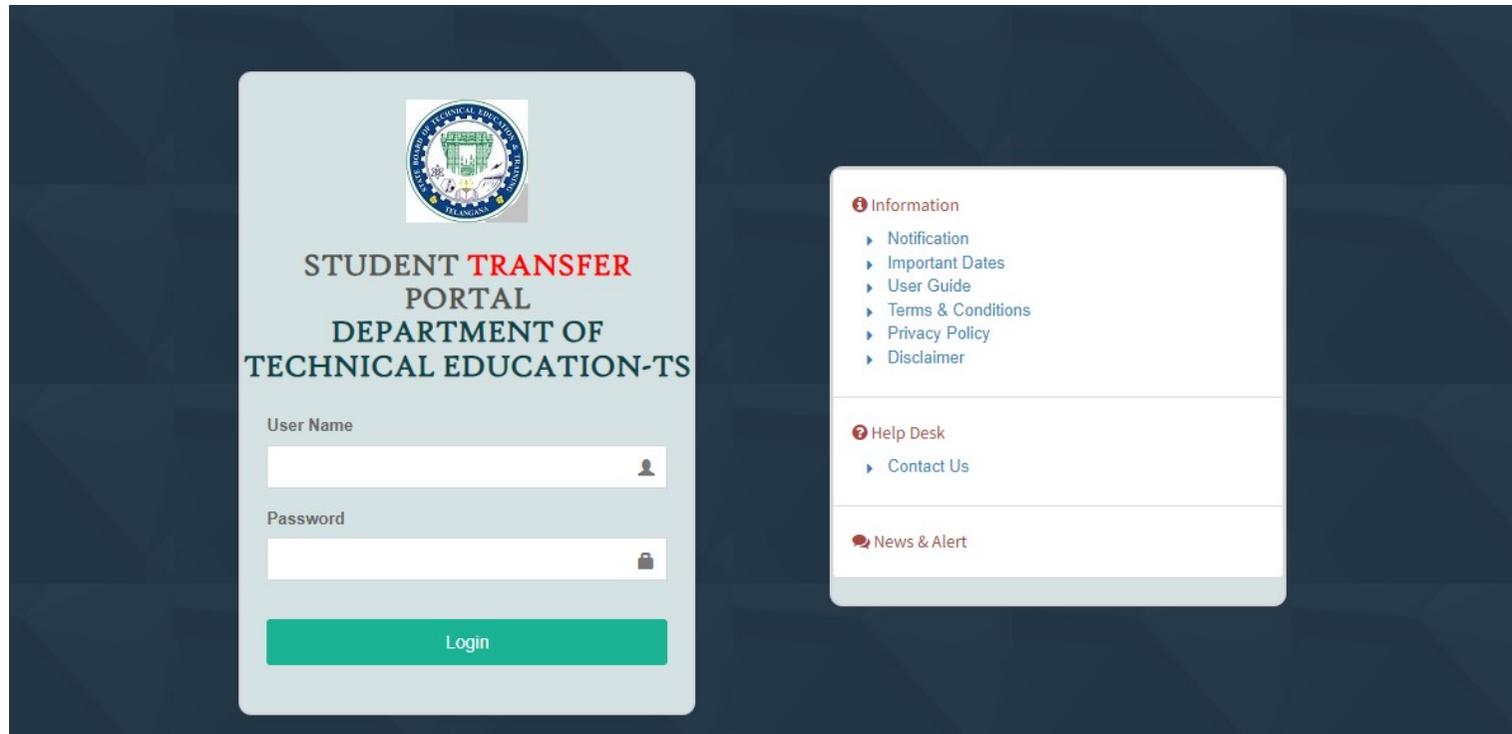
Application No	RollNo	Name	Studyingyear	Course	Branch	Status	Edit Details	View Details
2300001	22TEST1234	AAAA	1st year	B.Tech	Mechanical Engg	PENDING	Edit	View
2300004	22001M001	XXXX	1st year	B.Tech	Mechanical Engg	APPROVED	Edit	View

Below the table, it says 'Showing 1 to 2 of 2 entries' and includes 'Previous', '1', and 'Next' navigation buttons. At the bottom, a copyright notice reads: 'Copyright © 2023 Department of Technical Education - TS . All rights reserved.' An arrow from the text above points to the 'APPROVED' status in the second row of the table.

31. On successful approval of the application through online, the Principal should submit the hard copies of the original NOC, attested copies of the university affiliation letter and other related documents at the **Office of the Commissioner of Technical Education, 2nd floor, Vidyabhavan, Nampally, Hyderabad, 500001** either through messenger or through post.

