

SRM University Delhi-NCR, Sonapat

(Established under Haryana Private Universities Act 2006 as amended by Act no.8 of 2013)
Plot no-39, Rajiv Gandhi Education City, Post office-P.S Rai, Delhi-NCR, Sonapat-131029,Haryana
Ph-0130-2203700-08, 2121214/15, Toll free: 1800-180-1216, Website www.srmuniversity.ac.in



Policy document regarding Migration of Students -Inter University (Within Department) and Intra University)

Migration is not a right of a student; however it is permissive facility not an obligatory to any student. It depends upon both incoming student for Intra University migration that is willing to migrate from a recognized University/ Institute affiliated to a recognized University established under the law of land by Central/state government to SRM University Haryana, Sonapat or Inter University (within department). However, Intra University migration shall be given preference over Inter University (within department) migration.

The regulations to the migration of a student for UG, UG-PG programmes shall be applicable as per following:

Inter University (within department) Migration- For UG/ UG-PG programme

- Migration to a Department from another Department within the University will be allowed only after the completion of the 1st year and is applicable only to those students who are eligible to register for 3rd semester.
- Migration shall be allowed after completion of the second semester but before start of the 3rd semester.
- The candidates shall not be allowed to change his/her discipline of study in the process of migration.

1) Order of preference for Migration:-

- Change of Branch within the department if applicable shall be carried out at the level of Department/Faculty of concern discipline only after the declaration of results of First semester & second semester. The merit shall be notified by the Controller of Examination (COE) as per regulations after combining the grades of First semester & second semester in the form of SGPA.
- Preference shall be given to the students who have cleared all their subjects of the First semester & second semester.
- NOC from their parents with respect to change of Branch for the wards.

Documents Required:-

- Grade cards of First semester and second semester issued by COE
- Requisite form of Migration form duly signed by student and forwarded by respective HOD
- NOC issued by respective HOD of the department to which the student applied for migration

Intra University Migration- For UG/UG-PG programme

The following conditions shall be applicable to a student:

- 1) Migration to this University from other recognized universities /Institutions affiliated to a university shall be allowed up to 15 days prior to start of the 3rd semester. The following conditions shall also be applied:

- The candidate should have passed all the courses of the first year of the University from where he/she wants to migrate.
- The courses studied by the candidate in first year must be equivalent to the courses offered in this University. Deficiency, if any, should not be of more than two subjects. The candidate would be required to furnish an undertaking that he/she will attend classes and pass these courses (found deficient).
- The institute/ university where the student is studying and the University to which migration is sought, have no objection to the migration.
- There is a vacant seat available in the discipline in the Department under the concern faculty in which migration is sought.
- In addition to the above, migration will be governed by the rules of the concerned University.

Process of Intra University Migration

- The University/Institute where the student is studying and the University/Institute to which migration is sought, should issue a No Objection Certificate to the applicant in the format as per appendix A.
- The student seeking migration must submit an application written and signed by him/her together with the “No Objection certificate” issued by leaving University/Institute.
- The University will authorize migration only against a vacant seat available in the discipline in which migration is sought.
- In addition to the above, migration will be governed by the rules of the concerned University if applicable.

Documents Required:-

- Grade cards of First semester and second semester issued by COE.
- Requisite form of Migration form duly signed by student and forwarded by Registrar of concern University where the student is studying.
- NOC issued by respective Registrar of concern University/ Director of Institute and duly forwarded by followed competent authority of affiliating University where the student is studying as well as NOC issued from competent authority of concern University/ Director of Institute and duly forwarded by followed competent authority of affiliating University to which the student is willing to migrate.
- Leaving certificate issued from the concern University.

Migration for Ph.D programmes

The student pursuing Ph.D programme in the recognized Universities may be allowed for migration to this University on the following conditions:

- He/she is a bonafied student of Concern University and registered under a recognized guide.
- NOC to be issued by the concern guide and duly forwarded by competent authority of the university.
- He/she must have cleared 12 credits with the minimum stay of one year in their university where he/she is registered.
- Valid reason for migration
- Present status of research work completed as on date by the student duly verified by the guide.
- Proposed research plan in association with proposed guide.

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Application Form for Migration

1. Name (in Capital Letters):- _____

2. Father's Name:- _____

3. Mother's Name:- _____

4. Roll No.:- _____

6. Last Examination of this University:- _____
(in which appeared/ pass/ fail)

(a) Name of the Last Examination:- _____

(b) Year/Session/Semester:- _____

(c) Result:- _____

7. Give the reasons if the migration is sought in the same city or for other than 3rd semester:-

8. Name of the college/University to which migration is sought: _____

9. Payment of Migration fees:- _____

University Receipt No./Bank Draft No. with Date : _____

10. Full Address of the Applicant (with Mobile No.): _____

Date: _____

Signature of the Candidate

Note:- Attach (Annexure-I) NOC from both the Universities i.e. from where migration is sought and where in migration is required.

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NOC FOR MIGRATION

(Issued by the Registrar of the Department from where the student is migrating out)

This is to certify that S/o Department Roll No..... is a regular student of this Department in Engineering / Branch. She / he has applied for migration to under SRM University Haryana, Sonapat. This Department has no objection to her / him migration out of this college.

Further certified that:

- a) The student is eligible to registered for third semester commencing from.....
- b) She / he has cleared all the subjects of first year
or
She / he hassubject not cleared as on
- c) There are no Department dues pending as against the student
- d) The student attended workshop training during summer vacation of 2005 and her / his performance shall be forwarded to the receiving Department by 31st August 2015.

Signature of the Registrar with seal

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NOC FOR MIGRATION

(Issued by the Registrar of the Department to which the student seeks migration)

This is to certify that this University has (number) of seats vacant in.....(branch).

This is also to certify that this institution has no objection to Sh..... S/o.....
Department Roll No..... student ofDepartment of
Engineering/Branch migrating to this college.

Signature of the Registrar with seal