



VIKRAMA SIMHAPURI UNIVERSITY
NELLORE – 524 003

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 by following the following guidelines.

1. Guidelines

- a) *Transfer of candidates whose parents / Guardians working in the Govt./ public Sector undertaking shall be considered on production of Transfer orders, Relieving orders and jointing reports 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 candidates whose parents / guardians have retired within the two years period and would like to settle down in a different place shall be considered on production of retirement order.*
- c) *Transfer of candidates whose parents / guardians are expired, during the course of study shall be considered to a place of their request on production of Death Certificate.*
- 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 candidates on Medical grounds shall be considered on the following:-*
 - i) *From Rural College to any Urban College*
 - ii) *From Urban College to Rural College or Government College.*

Surgeon

within the Sanctioned strength on production of Medical Certificate from not less than a cadre of Civil
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 the D.D. towards the University fees and required certificates will summarily be rejected.*
4. *Corrections of the Entries if any shall be properly attested by the Principals of the Colleges.*
5. *Certificate “A” shall be given by the Principal of the College where the student is now studying.*
6. *Certificate “B” shall be given by the Principal of the College where the candidate wishes to join*

Prescribed application form for Combination of Attendance

1	Name of the Student (In block letters) (As entered in the certificates of the qualifying examination)		
2 (a)	Name of the Parent		
(b)	Name of the Guardian(if parents 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		
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 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 in each subject	1. . 2. . 3. . 4. 5.	
e)	Optional Chosen in each subject	1. . 2. . 3. . 4. .	
f)	Medium of Instruction		
g)	Academic year		
h)	Name of the University		

6) Particulars of appearance for the University Examinations

Name of the Examination B.A. / B.Com./B.Sc.		First year Examination			Second year Examination			
Subject	Month & Year of Appearance	Regd. No.	Exam Center	Whether passed / Failed	Month & Year of Appearance	Regd. No.	Exam Center	Whether passed / Failed
Part – I (a)								
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 orders of the University.		
9) Whether He/ She 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 / Guardian	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 and 3 rd year transfer also enclose copies of marks statement of the previous year		
11) Whether D.D. for Rs. 650/- (towards combination of attendance fee) is enclosed	D.D. No. Amount Name of the Bank where paid	Rs.

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.

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 of candidates has been condoned.	
I) Name of the Subject	
II) The No. of practicals 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 Practical attended by the candidate in the above subject(s) till to – date	
d) Conduct of and progress of the Candidate	
e) Recommendation of the Principal	
f) I hereby certify that i) The Particulars furnished above are correct ii) Mr./Ms..... is the Son / Daughter /Ward of Sri /Smt.....	

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 Colleges in the above combination of subjects	
h) Strength in the above combinations of subject after admission of the above candidate	
i) Medium of instruction	
j) If the attendance is combined will the candidate be above to continue the course and appear for the examination	

College Seal

Signature of the Principal