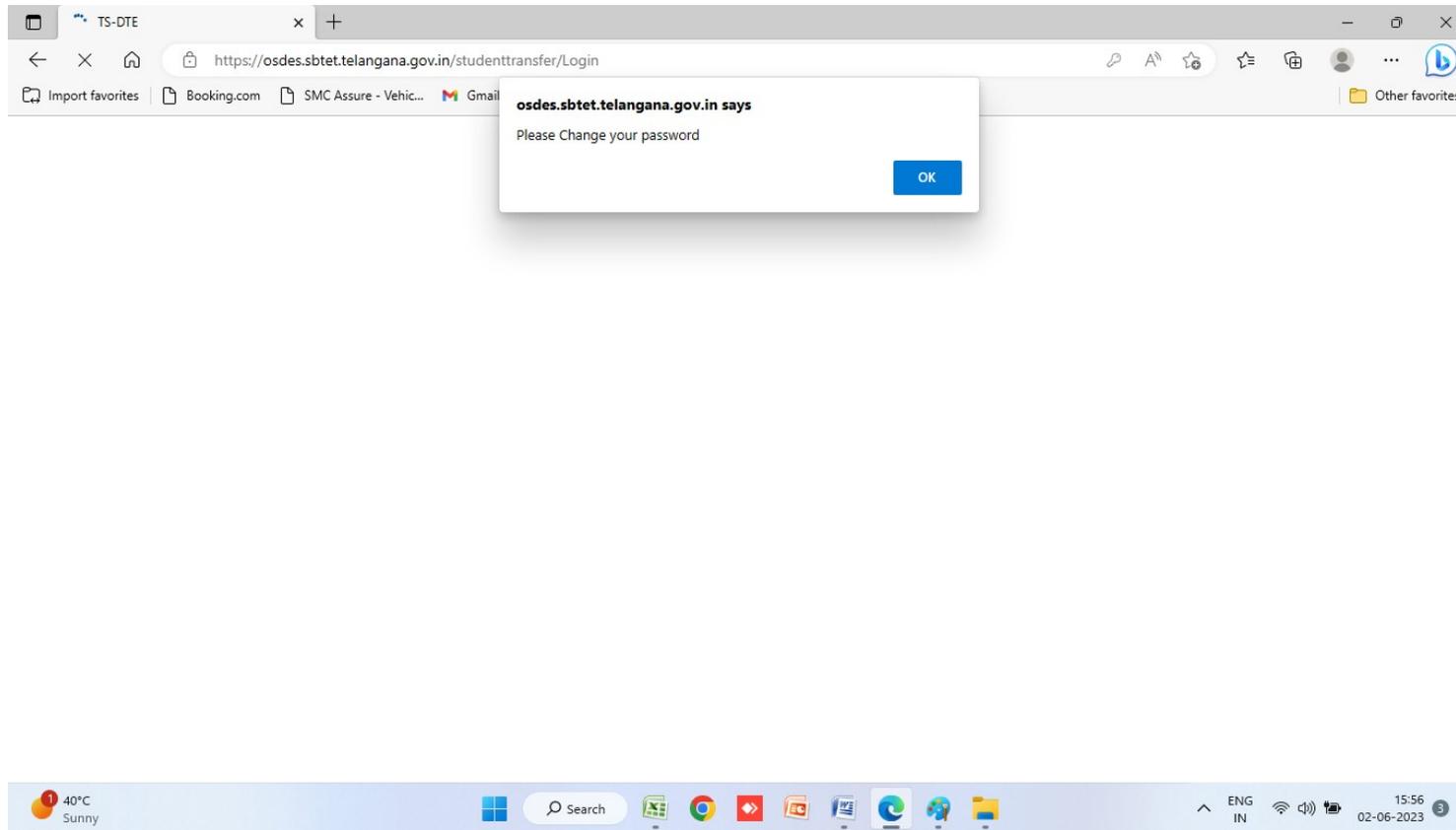
How to process the received transfer application by the Principal of Transferee (To) College

