



**FORM "B"**  
**MAHATMA GANDHI UNIVERSITY**

ANNEPARTHY, NALGONDA- 508 254

**APPLICATION FORM FOR ADMISSION ON TRANSFER INTO II / III YEAR OF  
B.A./B.Com/B.Sc. DEGREE COURSE FROM OTHER UNIVERSITIES**

(To be filled by the candidate only)

**NOTE:-BEFORE FILLING THE APPLICATION FORM, READ CAREFULLY THE RULES  
FOR TRANSFER OF STUDENTS FROM OTHER UNIVERSITIES ENCLOSED**

1	Full Name(IN BLOCK LETTERS)							
2	Father's/Guardian's Name and Occupation							
3	Applicant's address with Phone No:							
4	Particulars of Fees: -							
	ChallanNo.	Date	Amount	Bank/Branch				
			Rs.1520/3020					
5	Particulars of the Course of Admission on transfer sought (Please put tick mark in the Box)	Course			Year	Medium		
		BA	B.Com	B.Sc	II/III	EM	TM	UM
6	Name and address of the College where the candidate intends to seek admission on transfer							
7	Detail of Subjects studied in Degree Course at the Parent University	Please furnish the details in the table given below:						

**I Year**

**II year**

Subjects	Passed/Failed	Marks	Subjects	Passed/Failed	Marks
<b>Part I</b>			<b>Part - I</b>		
English			English		
Second Language ( )			Second Language ( )		
IHC			Science & Civilization		
<b>Part II (Optionals)</b>			<b>Part II (Optionals)</b>		
1.			1.		
2.			2.		
3.			3.		
4.			4.		
a) Name and address of the College where last studied			a)Name and address of the college where last studied		
b) Course and Class			b)Course and Class		
c) Year of Study			C)Year of study		
d) Date of leaving (enclose T.C.)			d)Date of leaving (enclose T.C)		

9	Whether eligible for promotion to II /III year at the Parent University (enclose letter of authority)	Yes	No
10	Reasons for transfer (In case of transfer of Parent/Guardian, enclose copy of certificate in proof of the same)		

**DECLARATION BY THE CANDIDATE**

I declare that the facts mentioned above are true to the best of my knowledge. I fully understand that my admission will be cancelled in case any of the information furnished by me is found to be false. I am enclosing Xerox copies of:

1. Memorandum of Marks of Intermediate Examination (or) its equivalent.
2. Memorandum of marks of I/ II year of 3YDC.
3. A copy of the syllabus of I / II year Degree Course studied at the Parent University.
4. Migration Certificate from the Parent University.
5. Transfer Certificate (T.C) from the College where last studied

Date:

SIGNATURE OF THE CANDIDATE

**CERTIFICATE TO BE SIGNED BY THE PRINCIPAL WHERE THE CANDIDATE IS PRESENTLY STUDYING**

I have NO OBJECTION to relieve Mr./Ms.....a student of .....year degree course with Roll No.....of this college in the event of his/her admission on transfer to any other college.

Date.....

Signature of the Principal (with Office seal)

**CERTIFICATE TO BE SIGNED BY THE PRINCIPAL OF THE COLLEGE WHERE ADMISSION IS SOUGHT**

I have NO OBJECTION to admit Mr./Ms..... S/o./D/o.....into II/III Year .....against the existing vacancies. This will not in any way exceed the approved ceiling strength viz ( ) of the .....class of this college.

There is provision for teaching the following subjects opted by the candidate.

**OPTIONALS**

**I yr. II yr.**

- |                              |           |           |
|------------------------------|-----------|-----------|
| 1. English                   | i. ....   | i. ....   |
| 2. Second Language ( )       | ii. ....  | ii. ....  |
| 3. Indian Heritage & Culture | iii. .... | iii. .... |
| 4. Science & Civilization    | iv. ....  | iv. ....  |

Date.....

Signature of the Principal of the College in which Admission is sought (with office seal)

**NOTE: THE UNIVERSITY RESERVES THE RIGHT TO CANCEL THE ADMISSION OF THE CANDIDATES AT ANY STAGE AS AND WHEN IT IS DETECTED THAT THE ADMISSION ON TRANSFER IS AGAINST THE RULES.**

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**RULES FOR TRANSFER OF STUDENTS INTO 2<sup>nd</sup>, 3<sup>rd</sup> YEAR DEGREE COURSES FROM  
OTHER UNIVERSITIES**

