

DEPARTMENT OF TECHNICAL EDUCATION

From

To

The Director of Technical Education
Chennai 600 025

The Principals of all Engineering Colleges

Letter No. 14777 / ECA1 / 2019, dated: 27 .6.2019

Sir,

Sub : Technical Education – Engineering Colleges – Transfer between Institution / Readmission after break of study – 2019-20 – Odd semester – Online Applications called for – Procedure for applying for Transfer and other guidelines issued – reg.

Ref: 1.G.O.(D) No:434,Higher Education J2 Department.
dt:23.10.2008
2. G.O. Ms.No.326, Higher Education J2 Department,
dated 15.11.2017

----- x -----

Principals of Engineering colleges are requested to forward applications of candidates seeking Transfer / Readmission / Readmission cum Transfer in Odd semesters (III, V, VII and IX) of UG B.E. / B Tech. / B.Arch. Part time (B.E./B.Tech), PG (MBA / MCA / MCA Lateral Entry (V Semester) ME / M.Tech. / M.Sc. and B.Sc.) Degree Courses for the year 2019–20.

Similar to the previous academic year, for this academic year also applications for Transfer / Readmission / Readmission cum transfer will have to be submitted 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 J-initiator (Follow previous year instructions)
2. Type the following http address in the address bar of the Web browser for login.
<http://doteadm.annauniv.edu:8889/forms/frmservlet?form=TRANSFER2019&config=webutil>
3. Already assigned User-ID 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 is 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.
4. **The Principal have to be publish the transfer / readmission circular on college notice board.**

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 2019-20, 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 transferred 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 college to which transfer is requested 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 III, V, VII and IX semesters Readmission – All Odd semesters (I, III, V, VII and IX)	28.6.2019	12.7.2019
Last date of receipt of hard copy of application in this office	15.7.2019	

- If applications found to be complete in all aspects 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.

V. S. Srinivasan
27/6/19
for Director of Technical Education

Principal of the parent college :

- 1) Login using your User-ID and Password
- 2) Select "Transfer - From College" button and click "Add New Transfer"
- 3) Feed particulars of the student and attendance particulars in the form displayed.
- 4) On successful completion of feeding data save the student details
- 5) After confirming that the data fed is correct, lock and take print out of PDF report.
- 6) Principal should sign the report as a mark of consent for transfer and forward the hard copy to the Principal of the college to which transfer is requested.

Principal of the college to which transfer is requested:

- 1) Login using your User-ID and Password
- 2) Select "Transfer - To College" button
- 3) Names of students forwarded if any by parent colleges will be displayed
- 4) Double click on the name of the student. The particulars filled up by the parent college will be displayed.
- 5) Fill up details of vacancy position and save details
- 6) After confirming that the data fed is correct, lock and take print out of PDF report.
- 7) Principal should sign the report as a mark of consent for Transfer and forward it to DOTE.

Copy to: 1) Registrar, Anna University, Chennai 600 025
2) Director, Student affairs, Chennai 600 025
3) Controller of Examinations, Chennai 600 025