1. Click on the URL: <https://osdes.sbtet.telangana.gov.in/studenttransfer/Login>
2. Get the following screen

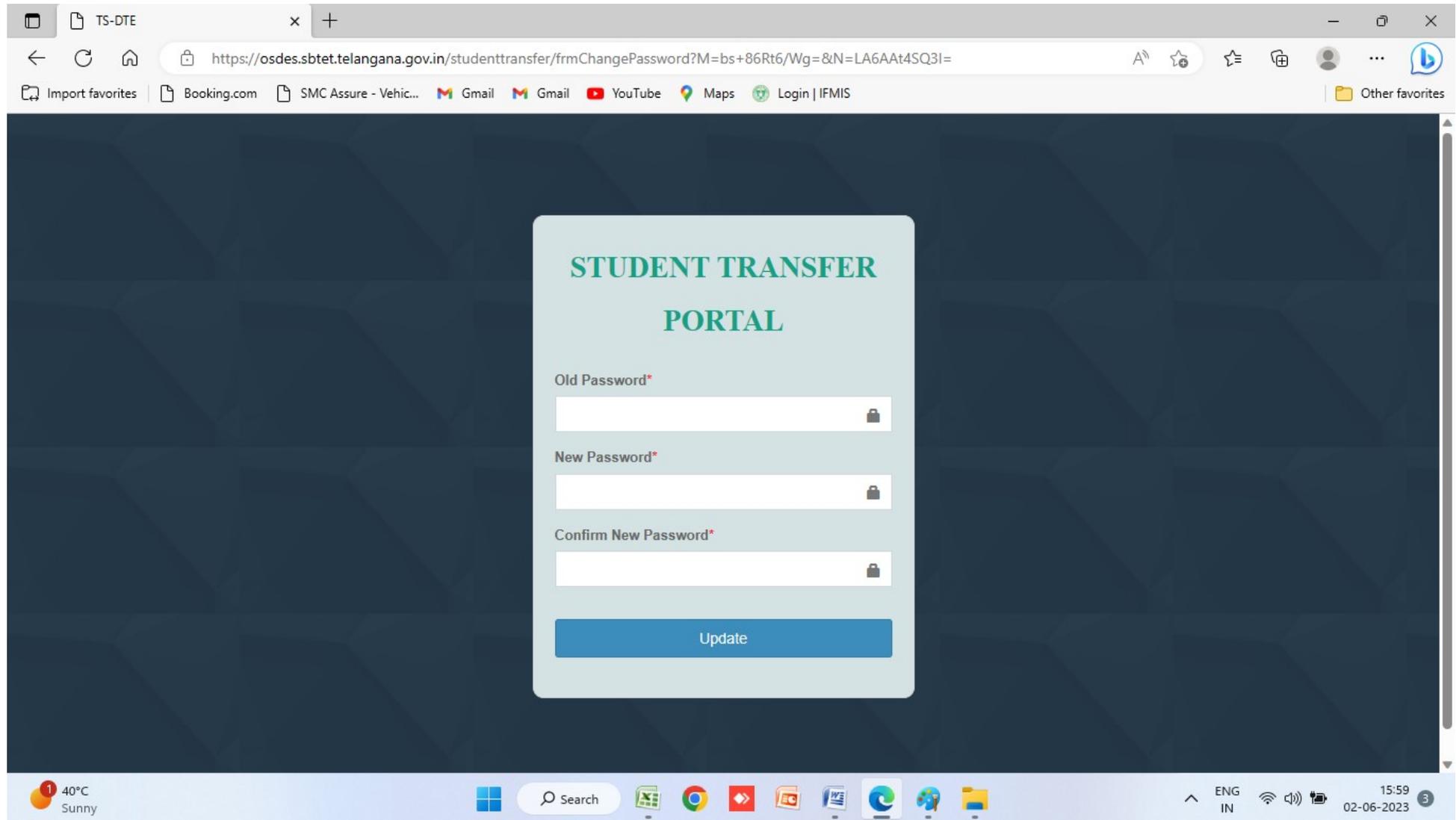


3. Go through the Notification & User Guide thoroughly and understand the rules, conditions & process of student transfers
4. Each college is provided with 2 credentials (user IDs & Passwords) one for the Principal (S2) & other for data entry (S1) for the students to apply for transfer. Both the credentials will be sent to the official mail ID of the Principal concerned. Incase not received, contact the help desk.
5. Principal should login through the given user ID & Password (S2)

