



To  
All the Principals of  
University Constituent /Affiliated (Aided/Unaided/Govt./Private) Colleges  
Kakatiya University

**Sub:** ADMISSIONS – Admission of Students on transfer at UG II & III year (3<sup>rd</sup>&5<sup>th</sup> Semesters) Courses for the academic year 2023-2024- Certain Instructions – Issued.

**Ref:** - Almanac KU Letter No. /Acad. Audit/KU/2023, dated / /2023.

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Sir/Madam,

I draw your attention to the subject matter cited, that there is a provision for transfer of admission in Under-Graduate (Non- Professional) courses at II & III Year (3<sup>rd</sup>&5<sup>th</sup> Semesters) level. The candidates who have completed their I Year (I & II Semesters) and II Year (III & IV Semesters) of degree program in the Colleges under the jurisdiction of Kakatiya University as well as from other Universities would be applying for admission on transfer to Degree College of Kakatiya University as per the norms:

On this context, I am desired by the Vice- Chancellor to issue the following guidelines in making transfer of admissions at UG (NP) Courses for the academic year 2023-2024 for scrupulous implementation.

- 1) The applicants should apply in the prescribed format for transfer of admission at the office of the Academic Branch, Kakatiya University.
- 2) Application must be enclosed with the Memos of Marks of I & II Years as the case may be.
- 3) The candidates have to enclose a paid receipt of processing fee as prescribed hereunder.
  - i) College to another College : Rs. 1500/-
  - ii) From other University : Rs. 2500/-
  - iii) From other State : Rs. 5000/-

**Method of fee payment:** Through online SBI E pay / NEFT / RTGS/ Google Pay / Phone Pay only Account No. 52026911837 Registrar Income Account, State Bank of India, KU Branch, Hanumakonda. IFSC code SBIN0020262.

4. Copy of the affiliation orders of the College in which candidate is seeking.
5. Candidates applying from other Universities must enclose the following:
  - i) Originals along with Xerox copies of Memorandum of marks of I/II year degree program of the parent University. (Net Memos are not accepted)
  - ii) Certified copies of the Scheme / Syllabus & Promotion rules of I/II year degree Course studied at parent University.
  - iii) Copy of the Affiliation orders of the college in which the candidate is seeking Admission on transfer.

**Note:** In case of candidates failed in previous Semesters have to appear and clear backlogs from Kakatiya University for continuing next Semesters.

6. The last date for admission on transfer is 31.07.2023.

It may please be noted that no student be admitted by the colleges directly without obtaining prior approval / orders from the University under any circumstances. Application without consent of the Principals of both the Colleges will not be considered. Any deviation / violation of the above norms will be viewed seriously and stern action will be taken against such erring colleges.

Yours faithfully,

  
REGISTRAR

**Copy to:**

1. The Dean, Faculty of Arts / Science / Social Sciences & Commerce & Bus. Management, KU.
2. The Dean, CDC / Academic Audit cell, KU.
3. The Controller / Addl. Controller of Examinations, KU.
4. The Secretary to Vice- Chancellor, KU / The P.A. to Registrar, KU.
5. The SF.