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SRI VENKATESWARA UNIVERSITY
(visit us: www.svuniversity.edu.in)

TIRUPATI - 517502
(Andhra Pradesh)

No. CI (5)/CA/2024-25

Date: 03.09.2024.

FROM

THE REGISTRAR
SRI VENKATESWARA UNIVERSITY
TIRUPATI.

TO

THE PRINCIPALS OF ALL AFFILIATED
DEGREE COLLEGES IN CHITTOOR DIST.,
UNDER S.V. UNIVERSITY AREA.

Sir/Madam,

Sub: - S.V.University – Affiliated Degree Colleges – Combination of Attendance-
Transfer of students from one College to another College for the Academic Year
2024-25 – Guidelines – Communicated – Reg.

Ref: - I/c Vice Chancellor's orders dated: 13.08.2024

I am by direction to send enclosed a copy of the Application form prescribed together with the guidelines relating to "Combination of Attendance" in respect of transfer of students from one College to another and also from other Universities to this University, for the academic year 2024-25.

I am, further to inform you that the admissions under "Combination of Attendance" should be made only with the approval of the University and no candidate shall be admitted without obtaining prior permission of the University and seek for ratification of the University at a later date. Any violation in this regard shall be viewed seriously by the University.

The fee for Combination of Attendance is Rs.3500/- per candidate for the Academic Year 2024-25 payable through online Challan in any one of the branches of the Union Bank of India / State Bank of India (UBI A/C No:103210100020320)/ SBI A/C No: 31573994907).

Therefore, I am to request you to follow the enclosed guidelines prescribed by the University, strictly, while submitting the applications for "Combination of Attendance".

Applications/with insufficient fee/particulars/information will not be entertained and the fee once paid will not be refunded or adjusted for any other purpose.

This is for your information and necessary action.

Yours sincerely,
Sd/- M.BHUPATHI NAIDU
REGISTRAR

Encl: As stated above.

Copy to the Controller of Examinations, S.V. University, Tirupati, for information.

Copy to the Supdt, C-III Section, S.V. University, Tirupati for information.

Copy to the Director, S.V.U.Computer Centre, S.V.University, Tirupati with a request to place the Combination of Attendance prescribed for Affiliated Colleges S.V.University area for the Academic Year 2024- 25 for Degree Colleges, in the website of S.V.University under the Link "Academic".

Copy to P.S. to the Vice-Chancellor/PA to Registrar/Dean, C.D.C, S.V.University, Tirupati, for information.

Copy to file.

//t.c.f.b.o//

DEPUTY REGISTRAR
(Academic)



Last date for receipt of filled in applications
For II or III Year upto 30-09-2024 only

SRI VENKATESWARA UNIVERSITY:: TIRUPATI
APPLICATION FOR COMBINATION OF ATTENDANCE

- NOTE: 1. All applications for Combination of attendance should be made in this form only and submitted through the Principals of the colleges in which the student is studying and to which the student is requesting for transfer.
2. T.C. from the colleges should not be taken without the University orders for transfer. University orders should be obtained before the student actually leaves the present College and joins the New College.
3. Applications which are not complete with all the required particulars or not accompanied by with the Challan System towards the University Fees and required certificates will summarily be rejected.
4. Corrections in the application of the Entries, if any shall be properly attested by the Principals of the Colleges.

1.NAME OF THE STUDENT (In block letters) (as entered in the certificates of the qualifying examination)		
2a) Name of the Parent		
b) Name of the Guardian (if Parent is not alive)		
c) Relationship of the Candidate to the Guardian if the parent is not alive		
3) Address to which communication has to be sent with Phone/Mobile.No.		
4) College in which the student is now studying		College to which the transfer is required
5) Particulars of study		In the College in which the candidate is now studying
		In the College in which He/ She intends to join
a) Course		
b) Class		
c) Second Language Chosen under Part-II		
d) Group Subjects Chosen under Part-II	1) 2) 3)	
e) Optional Papers chosen in each subject	1) 2) 3)	
f) Medium of Instruction		
g) Academic Year		
h) Name of the University		

P.T.O



6) Particulars of appearance for the University Examinations:

Name of the Examination B.A./B.Com./B.Sc./ BBM/ BCA		First year Examination			Second year Examination			
SUBJECT	Month & Year of Appearance	Regd. No.	Exam Centre	Whether passed/ failed	Month & Year of Appearance	Reg d. Nos	Exam Centre	Whether passed/ failed
Part-I(a) English								
Part-I (b)								
Part-I (c)								
Part-II Group Subjects								
I								
II								
Name of the University in which He / She appeared for the Examination								
7) Whether He/She has shortage of attendance either in this academic year or previous year if so, give details								
8) Whether the University condoned the shortage of attendance if so, furnish No. & Date of condonation orders of the University								
9) Whether He/She had involved in malpractice in any of the University Examination. If so, furnish the details of the punishment given by the University and enclose the copies of the orders of the University								
10) TRANSFER OF THE PARENT					FROM	To		
i) Enclose attested copies of the transfer order, relief and the joining report of the parent								
ii) Furnish the reasons for seeking admission now								
iii) Photostat copy of the Intermediate marks statement should be enclosed. In case of 2 nd & 3 rd year transfer also enclose copies of marks statement of the previous year.								
11) Whether Challan for Rs.3500/- (towards combination of attendance fee) is enclosed					Challan No.	Date	Amount	Rs.
					Name of the Bank where paid			

I declare that the above particulars furnished by me are correct and I am aware that the University reserves the right to cancel my admission when the particulars now furnished above are subsequently found to be false or incorrect or any other facts are suppressed.