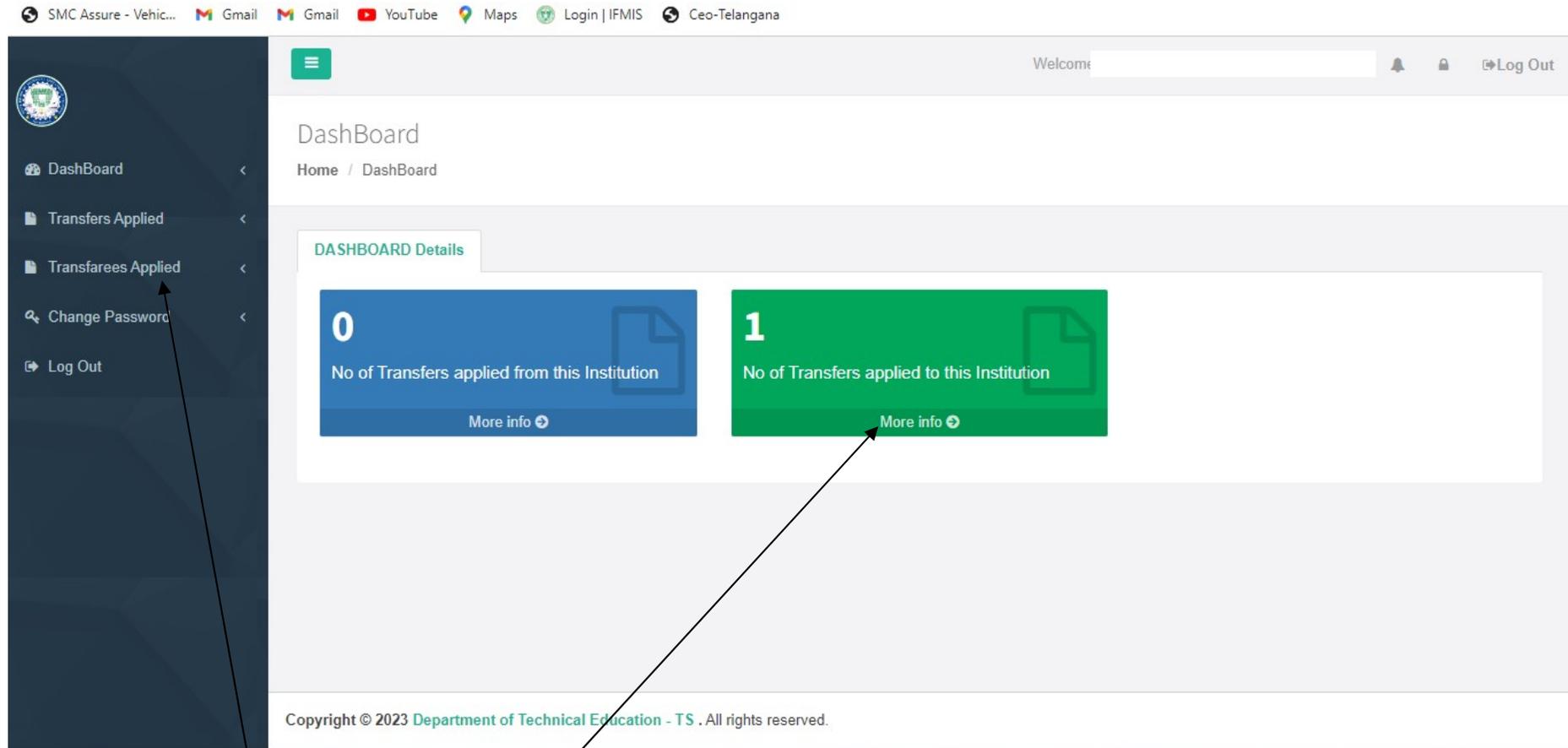
6. After logging in, the following screen appears



7. Change the password. The User IDs & Passwords should not be shared with anyone.



8. After logging in again, the following screen appears



9. Click on Transferees Applied or Click here

10. Get the following screen

Transfaree Details

Home / Transfaree Details

All Transfarees

Transfaree Details:

Show 10 entries Search:

Application No	RollNo	Name	Transfer University	Transfer Institution	Status	Check Details
2300005	21AA54321	ABCD			PENDING	Check

Showing 1 to 1 of 1 entries

Previous 1 Next

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11. Information of the applicants, who requested transfer to this institution, is available here.

12. The Principal can check the details of all the students.

13. The Principal should view the pending applications one by one & should go through the details submitted by the student.

14. The Principals should also fill the requisite data i.e. S.No.15 to 25 as appeared in the screen.

The screenshot shows a web application interface for 'Transferee Applied Candidate Details'. The browser's address bar shows 'SMC Assure - Vehic...', 'Gmail', 'YouTube', 'Maps', 'Login | IFMIS', and 'Geo-Telangana'. The application header includes a 'Welcome' message, a notification bell, a lock icon, and a 'Log Out' button. The left sidebar contains navigation options: 'Dashboard', 'Transfers Applied', 'Transferees Applied', 'Change Password', and 'Log Out'. The main content area is titled 'Transferee Applied Candidate' and shows 'Details of the Candidate' with the following fields:

Application Number	1.Full Name of the Candidate	
2300005	ABCD	
2.Father Name	3.PIN / Roll No	4.Name of the Course
WXYZ	21AA54321	B.Tech
5.Name of the branch	6.Year of Admission in 1st Year (Academic Year)	7.Year / Semester the Candidate studying during the Academic Year (2022-23)
CSE	2021-22	2nd Year
8.Level of Study at which the candidate is seeking tranfer	9.Is the Candidate eligible to study the year mentioned in S.No.8	10.Reason for transfer
3rd Year	Yes	Medical Grounds

11.Name of the Transferor (From) Institution

13.Name of the Transferee (To) Institution

15.The quota in which the candidate is admitted

17.No. of unfilled seats in the Course & branch mentioned in Serial No.4 & 5 under Convener quota *

19.No. of vacant seats available as on date in the Course & branch mentioned in Serial No.4 & 5 under Convener quota arised at alater date after the final admissions *

12.Name of the University to which the above institution (Setial.No.11) is affilliated to during the Academic year in Serial.No.6

14.Name of the University to which the above institution (Setial.No.13) is affilliated to during the Academic year in Serial.No.6