1. **TRANSFERS ARE NOT PERMISSIBLE IN THE 1<sup>st</sup> YEAR OF THE DEGREE COURSE**
2. Transfers into 2<sup>nd</sup>, 3<sup>rd</sup> year of B.A./B.Sc./B.Com courses from other universities will be considered, subject to the following conditions:
  - a. The degree course which the candidate is pursuing at the parent University should have been recognized by the M.G.University
  - b. At least two third (2/3<sup>rd</sup>) of syllabus of the 1<sup>st</sup>, 2<sup>nd</sup> year subjects studied by the candidate at the parent University should be equivalent with the syllabus of the M.G.University.
  - c. Candidates should have completely passed 1<sup>st</sup>/2<sup>nd</sup> year examination at the parent University OR they should be eligible for promotion to 2<sup>nd</sup>, 3<sup>rd</sup> year degree course as per the rules and regulations of M.G.University viz. should have passed atleast 50% of the subjects/papers.
  - d. Candidates shall be admitted on transfer at M.G.University to the same course/combination which they have studied 1<sup>st</sup>/2<sup>nd</sup> year of degree course at the parent University. Change of Group/Combination/Optional is not permissible.
  - e. Candidates may be granted exemption from appearing and passing in such of those papers which are found equivalent and which they have passed at the parent University, securing 36% pass marks prescribed by the M.G.University. These papers will not be counted as backlog papers for purpose of promotion to next higher class.
  - f. Candidates are required to appear and pass the papers of 1<sup>st</sup>, 2<sup>nd</sup> year (both Theory and / or Practicals as the case may be) which they have not studied OR not passed OR secured less than 36% pass percentage prescribed at M.G.University OR which are not found equivalent at M.G.University, NO EXEMPTION WILL BE GRANTED IN SUCH PAPERS.
  - g. Candidates are required to submit a Certified copy of the detailed syllabus of the course pursued by them at the parent University in order to establish equivalence of the subjects for considering exemption.
  - h. In case where the 1<sup>st</sup>/2<sup>nd</sup> year examination passed by the candidate is a house examination conducted by the College and not by the University, no exemption would be granted and the candidates are required to appear and pass all the papers of 1<sup>st</sup>/2<sup>nd</sup> year papers from M.G.University at the next immediate examination, without fail. In such case, these papers will not be treated as backlog papers for purpose of promotion.
  - i. Once the candidates are granted admission on transfer into M.G.University they will be treated as students of this University. They have to appear and pass in (a) papers in which they failing or (b) where the syllabus is not equivalent, from M.G.University only and not from the parent University. Any examination appeared/passed from the parent University after the transfer will not be considered as valid.
  - j. No Principal shall admit candidates directly on transfer without the prior approval of the University.
  - k. In some cases, the candidates may be admitted on transfer provisionally, subject to production on Memo of Marks/Syllabus. In such cases, the candidates are required to submit the same within one month to the Registrar MGU only and obtain confirmation orders.
  - l. In case where the candidates have not studied/appeared the compulsory subjects Part-I viz., General English, Second Language and Indian Heritage & Culture/Science and Civilization in I/II year at the parent University, they are required to appear and pass the same at the immediate next examinations from M.G.University.
  - m. Applications for admissions on transfer shall not be considered unless they are accompanied with the following:
    - (i) Xerox copies of Memorandum of marks I, /II year degree course of the Parent University.
    - (ii) Challan Rs.1520/- (for the students seeking admission on transfer from Universities within the State) and Rs.3020/- (for the students seeking admission on transfer from Universities out side the State) drawn in favour of "REGISTRAR, Academic Audit, M.G.University" (from Nationalized banks only)
    - (iii) Certified copies of the Syllabus of 1<sup>st</sup>, 2<sup>nd</sup> year Degree course studied at Parent University.
  - n. Readmissions of students into II/III year in the same college of this University has to pay Rs.200/- to the concerned Principal of the college. The Principal after admitting them have to send the list of the candidates along with a fee of Rs.200/- per candidate in a consolidated challan drawn infavour of the "Registrar, Academic Audit (AC/No: 62424026709), M.G. University" and submit the same on or before 01-08-2019 and seek necessary permission from the Director, Academic Audit, MGU.

**NOTE: THE UNIVERSITY RESERVES THE RIGHT TO CANCEL THE ADMISSION OF THE CANDIDATE AT ANY STAGE AS AND WHEN IT IS DETECTED THAT THE ADMISSION ON TRANSFER IS AGAINST THE RULES.**

# RECEIPT

(To be filled by the Candidate)

Date.....

1. Name of the Candidate : .....
2. Father Name : .....
3. Course/Year : B.A/B.Com/B.Sc (II,III Year)
4. Name of the College where Admission on transfer is sought : .....
5. Particulars of Challan No.

Rs.1520/- (Within the State )		Rs.3020/- ( Other State )
Challan No.	Date	Bank/Branch

Signature of the Receiver  
With Date: