



**INSTITUTE OF HUMAN RESOURCES DEVELOPMENT
PRAJOE TOWERS,VAZHUTHACAUD
THIRUVANANTHAPURAM**

No.DA3/5853/2018/HRD

Dated: May 29, 2018

CIRCULAR

*Sub:- IHRD – MPTC – Transfer for students within IHRD polytechnics
(2018) – Circular issued – reg: -*

Applications are invited for the transfer of diploma students in IHRD polytechnics within IHRD institutions for the academic year 2018 – 19 as detailed below.

- a) The Heads of Model Polytechnic Colleges under IHRD are requested to invite application for institutional transfer within IHRD polytechnics from the 2nd year diploma students (2017-18 admission) of all branches in that college in the enclosed format after intimating a notification to all the 2017-18 admitted students in that college. The details of vacancy position available for transfer in all Model Polytechnic Colleges are forwarded herewith. This should also be invariably intimated to these students. Sufficient copies of the application form may be taken and should be serially numbered before giving the same to the students. The details of filled up applications should also be kept as record in that office separately, for future reference.
- b) From the received applications before the last date as fixed by the Principal, a consolidated list of transfer requests from that institution has to be prepared in the format enclosed, after proper verification and the same should be authenticated by the Principal and forwarded to this office for further necessary action.
- c) The Weighted Grade Average Point calculated by the institution during the time of admission for these students has also to be furnished in the consolidated list.
- d) Students in tuition fee waiver scheme are not eligible for institutional transfer.
- e) The consolidated list of transfer requests in the given format along with a copy of application form filled up by students and medical certificates, if any, should reach this office on or before 06/06/2018
- f) Transfer will be as per the terms and conditions as stipulated below.
 1. Transfer within the Polytechnics under IHRD is only considered in this process.
 2. Transfer will be allowed for joining the 2nd year of study (3rd semester)

4. Request for institutional transfer should be forwarded by the Principal after proper verification of the details of the students after authenticating the same.
5. Transfer will be decided and allotted at first on the basis of the first option and then by the 2nd option.
6. A transfer fee of Rs.5,000/- has to be remitted by the student at his/her parent institution, before effecting the transfer.
7. No branch change will be permitted for this institutional transfer.
8. The criteria for transfer process will be the Weighted Grade average point of the student. Preference will be given for requests with genuine medical reasons. In such cases, supporting documents from a Government Medical Officer has to be forwarded along with the application for due consideration.

Sd/
Dr. P.Suresh Kumar
DIRECTOR

To,

- ✓ 1. The Principal of all MPT's under IHRD(except MRPTC Kuzhalmannam)
2. Additional Director
3. Deputy Director
4. Administrative Officer
5. Finance Officer
6. Section Superintendent, Academic Section
7. CA to Director
8. S.F / OC

- Encl:*
1. Application form
 2. Consolidated list of transfer request (Format)
 3. Vacancy available for transfer in all IHRD MPTC's (2017 admission batch)

Approved for Issue


Section Superintendent

19

MPT DIPLOMA ADMISSION 2017 BATCH VACANCY DETAILS IN IHRD MODEL POLYTECHNIC COLLEGES

Sl. No.	Name of the College	Branchwise Vacancy				
		EE	BME	CE	CHE	ECE
1	KKMMPT, Mala	12	2	9	16	-
2	MPT, Poonjar	27	-	-	28	-
3	EKNMMPT, Kalliassery	-	Nil	-	5	1
4	MPT, Mattakkara	23	-	-	11	10
5	MPT, Karunagappally	8	-	-	11	8
6	MPT, Vadakara	3	3	-	7	-
7	MPT, Painavu	-	9	-	43	35

Branch of Study

EE – Electronics Engineering

BME – Biomedical Engineering

CE – Computer Engineering

CHE – Computer Hardware Engineering

ECE – Electronics and Communication Engineering

Sd/-
DIRECTOR

APPLICATION FOR TRANSFER OF STUDENTS WITHIN THE
POLYTECHNICS UNDER IHRD (2018-2019)
(For 2017-18 diploma admission students)

1.	Name of the Student	
2.	Present Institution	
3.	Residential Address	
		Phone No.:
4.	Branch of Study	
5.	Institution to which transfer is requested (in the order of preference)	1. 2.
6.	Details of the qualifying Examination	Name of the exam: Marks/grade secured: Maximum marks:
7.	Whether studying under Tuition Fee Waiver Scheme (Yes/No)	
8.	Reason for transfer request (please specify). In case of medical reason, attach a valid medical certificate from a Government doctor	

DECLARATION

I do hereby declare that I am aware that by submitting this application, I have no claim to get a transfer and IHRD has the right to make any modification in this process without prior notice. I also declare that if I am selected for transfer, I oblige to join the allotted institution after completing all formalities and by remitting an amount of Rs.5,000/- in my parent institution as transfer fee. I also declare that all the details furnished above by me are true to the best of my knowledge and belief.

Place:

Date:

Name and Dated
Signature of the Applicant

Consolidated List of Transfer Requests from MPTC, (2018-19)

SI No.	Name of the student	Branch of study (If studying in Tuition Fee Waiver Scheme, add "TFW")	Weighted Grade Point Average (As per admission records)	MPT to which transfer is requested (in the order of preference)	Medical reasons for transfer (if any) (NB: Attach a copy of the certificate)
1.				1. 2.	
2.				1. 2.	
3.				1. 2.	
4.				1. 2.	
5.				1. 2.	

Verified by

Office Seal

Signature of the Principal