16.Total Sanctioned intake of the Course and branch mentioned in Serial No. 4 & 5 for the academic year when student admitted in the 1st year *

18.No. of unfilled seats in the Course & branch mentioned in Serial No.4 & 5 under Management quota *

20.No. of vacant seats available as on date in the Course & branch mentioned in Serial No.4 & 5 under Management quota arised at alater date after the final admissions *

21. Date(tentative) of commencement of class work of the year to which the candidate is seeking transfer including this NOC *

Date(tentative) of commencement of class work of the year

22.No.of NOCs issued so far in this academic year including this NOC *

No of NOCs issued

23.Annual Tuition fee to be paid by the candidate, in case transfer is effected *

Annual fee

24.After effecting this transfer, is the total strength of the branch to which the student is seeking transfer, more than the sanctioned intake capacity of the branch as prescribed by AICTE and affiliating University. *

--Select--

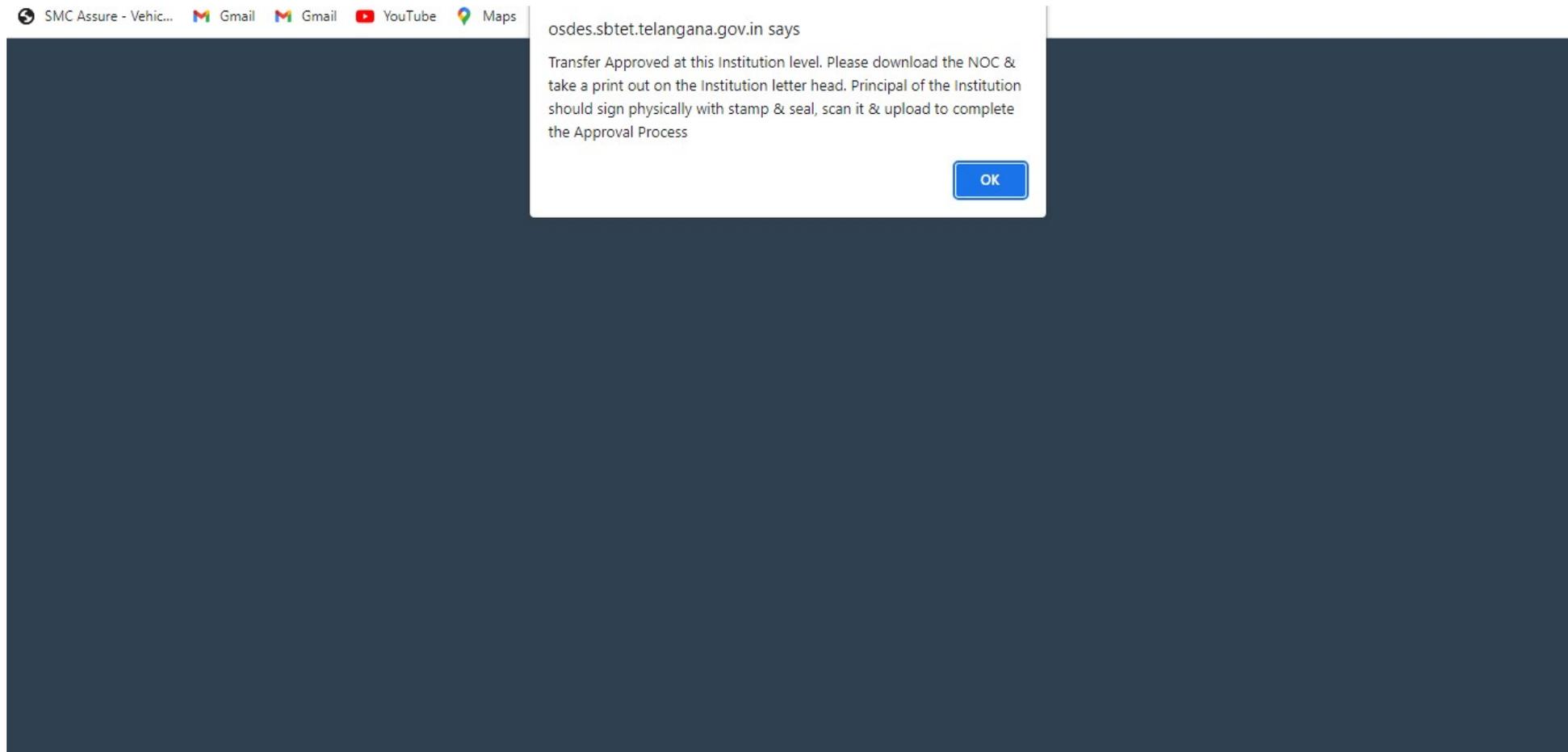
25.Remarks, if any *

Remarks

Approve Transfer Reject Transfer

15. The Principal should take every care & provide correct data while filling the requisite data i.e. S.No.15 to 25.
16. Students who are admitted under Convener Quota can be transferred to either Convener or Management Quota. But those who are admitted under Management Quota can only be transferred to Management Quota. However those who are transferred to management quota are not eligible for fee reimbursement and scholarships provided by the state government. The Principal should fill S.No. 15 accordingly.
17. The Principal can approve/reject the transfer application. If rejected, reason for rejection has to be mentioned.
18. Please check the details thoroughly before approving the transfer. Once approved one cannot edit the details.
19. To approve the transfer application, click on Approve transfer

