



**SANKALCHAND PATEL
UNIVERSITY**

॥ अथातो ज्ञानजिज्ञासा ॥

SPU/Acad./Notfn./2020/.....1204/1

26th November 2020

NOTIFICATION

Subject: Student's Transfer Policy from Other University to Sankalchand Patel University with effect from Academic Year 2020-21.

Ref: SPU/ACADEMIC/APPROVAL/486/2020, dated 25th July 2020.

Read:

- (1) Resolution No. 7(1)- Academic Council Meeting, dated 05/11/2020.
- (2) Resolution No. 10(1)- Board of Management Meeting, dated 11/11/2020.
- (3) Resolution No. 10(1)- Governing Body Meeting, dated 25/11/2020.

It is notified for information to all concerned that the Governing Body in its meeting held on 25th November 2020 vide Resolution No. 10(1); considering the recommendations of the Academic Council and Board of Management has resolved to approve the Student's Transfer Policy from Other University to Sankalchand Patel University with effect from Academic Year 2020-21.

This has been issued with the approval of competent authority.

Registrar (I/c)

To,

Deans/HOIs of Constituent Institutes of SPU
Controller of Examination
Admin Section, SPU

Copy to,

Hon'ble President
Hon'ble Provost

Guidelines for Transfer of a Student's from Other University to Sankalchand Patel University (SPU)

(A) General Guidelines for Applicants:	
1	Student, seeking a transfer from other university to Sankalchand Patel University (hereafter called SPU), must submit an application in a prescribed "Application Form" (available in the SPU's website also) to "The Registrar-SPU", along with all necessary documents, at the address given in the form.
2	An Application, seeking transfer from other university to the Sankalchand Patel University (SPU), would only be considered for the same or equivalent Branch/discipline , where the applicant is currently studying.
3	An Applicant, applying for the transfer from other university to SPU, has to earn minimum 50 % course credit from SPU. The total course credit, previously earned by the applicant, shall be evaluated by the equivalence committee of SPU. Only upon approval of the said committee, the further transfer modalities would be considered upon.
4	An applicant, seeking transfer from any other University to SPU, must have cleared/passed all the subjects in all previous semesters/years at the parent/original University. i.e. if the applicant has any backlog and/or detention in any subject in any semester/year at his/her parent Institution/University, he/she will not be eligible for getting transfer. Such application, if received, will not be considered for any further actions.
5	The course equivalence committee of SPU would carry out equivalence process for the syllabus/credits/teaching schemes for an application under the review, of all the previous semesters/years of both institutes (the institute where the applicant is currently studying and that of SPU's constituent's institute where he/she is seeking a transfer). If the syllabus/credit is found to be equivalent at acceptable level, i.e. at least 75% , by the equivalence committee, then only the application will be processed further.
6	Further to clause no. 4, If the SPU's equivalence committee recommends, the applicant may have to earn credit for the subjects she/he might not have studied in the previous university. Such credit can be earned through any other online or offline portal/platform like NPTEL/MOOC/SWAYAM or similar as prescribed by the UGC or by the concerned statutory council of the respective course/program with prior approval from the dean of the respective faculty.
7	The transfer application will be processed as per the prevailing norms stated by the respective statutory council of the respective course/program where the said transfer is sought.



(B) List and type of Documents to be submitted by the Applicant:

1	Student's Application in the prescribed 'Form' of Sankalchand Patel University (SPU) for seeking a transfer.
2	Self- Attested Photo copies of the Teaching Scheme/Syllabus/Mark sheets of all the subjects studied by the applicant in the previous semesters/years in the parent/original University, duly endorsed by the competent authority of that university, must be enclosed along with the application form.
3	No Objection Certificate (N.O.C.), issued by the applicant's parent institute, must be enclosed with the application form. The N.O.C. must be in original letter head with the signature and stamp of Principal/Head of the Institute. The applicant must also submit the Migration/Enrollment Cancellation Certificate from the parent university. This certificate must be submitted before commencement of next semester exam of SPU's constituent institute.
4	A copy of letter or documents related to authentication/recognition of the institute by its statutory body, where the applicant has studied, should be enclosed.
5	A copy of an applicant's admission/ bonafide letter of the last University/Institute attended, must be enclosed.

Recommendations by the Committee:

1	It is recommended to form an equivalence committee by SPU having following members: I. Dean of the respective faculty/institute, II. Principal/Hol of the concerned institute, III. One or two subject experts to be decided in consultation with Hol, IV. Deputy registrar (Academic).
2	The said equivalence committee would follow a due process applicable and determine the equivalence level of the courses/syllabus/credits offered by the two universities, i.e. the parent/original university of an applicant and Sankalchand Patel University (SPU). The minimum acceptable equivalence level should be at 75 %.
3	If the said equivalence committee recommends, the applicant may have to earn credit for the subjects she/he might not have studied in the previous university. Such credit can be earned through any other online or offline portal/platform like NPTEL/MOOC/SWAYAM or similar as prescribed by the UGC or by the concerned statutory council of the respective course/program with prior approval from the dean of the respective faculty and same will be inform to Examination and Academic Section of the University by the faculty Dean.





