GOVERNMENT OF ASSAM
O/O THE PRINCIPAL :: DHEMAJI ENGINEERING COLLEGE
DHEMAJI-787057

No.DEC/E/02/2026/13 Date: 12/02/2026

INSTITUTE TRANSFER NOTICE FOR 2nd SEMESTER STUDENTS

It is hereby informed to all the 2nd semester students of Dhemaji Engineering College that those who are willing to transfer to other Engineering Colleges under DTE, Assam are hereby asked to submit the following documents in an A4 size envelope to the Student Branch of DEC by 19th February, 2026 (Thursday):

1. Institute Transfer Form (attached with this notice)
2. CEE 2025 Score Card
3. Valid Supporting Documents
4. Copy of the Payment Receipt

A non- refundable processing fee of Rs. 100/- (Rupees One Hundred only) is to be paid to the following Bank Account Number:

In Favour of: Controller of Examinations, SCTE, Assam

Name of Bank: State Bank of India Branch: Kahilipara, Guwahati

Account No.: 33334506570

IFSC Code: SBIN0004420

Sd/-
(Prof. Dilip Kumar Bora)
Principal
Dhemaji Engineering College
Dhemaji, Assam

FORMAT

[INSTITUTIONAL TRANSFER FROM ONE INSTITUTE TO OTHER]

BASIC INFORMATION
[TO BE FILLED UP BY THE STUDENTS]

1. STUDENT'S DETAILS: -
   - I) NAME OF THE STUDENT: _____
   - II) FATHER'S NAME: _____
   - III) PRESENT INSTITUTE/COLLEGE: _____
   - IV) PRESENT BRANCH : _____
   - V) ROLL NO. OF THE STUDENT: _____
   - VI) REGISTRATION NO. _____
   - VII) CONTACT NO. OF STUDENT: _____
   - VIII) CONTACT NO. OF FATHER'S/ GUARDIAN: _____
   - IX) WHERE THE STUDENT WILLING TO TAKE TRANSFER: _____
   - X) REASON OF TRANSFER: _____
   - XI) VALID SUPPORTING DOCUMENTS: _____
   - XII) RANK OF CEE: _____

NOTE : TRANSFER WILL BE ALLOWED AS "NO BRANCH" AND SUBJECT TO 'VACANCY'.

SIGNATURE OF PARENTS
DATE:

SIGNATURE OF STUDENT
DATE:-

OFFICE USE

[TO BE FILLED UP BY THE PARENT COLLEGE/ INSTITUTE OF THE STUDENT]

2. FROM THE PRINCIPAL OF THE INSTITUTE/ COLLEGE: -
   - I) RECOMMENDATION FROM THE INSTITUTE LEVEL TRANSFER COMMITTEE: YES/ NO.
   - II) WHETHER THE NORMS OF A.I.C.T.E. AND N.B.A. REQUIREMENT IS MAINTAINED: YES/NO.
   - III) WHETHER THE STRENGTH IS 75% OF INTAKE CAPACITY OF THE BRANCH: YES/NO.
   - IV) RECOMMENDATION OF THE PRINCIPAL: RECOMMENDED: - YES/ NO.

SIGNATURE OF THE PRINCIPAL OF THE INSTITUTE/COLLEGE

DATE:-

GUIDELINES FOR INSTITUTIONAL TRANSFER FOR THE FIRST YEAR STUDENTS OF ALL GOVT. ENGINEERING COLLEGES AND POLYTECHNICS OF ASSAM UNDER DIRECTORATE OF TECHNICAL EDUCATION, ASSAM.

REASONS FOR ADOPTION OF GUIDELINES FOR INSTITUTIONAL TRANSFER: -

1. To follow the guideline of All India Council for Technical Education and National Board of Accreditation (N.B. A) requirement.
2. To develop the newly established Govt. Engineering Colleges and Polytechnics of Assam.

The following guidelines should be followed w.**e.f. 22/03/2022** for the transfer of First Year students of All Govt. Engineering Colleges and Polytechnics of Assam under Directorate of Technical Education, Assam.

As per the AICTE guideline and NBA requirement (subject to changes from time to time) the transfer of the student is to be considered only after maintaining 75% of student's intake branch wise. The AICTE guidelines on the basis of the decision of Hon'ble High Court, Karnataka vide WP No. 18423-427/2000, dated 7-2-2001.

1. Maintaining 75% of the intake capacity in a Branch the concerned institute may forward application for institute transfer within 15 days from the start of 2nd semester classes in their parent Institutions/Colleges. The Head of the Institution will have to notify accordingly based on the notice and guidelines issued by the Director of Technical Education, Assam.
2. The institutional transfer process will be completed in the 2nd semester and students are to join in the institute where he/she is transferred before the 1st day of commencement of 3rd semester.
3. The Institute/College will constitute a Transfer Committee at the institute level with the following members: Head of the Institution, Head of the Department /Senior Faculties of each branch. A Medical Officer may also be engaged (if necessary) from the Medical College/ nearby Civil Hospital.

The institute level transfer committee shall screen the applications on priority basis of : - Merit Rank of CEE (for Engineering Colleges and Merit Marks of PAT (for Polytechnics).

(ii)` The institute level transfer committee also shall screen the application as per norr shown in the present Guidelines.

4. The Head of the Institution will forward evaluated applications with justifications to the Directorate of Technical Education, Assam.
5. The Core Committee of Directorate of Technical Education, Assam will prepare the final list of transfer **subject to information of vacancy** received from the institute/College on the basis of priority as well as maintaining the present guidelines.

Important Note: 1 :-

a) Inter institute/College transfer will be as "No Branch" basis and branch should be allotted by respective institute/college within two weeks of commence of 3rd semester class with the recommendation of the institute level transfer committee.

b) Intra Institute branch transfer will be done by institute/college with the recommendation of the institute level transfer committee. Branch change shall be strictly according to the Merit Marks of PAT and Rank of CEE.

c) The process of branch transfer should be completed within two weeks of commence of 3rd semester class with the recommendation of the institute level transfer committee.

Important Note: - 2.

The following categories of students are not eligible for Institute Transfer/Branch Transfer owing to administrative and academic reasons.

i) Students admitted in Assam Textile Institute, Guwahati.

ii) Students admitted in Modern Office Management and Architecture Assistantship in PCPS, Girls' Polytechnic, Guwahati.

iii) Students admitted in Textile Design Branch in Residential Girls' Polytechnic, Golaghat.

iv) The lateral entry/ EWS Category/T.F.W. as the seats are supernumerary.

v) Sports/N.C.C. / Central Govt. Employee /Freedom Fighter/Retired Defence Person quota.

6. In extra ordinary situation the concerned authority i.e. Director of Technical Education, Assam and concerned Principals of both the institutes/Colleges may take appropriate action, if necessary.
7. The above mentioned guideline may subject to change as and when decided by authority with the recommendation of the concerned committee.

Director of Technical Education, Assam,
Kahilipara, Guwahati-19.