20. On Approval the following pop-up will appear.



21. Click on Ok button.

22. Get the following screen

SMC Assure - Vehic... Gmail Gmail YouTube Maps Login | IFMIS Ceo-Telangana

branches presented by AICTE and affiliating university.

NO

25. Remarks, if any *

NA

Documents NOC:

Download NOC Certificate

Documents to Submit:

Upload the NOC after duly Signed by the Principal *

Choose File No file chosen

Upload Copies of affiliation letters *

Choose File No file chosen

Upload copied of ratified list Provided by Convener CTE *

Choose File No file chosen

Copies insupport of arised vacancies *

Choose File No file chosen

Submit Documents to complete the process

23. NOC will be generated automatically.

24. The Principal should download the NOC

NO OBJECTION CERTIFICATE ISSUED BY TRANSFEREE INSTITUTION	
Application No	2302023
Type of Transfer	I
1 Full Name Of the Candidate	JJZZ
2 Father's Name	YYYY
3 PIN No / Roll No	A12345
4 Name Of the Course	B.Tech
5 Branch	MECH
6 Year of Admission in 1st Year (Academic Year)	2023-24
7 Year / Semester the Candidate studying during the Academic Year (2023-24)	1st Year
8 Level Study at which the Candidate is seeking Transfer	2nd Year
9 Is the Candidate eligible to study the Year mentioned above (Serial No.8)	Yes
10 Reason for Transfer	Medical Grounds
11 Name & Address of the Transferor (From) Institution	
12 Name of the university to which the above Institution (Serial no.11) is affiliated to during the academic year in Serial No.6	
13 Name & Address of the Transferee (To) Institution	
14 Name Of the university to which the above institution (Serial No.13) is Affiliated to during the Academic year in serial No.6	
15 The Quota in which the candidate is Admitted (Convener / Management)	
16 Total sanctioned Intake of the Course & Branch mentioned in Serial No.4 & 5 for the Academic year when student admitted in the 1st Year	120
17 No. Of unfilled Seats in the Course & branch mentioned in Serial no.4 & 5 under Convener Quota	2
18 No. Of unfilled Seats in the Course & branch mentioned in Serial no.4 & 5 under management Quota	2
19 No. Of Vacant Seats available as on date in the Course & Branch Mentioned in serial No.4 & 5 under Convener quota arisen at a later date after the final admissions	1
20 No. Of Vacant Seats available as on date in the Course & Branch Mentioned in serial No.4 & 5 under Management quota arisen at a later date after the final admissions	0
21 Date (tentative) of commencement of class work of the year to which the candidate is seeking transfer	01/08/2024
22 No. of NOCs issued so far in this Academic year including this NOC.	4
23 Annual Tuition Fee to be paid by the candidate, in case transfer is effected	45000
24 After effecting this transfer, is the total strength of the branch to which the student is seeking transfer, more than the sanctioned intake capacity of the branch as prescribed by AICTE and affiliating university	NO
25 Remarks, if any	