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Sankalchand Patel Vidyadham

Ambaji-Gandhinagar State Highway,
Visnagar-384315. Dist: Mehsana, Gujarat (INDIA)
Phone: 7069006374, 8238088591
Email: info@spu.ac.in

APPLICATION FORM FOR THE TRANSFER OF A STUDENT FROM OTHER UNIVERSITY TO SANKALCHAND PATEL UNIVERSITY (SPU) IN THE FACULTY OF _____, IN PROGRAM/COURSE OF _____ IN _____ INSTITUTE IN THE YEAR/SEMESTER: _____.

1	Name of the Student (as per the last semester/year's Mark sheet or Grade Card):	Passport Size Photograph				
2	Address for Communication: Pin code:					
3	Contact: (R) Email Id:	Mobile No. of Applicant: Mobile No. of Parent:				
4	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>					
5	Date of Birth (DD/MM/YYYY):					
6	Details of the College/University last attended: Name of University: College/Institute Name: Degree & Branch: Last Attended Year/Semester: Approving Statutory Council of the Institute/Program:					
7	Information Regarding Examination Passed in the Last Attended University:					
	Sr. No.	Name Of Examination	Seat No.	Month & Year	SGPA/CGPA	Class

8	<p>Date and Letter No. of the No Objection Certificate(NOC) issued by University /College/Institution Head Last Attended:</p> <p>N.O.C. Letter No: _____ Date of Issue: _____</p>
9	<p>DECLARATION: I solemnly declare that the particulars given above, are correct to the best of my knowledge. I also understand that if the information provided by me in the form is found to be incorrect, incomplete or false, my application will be rejected upon detection at any stage. I also agree to submit Migration/Enrollment Cancellation certificate as per SPU's guidelines.</p> <p>TERMS & CONDITIONS:</p> <p><input type="checkbox"/> I am aware of Rules, Regulations and Fee Structure of the Sankalchand Patel University(SPU) and declare to abide by the same.</p> <p><input type="checkbox"/> I will be joining the receiving institute as soon as the admission letter is issued by SPU.</p> <p>PLACE: _____</p> <p>DATE: / / SIGNATURE OF THE APPLICANT _____</p>

INSTRUCTIONS FOR THE APPLICANT

1	<p>Application should be made by the candidate in the prescribed format of SPU (given above) only and should be submitted personally or by post to;</p> <p style="text-align: center;">The Registrar, Sankalchand Patel University, Sankalchand Patel Vidyadham Ambaji-Gandhinagar State Highway, Visnagar-384315. Dist: Mehsana, Gujarat (INDIA)</p> <p style="text-align: center;">or</p> <p>The candidate may also send, the scanned copy of his/her duly filled application form along with supporting documents, by email at "os.academic@spu.ac.in". However, the candidate has to produce the said application along with necessary documents, in person and in original at time of admission.</p>	
2	<p>The following documents must be enclosed along with the application form:</p>	
	i	Photocopy of the All Mark sheets, Teaching schemes, Syllabus of the all the years/semesters previously studied in the last university/institute. The said copy must be Self-Attested and Authorized by the concerned authority of the parent university/institute.
	ii	Original No Objection Certificate (N.O.C.) issued by the Head the College/Institution, on the letterhead with name and seal.
	iii	Migration/Enrollment Cancellation certificate issued by Registrar/head of the parent University. However, this certificate must be submitted before commencement of the next semester exam of concerned SPU constituent's institute as per SPU's guidelines.
	iii	Copy of letter or documents related to authentication/recognition of the institute by the statutory body of the parent university attended by the applicant.
	iv	Copy of an admission letter/bonafide letter of an applicant of the last University/Institute attended.
3	<p>The applicant must be aware of Rules, Regulations and Fee structure of the SPU and She/he must abide the same.</p>	
4	<p>The applicant will have to join the SPU constituent institute as soon as the admission letter is issued by SPU.</p>	

TO BE FILLED IN BY THE CHAIRMAN-EQUIVALENCE COMMITTEE OF SPU:

We have received this application form from the applicant, Mr./Ms. _____
along with following documents of the parent institute/university:

- ☐ Self- Attested Photo copies of the Teaching Schemes/Syllabus/Mark sheets of all the studied subjects in all previous semesters/years of the parent/original University by the applicant.
- ☐ No objection Certificate issued by the head of the institute on original letter head with the signature and stamp.
- ☐ Approval letter issued by the concerned statutory council/body of the parent institute/university.
- ☐ Copy of an admission /bonafide letter of the applicant of the last University/Institute attended.

Date: _____

Place: _____

Signature
Chairman-Equivalence Committee of SPU

FOR SPU OFFICE USE ONLY:

a.	Application Checked by Academic Section:	c.	Recommendation of Equivalence Committee:
b.	NOC Certificate Letter No: Checked by :	d.	Deputy Registrar-SPU:
e.	Remarks for Submission of Migration Certificate by the applicant: Registrar Date: Place:		

Seal of SPU