

# Senate of Serampore College (University)

## Transfer of College Application Form

[Only for BD, BTH, BCS & BMISS]

1	<b>Student Name:</b> (In Capital Letter)			
2	<b>Student ID/Registration No.:</b>			
3	<b>Course of Study:</b>			
4	<b>Course Year:</b> (see the Revised Transfer Policy)			
5	<b>Name of the Present College:</b>			
6	<b>Name of the College in which transfer is sought for:</b>			
7	<b>Reason for seeking transfer:</b> (attach Medical Certificate)			
8	<b>Address for Communication:</b> (with Pin Code, email & Mobile Number etc.)	Address 1:		
		Address 2:		
		City/Town:	District:	
		Pin:	State:	
		Mobile No.:	Email ID:	
9	<b>Payment of Fees:</b>			
	Bank Draft No. and Date:			
	Name of the Bank:			
	Name of the Branch:			
	Date of Issue:			
10	<b>Online Payment of Fees:</b>			
	Bank Name:	<b>Indian Bank</b>		
	Branch Name:	<b>Serampore</b>		
	Account No:	<b>501063619</b>		
	IFS Code:	<b>IDIB000S043</b>		
	Beneficiary:	<b>Senate of Serampore College Extension Programme</b>		
(After making online payment, please send the Screenshot or PDF copy of the payment receipt)				
<b>Declaration by the Student</b>				
11	I solemnly declare that the particulars given above are correct to the best of my knowledge and belief. I further declare that my application shall be cancelled, at any state, if am found ineligible and or the information I provided is false or incorrect.			

Date:

\_\_\_\_\_  
Full Signature of the Student

NOC issued by the present College

College Seal

\_\_\_\_\_  
Signature of the Principal

NOC issued by the College to which transfer is sought

College Seal

\_\_\_\_\_  
Signature of the Principal

# Revised Policy on Transfer of College

(Bachelor of Divinity, Bachelor of Theology, Bachelor of Christian Studies & Bachelor of Missiology)

This is the Revised Policy on Transfer of College based on the decision of the Working Committee of the Academic Council resolution on March 29, 2023 (Ref: WC/18-g/2023), which shall be effective from the Academic year 2023-24. All Colleges are requested to strictly follow the revised rules as mentioned below:

- a. Transfer of student from one College to another shall be considered only on the **Medical Ground** and subject to approval by the Registrar.
- b. Transfer is permitted only in the case of institutions offering the same courses in the same language, such as:
  1. **From Full Affiliated College to Full Affiliated College.**
  2. **From Provisionally Affiliated College to Provisional College.**
  3. **From Vernacular Medium College to Vernacular Medium College.**
  4. **From English Medium College to English Medium College.**
- c. **Transfer cannot be considered in the case of Autonomous College/s or vice versa.**
- d. College has to confirm the Medium of Examination of the transferred candidate in writing to the Senate of Serampore College (University) immediately after the admission process.
- e. Under no circumstances on account of student/s indiscipline, such as expulsion or suspension, the transfer of College shall be granted by the College.
- f. Students shall apply for transfer only after **FIRST YEAR** of studies and before the **FINAL YEAR** of studies. **No transfer shall be granted for Final Year students in any circumstances.**
  1. **5 year BD (applicable for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> year)**
  2. **4 year BD (2<sup>nd</sup> and 3<sup>rd</sup> year)**
  3. **2 year BD, Upgrader (no transfer)**
  4. **4 year BCS (2<sup>nd</sup> and 3<sup>rd</sup> year)**
  5. **2 year BCS, Upgrader (no transfer)**
  6. **3 year BTh & BMiss (2<sup>nd</sup> year)**
  7. **2 year BTh & BMiss (no transfer)**
- g. The transferred students do not need to register again; their existing Registration No. or Student ID shall be valid after transfer of College.
- h. No request for transfer will be entertained during the middle of the academic year.
- i. At the time of transfer, College must ascertain whether the student has (i) required attendance (ii) completed the course as per the schema for each semester and written examinations. The student has to submit the Statement of Mark Sheet/s issued by the Senate to the present College.
- j. In case of a shortage of class attendance and incomplete course works, the student may not qualify for the transfer of College.
- k. The Transfer of College form available at the Senate website [[www.senateofseramporecollege.edu.in](http://www.senateofseramporecollege.edu.in)] which should be filled in legibly and signed by the student as well as the principal of the concerned College.
- l. The student has to submit the original copy of "No Objection Certificate" from both Colleges and the Original Medical or Doctor Certificate along with the form. **However, the College should not issue the "No Objection Certificate" in any circumstances after the last date of submission (31-May each year) is over and unless or otherwise the candidate fulfills all the criteria for transfer of College.**

- m. **The Transfer application form along with Demand Draft or online payment of Rs. 2500/- should reach the Senate office on or before the 31<sup>st</sup> of May of the academic year. The transfer of college documents submission to the Senate office is from March 1 to May 31, every year.**
- n. **The student has to pay the transfer fee of Rs.2500/- (the Senate of Serampore College has reserve the right to change the transfer fees time to time) to the Senate. The fees shall be paid by the Bank Demand Draft drawn in favour of the “The Registrar, Senate of Serampore College” payable at Kolkata or through the following Online Payment System:**

**Name of the Bank: INDIAN BANK**

**Name of the Branch: SERAMPORE**

**Account No: 501063619**

**IFSC: IDIB000S043**

**Beneficiary Name: SENATE OF SERAMPORE COLLEGE EXTENSION EDUCATION PROGRAMME.**

[after online transaction, send us the Screen Shot of the same]

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