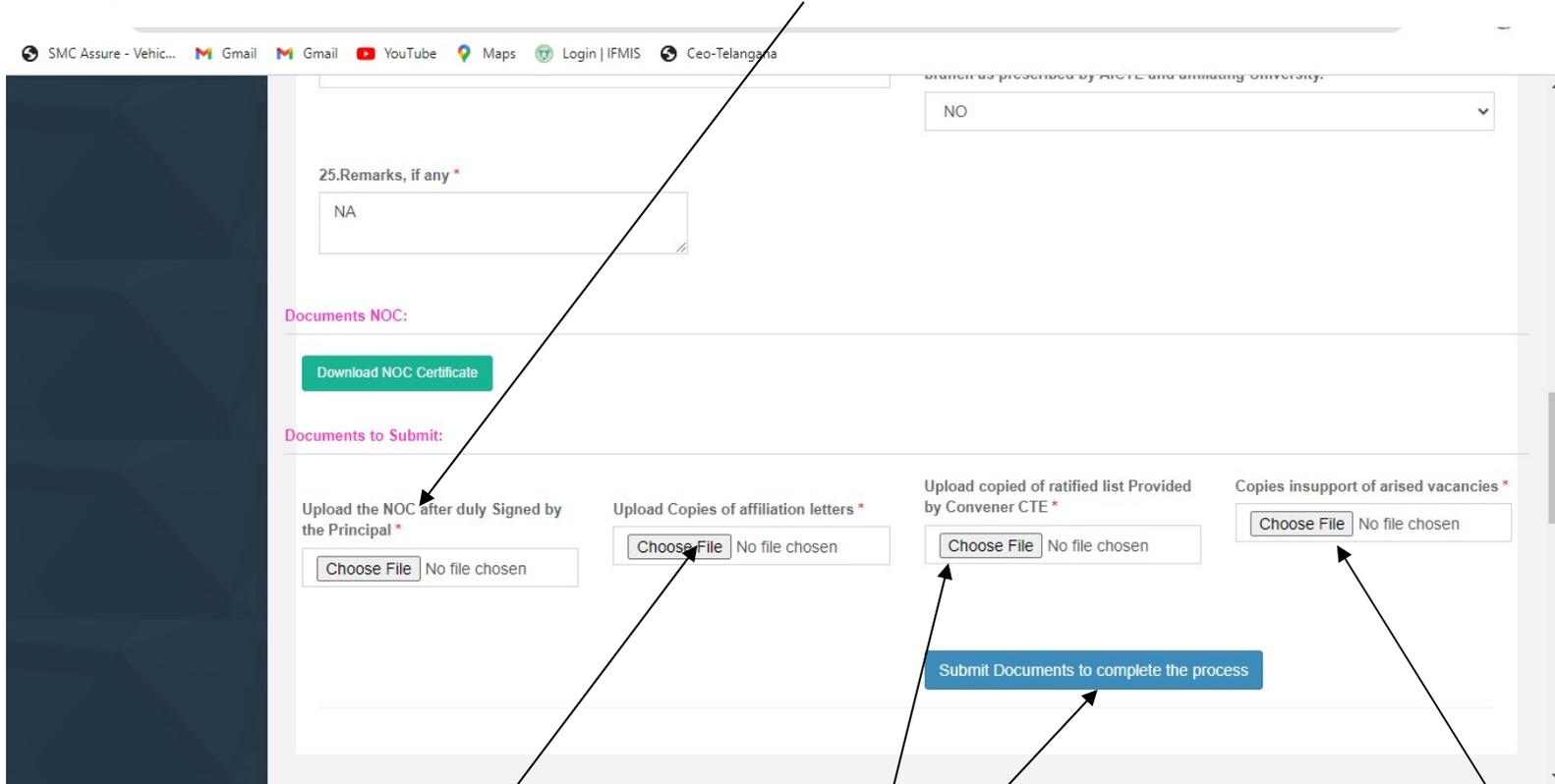
Place :

Date :

(PRINCIPAL)

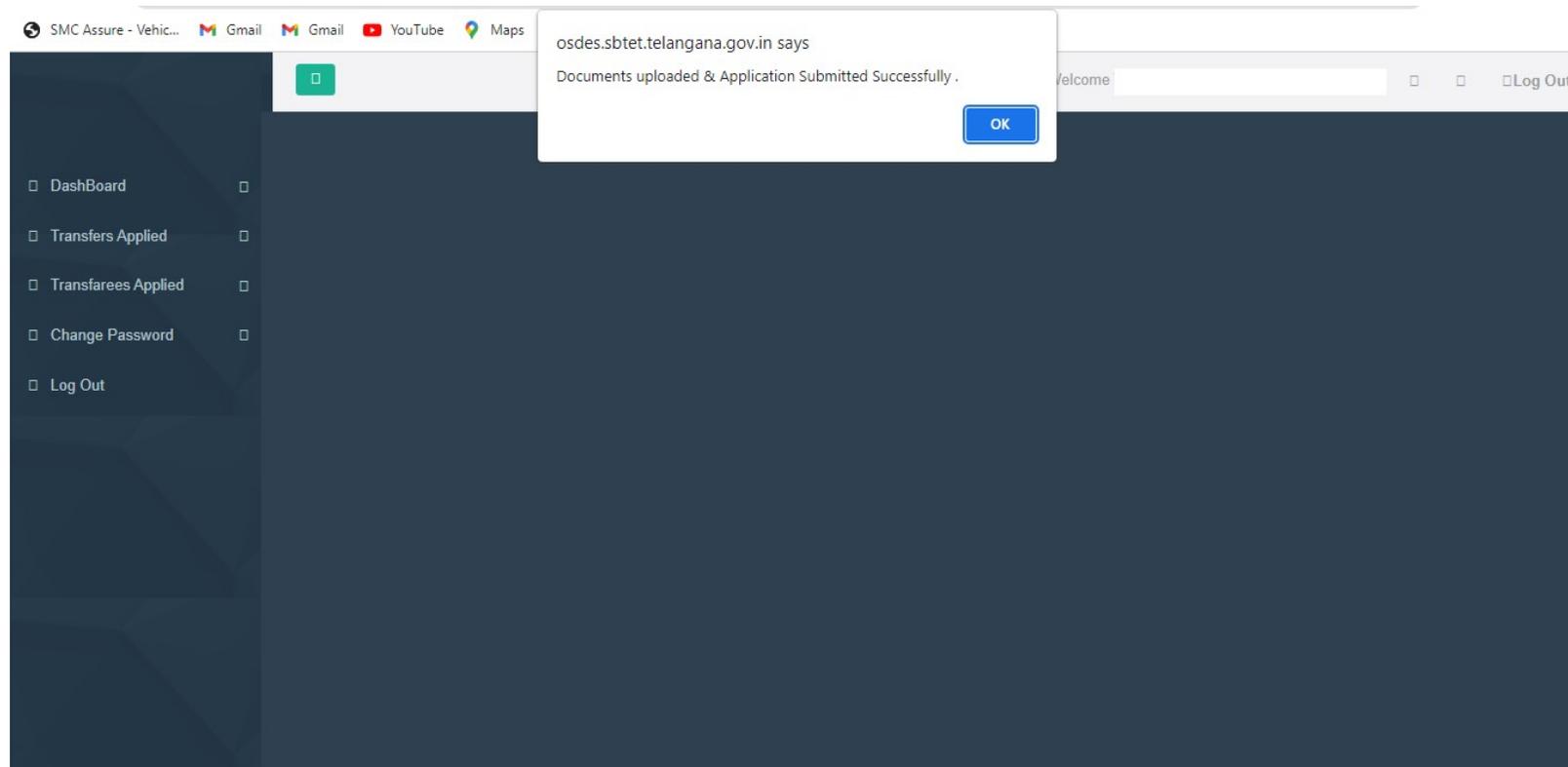
(Signature with Stamp and Seal)

