

**GOVERNMENT OF ASSAM  
OFFICE OF THE PRINCIPAL :: CHIRANG POLYTECHNIC  
BIJNI :: CHIRANG :: ASSAM**

Email Id: chirangpoly@gmail.com  
Mobile No. : 9435120014

Memo No. CP (SW)-5/2021/ 172

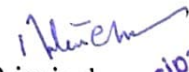

Dated Bijni, the 31<sup>st</sup> March, 2022

**BRANCH TRANSFER NOTICE**

With reference to DTE letter No. TE[Ex]Admn-3/2022/205 Dated Guwahati the 24/03/2022 applications are invited from the 2<sup>nd</sup> Semester Students of Chirang Polytechnic for Inter Institute transfer/ branch transfer within the same Institute as per attached format on or before **08/04/2022**. However, transfer will be done after verification and recommendation from Institute Branch Transfer Committee and approval from Directorate of Technical Education, Assam. The transfer process will be done as per guidelines framed by Directorate of Technical Education, Assam. However in case of Inter Institute level transfer process “**No Branch**” will be allotted to the students if application will be selected for approval. No. of available vacant seats in the institute for institute level branch transfer as given table.

Sl. No.	From Branch	Max. Nos. Allowed
1.	Electrical Engineering	1
2.	Civil Engineering	2
3.	Agriculture Engineering	3

Students are also informed to submit applications **only in hardcopy** to the Sri Subhash Ch, Das, HoD Civil Engg. (**Member Secretary of the Branch transfer Committee**). No transfer application form will be accepted after the aforementioned date and incomplete form will be rejected.



  
Principal  
Chirang Polytechnic  
Bijni, Chirang, Assam  


Memo No. CP (SW)-5/2021/ 172 A

Dated Bijni, the 31<sup>st</sup> March, 2022

Copy to:

- 1) Sri Subhash Ch. Das, HODi/cAnd Lect.(SG0 in Civil Engineering, Chirang Polytechnic for information and necessary action.
- 2) All member of Institutional Branch Transfer Committee for information and necessary action.
- 3) For wide circulation among the 2<sup>nd</sup> students.

  
Principal  
Chirang Polytechnic  
Bijni, Chirang, Assam  


**FORMAT**

[INSTITUTIONAL TRANSFER FROM ONE INSTITUTE TO OTHER]

**BASIC INFORMATION**

**I. STUDENTS DETAILS:-**

- i) NAME OF THE STUDENT: \_\_\_\_\_
- ii) FATHERS NAME: \_\_\_\_\_
- iii) PRESENT INSTITUTE: \_\_\_\_\_
- iv) PRESENT BRANCH : \_\_\_\_\_
- v) ROLL. NO. OF THE STUDENT: \_\_\_\_\_
- vi) REGISTRATION NO. : \_\_\_\_\_
- vii) CONTACT NO. OF STUDENT : \_\_\_\_\_
- viii) CONTACT NO. OF FATHER/GUARDAIN : \_\_\_\_\_
- ix) WHERE THE STUDENT WILLING TO TAKE TRANSFER IN OTHER INSTITUTE: YES/NO
  - a) NAME OF INSTITUTE: \_\_\_\_\_
  - b) NAME OF BRANCH: \_\_\_\_\_
- x) REASON OF TRANSFER : \_\_\_\_\_
- xi) VALID SUPPORTING DOCUMENTS : \_\_\_\_\_
- xii) MARKS OBTAIN IN PAT : \_\_\_\_\_

**NOTE : TRANSFER WILL BE ALLOWED AS NO BRANCH AND SUBJECT TO VACANCY**

SIGNATURE OF PARENTS

DATE:-

SIGNATURE OF STUDENT

DATE:-

**OFFICE USE**

**2. FROM THE PRINCIPAL OF THE INSTITUTE/COLLEGE:-**

- i) RECOMMENDATION (NO OBJECTION CERTIFICATE) FROM THE INSTITUTE LEVEL TRANSFER COMMITTEE: \_\_\_\_\_
- ii) WHETHER THE NORMS OF A.I.C.T.E. AND NBA REQUIREMENT IS MAINTAINED: YES/NO
- iii) WHETHER THE STRENGTH IS 75% OF INTAKE OF THE BRANCH; YES/NO
- iv) RECOMMENDATION OF THE PRINCIPAL: RECOMMENDED:- YES/NO

Principal  
Chirang Polytechnic  
Bijni, Chirang, Assam

**BASIC INFORMATION**

I. STUDENTS DETAILS:-

- i) NAME OF THE STUDENT: \_\_\_\_\_
- ii) FATHERS NAME: \_\_\_\_\_
- iii) PRESENT INSTITUTE: \_\_\_\_\_
- iv) PRESENT BRANCH : \_\_\_\_\_
- v)ROLL. NO. OF THE STUDENT: \_\_\_\_\_
- vi) REGISTRATION NO. : \_\_\_\_\_
- vii) CONTACT NO. OF STUDENT : \_\_\_\_\_
- viii) CONTACT NO. OF FATHER/GUARDAIN : \_\_\_\_\_
- ix) STUDENT WILLING TO TAKE BRANCH TRANSFER IN SAME INSTITUTE THEN  
NAME OF THE BRANCH: \_\_\_\_\_
- x) REASON OF TRANSFER : \_\_\_\_\_
- xi) VALID SUPPORTING DOCUMENTS : \_\_\_\_\_
- xii) MARKS OBTAIN IN PAT : \_\_\_\_\_

**NOTE : TRANSFER WILL BE ALLOWED AS NO BRANCH AND SUBJECT TO VACANCY**

SIGNATURE OF PARENTS

DATE:-

SIGNATURE OF STUDENT

DATE:-

**OFFICE USE**

2. FROM THE PRINCIPAL OF THE INSTITUTE/COLLEGE:-

- i)RECOMMENDATION (NO OBJECTION CERTIFICATE) FROM THE INSTITUTE LEVEL  
TRANSFER COMMITTEE: \_\_\_\_\_
- ii) WHETHER THE NORMS OF A.I.C.T.E. AND NBA REQUIREMENT IS MAINTAINED: YES/NO
- iii)WHEATHER THE STRENGTH IS 75% OF INTAKE OF THE BRANCH; YES/NO
- iv) RECOMMENNDATION OF THE PRINCIPAL: RECOMMENDED:- YES/NO

Principal  
Chirang Polytechnic  
Bijni, Chirang, Assam