DATE:

SIGNATURE OF THE CANDIDATE

CERTIFICATE - A

(To be given by the Principal of the College where the candidates is now studying)

12 a) Please mention the Course, Class, second language, groups of subjects, medium of instruction being studied by the student	
b) Whether the candidate was involved in any malpractice and debarred from appearing for any of the University Examination if so given full details.	
c) Whether the candidate has fallen shortage of attendance, if any academic year and if so, whether the shortage of attendance has been condoned.	
d) Whether the University has prescribed practicals for any or all subjects chosen by the candidates under Part-II, if so, furnish.	
I) Name of the Subject	
II) The No. of Practical's prescribed by the University for the above subject	
III) The No. of practicals conducted by the College in the above subject(s) till to-date	
IV) The No. of practicals attended by the candidate in the above subject (s) till to-date.	
e) Conduct and Progress of the candidate	
f) Recommendations of the Principal	
g) I hereby certify that : i) The particulars furnished above are correct ii) Mr./Ms. ----- is the Son/Daughter/Ward of Sri/Smt. -----	

DATE

COLLEGE SEAL

SIGNATURE OF THE PRINCIPAL

CERTIFICATE -B

(To be given by the Principal of the College in which the candidate wishes to join)

13 a) Course in which the candidate intends to join	
b) Class in which the candidate intends to join. I Year II Year III Year	
c) Second Language chosen under Part-I (b)	
d) Combination of subjects chosen under Part-II	
e) Specify the Optional Paper/Elective Papers (B.Com.)	
f) Strength sanctioned by the University for the above combination of subjects	
g) Present strength in the College in the above combination of subjects	
h) Strength in the above combination of subjects after admission of the above candidate	
i) Medium of instruction	
i) If the attendance is combined will the candidate be able to continue the course and appear for the examination	
k) Recommendations of the Principal	

DATE

COLLEGE SEAL

SIGNATURE OF THE PRINCIPAL

ANNEXURE -A
SRI VENKATESWARA UNIVERSITY: TIRUPATI

2024-25

GUIDE LINES PRESCRIBED FOR TRANSFER OF STUDENTS FROM ONE COLLEGE TO ANOTHER COLLEGE AND ALSO FROM OTHER UNIVERSITIES TO THIS UNIVERSITY AND GRANT OF COMBINATION OF ATTENDANCE

1. Transfers will be considered at the II and III year stages of study only for the Under Graduate Courses as per the following guide lines.
 - (a) Transfer of the Candidate, whose Parent/Guardian working in the Government/ Public Sector undertaking shall be considered on production of Transfer Orders, Relieving Orders and Joining Report of the Parent/Guardian. If there is no College where the parent is transferred, the transfer will be considered to the nearby College.
 - (b) Transfer of the Candidate, whose Parent/Guardian is retired within two years period and would like to settle down in a different place shall be considered on production of retirement order.
 - (c) Transfer of the Candidate, whose Parent/Guardian is expired, during the Course of study shall be considered to a place of his/her request, on production of Death Certificate of the parent.
 - (d) Transfer of women candidates who got married during the course of study and whose husbands are residing in a different place shall be considered on production of Marriage Invitation or Marriage Registration certificate.
 - (e) Transfer of the Candidate, on Medical grounds shall be considered under the following conditions:
 - (i) From Rural College to any Urban College.
 - (ii) From Urban College to Rural College.Government/Aided/Un-aided College. } Within the sanctioned strength,
On production of Medical Certificate obtained from doctor not less than a cadre of Civil Assistant Surgeon / Civil Surgeon.
2. Transfer during the Second and Third Years will be considered, if, the application for such transfer is submitted on or before 30th September, 2024 only. Beyond which date such applications will, summarily, be rejected and shall not be entertained. The fee, if any, paid, will not be refunded /or adjusted.
3. Transfer of candidates for the First Year will be considered in respect of the Children of Government Employees who are "on transfer". Their applications will be considered and put into effect beyond the month of September, 2024, but not after 31st October, 2024, subject to the production of transfer order, relieving order and joining report. This facility is also applicable in respect of the Lady Students, who got married and, the husband is residing in a different place, on production of marriage invitation or marriage registration certificate.
4. Applications of other categories, if any, will be considered only at the discretion of the Vice-Chancellor.
5. The fee for Combination of Attendance is Rs.3500/- per candidate for the Academic Year 2024-25 payable through online Challan in any one of the branches of the Union Bank of India / State Bank of India.
(UBI A/C No: - 103210100020320/SBI A/C No: - 31573994907).

Sd/- M.BHUPATHI NAIDU
REGISTRAR

//t.c.f.b.o.//

J. Mallik
DEPUTY REGISTRAR
(Academic)