25. Take a printout of the downloaded NOC on college letter head, check the details. The Principal has to put a signature on it with stamp & seal
26. Scan the signed NOC and upload it in PDF format in the same portal.



27. Upload the copy of the university affiliation letter duly attested by the Principal in PDF format
28. Upload the ratified list provided by Convener CET admissions duly attested by the Principal in PDF format
29. Upload the copies in support of vacant seats. If no vacant seat is available upload NIL document in PDF format.
30. Upload the documents & Submit the Transfer Application

31. On submission the following pop-up will appear.



32. The transfer application is successfully approved at the Transferee (To) college & it will reach to the Registrar of the university which the transferee institution is affiliated or the Office of the Commissioner of Technical Education for approval.

33. Click on Ok button.

34. The status of the application will be changed to Approved

The screenshot displays a web interface for 'Transfaree Details'. On the left is a dark sidebar with navigation options: DashBoard, Transfers Applied, Transfarees Applied, Change Password, and Log Out. The main content area has a header with a welcome message and a 'Log Out' button. Below the header, the page title is 'Transfaree Details' with a breadcrumb 'Home / Transfaree Details'. A tab labeled 'All Transfarees' is active. Underneath, there's a section titled 'Transfaree Details:' containing a search bar and a 'Show 10 entries' dropdown. A table with 7 columns is shown: Application No, RollNo, Name, Transfer University, Transfer Institution, Status, and Check Details. The first row contains the values: 2300005, 21AA54321, ABCD, [blank], [blank], APPROVED, and a 'Check' button. An arrow points from the text '34. The status of the application will be changed to Approved' to the 'APPROVED' cell in the table. Below the table, it says 'Showing 1 to 1 of 1 entries' and has 'Previous', '1', and 'Next' pagination buttons. At the bottom, there is a copyright notice: 'Copyright © 2023 Department of Technical Education - TS . All rights reserved.'

Application No	RollNo	Name	Transfer University	Transfer Institution	Status	Check Details
2300005	21AA54321	ABCD			APPROVED	Check

35. On successful approval of the application through online, the Principal should submit the hard copies of the original NOC, attested copies of the university affiliation letter, ratified list provided by the Convener CET admissions, Copies in support of vacant seats and other related documents at the **Office of the Commissioner of Technical Education, 2nd floor, Vidyabhavan, Nampally, Hyderabad, 500001** either through messenger or through post.

How to process the received transfer applications at O/o CTE, TS

1. On approval by the Principals of transferee institutions the applications will reach to the AD (T), O/o CTE. The applications will be scrutinized @ AD level. AD can approve/reject the applications. If rejected, reason for rejection has to be mentioned.
2. If approved by AD, the application will reach to DD (T). DD can approve/reject the applications. If rejected, reason for rejection has to be mentioned. On approval of DD (T), the draft proceedings will be generated automatically.
3. The draft proceedings will be processed through e-office & put up file to CTE as usual. Once approved by CTE, the digitally signed copies will be uploaded in the student transfer portal by AD & it will reach to the students, Principals concerned through e-mail. It can also be download from the department website <https://dte.telangana.gov.in/>