

ANDHRA UNIVERSITY



COLLEGE DEVELOPMENT COUNCIL

No.C.II(2,4,5,6,8/Transfers/Re-admissions/19-20

Visakhapatnam

Date:03 -06-2019

From:

OFFICE OF THE DEAN

To

The Principals/Directors of all the colleges
Affiliated to Andhra University.

Sir/Madam

Sub:- Andhra University - Affiliated colleges - students transfers/readmissions
for the academic year -2019-2020- Regarding.

I am by direction to inform that transfers/readmissions of students in between affiliated colleges of this University and from other Universities in respect of I/II/III/IV/V years students for the academic year 2019-2020 are considered up to 15-06-2019 on the following grounds.

1. Transfer of candidates whose parents/guardians working in the Government/Public Institutions are considered and the transfer are permitted on production of transfer orders, relief orders and joining report. If there is no college on the place where the parent/guardian is transferred, the transfer would be considered to the nearby college.
2. Transfer of candidates whose parents/Guardians are retired from services and would like to settle down in a different place would be considered on production of retirement order within the two years period.
3. Transfer of candidates whose parents/guardians expired during the course of study would be considered to a place of their request on production of death certificate.
4. Transfer of Women candidates who got married during course of study and whose husband is residing in a different place would be considered on production of marriage certificate.

It is submitted that, while forwarding the applications of students for transfer, it is requested to ensure and follow the above conditions and also other conditions such as (i) No objection from the Principals of both the colleges (ii) Stating clearly the vacancy position in the admitting college etc., invariably and forward the applications of the students accordingly to the University for consideration.

The application proforma for the above purpose is enclosed herewith. Please see and enclose the following documents to the application scrupulously.

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1. Marks Statements of the previous years of study.
2. Transfer Certificate in absence of no objection from the concerned Principal.
3. Attested copy of syllabus in the case of students seeking transfer from other Universities
4. Demand Draft in favour of the Registrar, Andhra University, payable at Visakhapatnam for the amount prescribed towards university fee .

1. **UG Courses (B.A./B.Com/B.Sc/BBM/BCA)**

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|--|---------------|
| a) Processing and Transfer fee (within the University Area) | 2,000/- |
| b) Processing and Transfer fee (out side the University Area) | 3,000/- |
| c) Processing fee with Break in students (within the college) | 3,000/- |
| d) Processing and Transfer fee with break in studies | 4,000/- |

2. **PG Courses(M.A./M.Com/M.Sc)**

- | | |
|---|---------------|
| a)Processing and Transfer fee | 6,000/- |
| b)Processing and transfer fee with break in studies | 8,000/- |
| c)Processing and readmission fee to repeat the course | 3,000/- |
| d)Processing fee with break in studies (within the college) | 3,000/- |

3. **Professional Courses (B.E/B.Tech/B.Pharm/B.Ed/LLB/Pharma D/BHMCT)**

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|---|---------------|
| a) Issue of NOC and processing for transfer of students | 5,000/- |
| b)Processing and readmission fee to repeat the course | 4,000/- |
| c) Processing and transfer fee with break in studies | 7,000/- |

4. **Professional PG courses (MBA,MCA,MHRM,MEd,MPEd,M.E./M.Tech, M.Pharmacy,LLM)**

- | | |
|--|----------------|
| a) Processing and transfer fee | 10,000/- |
| b) Processing with breaking studies(within college) | 5,000/- |
| c) Processing and transfer fee with break in studies | 10,000/- |
| d)Processing and Re-Admission fee to repeat the course | 5,000/- |

Last date without fine : 15-06-2019

Please note that prior permission from the University is required for each and every transfer/ admission/Readmission in to respective colleges as per rules.

Encl: Proforma for student transfer/readmission.

Yours faithfully,


(P N K V GANESH)
ASSISTANT REGISTRAR(CDC)