

Government Engineering College, Bhavnagar (021)

Instructions for Institute Transfer

❖ Rules for Institute transfer:

- The student is eligible for Institute transfer as per guidelines provided by Commissionerate of Technical Education, Education Department, Government of Gujarat
- Student has to apply for Institute transfer during 1st August to 15th September every year. The application will be dispatched from the institute on 16th September. Student has to strictly follow the given deadlines as per CTE norms

❖ Procedure:

- The application has to be submitted by the student at Student section with following necessary documents (Documents 3 to 6 must be self attested)

1. Application counter signed by department head with remarks.
[Download from Institute website – Application_Institute Transfer]
2. Format-1 *[Download from Institute website – format-1]*
3. Copy of mark sheets of all semesters.
4. Copy of student I-card.
5. Copy of previous semester Institute fee receipt.
6. Copy of Death certificate of parents(s), in case of death of parent(s)

OR

6. Earlier Medical reports by Government hospital/ reputed hospital, in case of health issues

Note: After Student transfer order issued by CTE Gandhinagar, student has to submit **No Due certificate** at the student section.