



**VIKRAMA SIMHAPURI UNIVERSITY  
NELLORE – 524 324**

Dr.K.Suneetha  
REGISTRAR (I/c)

Email: registrar@vsu.ac.in

No.VSU/CDC/Student Transfer & Readmi/DCCP/2025

Date: 03.06.2025

**NOTIFICATION**

I am to inform you that, as per the Vice-Chancellor orders dated: 03.06.2025, applications are invited from eligible students for College Transfer, DCCP admission or readmission in UG II & III years, PG & Professional Programmes II year under the same university or from other university. Students who discontinued their programme of study and eligible to continue their study from the academic year 2025-26 are hereby informed to by submit the application in prescribed Proforma, guidelines which are also available in University website (www.vsu.ac.in ) by paying fee as detailed below along with necessary supporting documents duly attested by the Principal.

S.No	Description	Without Fine Rs.	With Fine Rs.
1	Readmission	3,500	4,500
2	College to another college Transfer	3,250	3,750
3	DCCP Transfer Fee	5,000	6,000

**BANK DETAILS FOR CHALLAN**

Name of the Bank	State Bank of India
Account No.	39656913824
Branch	VSU Campus, Kakatur
IFSC Code	SBIN0061280

**SCHEDULE**

Date of issuing Notification	: 04-06-2025
Submission on Applications from	: 04-06-2025
Last date for receipt of Application without fine	: 19-06-2025
Last date for Receipt of Application with fine	: 25-06-2025

Applications duly filled-in and signed by the Principals should be submitted by the student himself/herself to the following address either in person or by registered post as per the given schedule.

**“The Dean,  
College Development Council  
Vikrama Simhapuri University,  
Nellore-524 324”**

Transfer/Readmission/DCCP applications brought by Principal or college staff will not be accepted. Students seeking re-admission after break of study should also get permission, from the University.

**LOCAL TRANSFERS ARE NOT PERMITTED**

*Seenu Kumar K*  
*3/6/25*

**REGISTRAR**

To  
The Principals of all Colleges in the V.S. University jurisdiction  
SPS Nellore District



**VIKRAMA SIMHAPURI UNIVERSITY**  
**NELLORE-524 324**

**APPLICATION FORM FOR STUDENT TRANSFER, DCCP ADMISSION OR  
READMISSION**

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	The college in which the candidate is studying	The College in which He/ She Intends to join
	a. Programme and Hall Ticket No.		
	b. Year of Study		
	c. Second Language chosen under part II		
	d. Group Subjects Chosen subject 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: CBCS Patten Students for 2<sup>nd</sup> year**

Subject	Month & Year of Appearance	Hall Tkt. No.	Whether passed /Failed	Month & Year of Appearance	Hall Tkt. No.	Whether passed / Failed
	I Semester Examination			II Semester Examination		
First Language (Tel/ Hin/ Urdu/ Sans...)						
Second Language English						
Foundation Course						
Foundation Course						
DSC 1 Paper-1						
DSC 2 Paper-1						
DSC 3 Paper-1						

**CBCS Patten Students for 3<sup>rd</sup> year**

Subject	Month & Year of Appearance	Hall Tkt. No.	Whether passed / Failed	Month & Year of Appearance	Hall Tkt. No.	Whether passed / Failed
	III Semester Examination			IV Semester Examination		
First Language (Tel/Hin/Urdu/Sans...)						
Second Language English						
Foundation Course						
Foundation Course						
DSC 1 Paper-1						
DSC 2 Paper-1						
DSC 3 Paper-1						

7	Name of the University in which He/ She appeared for the Examination	
8	Whether He/ She has shortage of attendance either in this academic year or previous year if so, give details	

9	Whether the University condoned the shortage of Attendance if so, furnish No. & Date of condonation Orders of the University orders of the University.		
10	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.		
11	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. Photo stat copy of the Intermediate marks statement should be enclosed in case of 2 <sup>nd</sup> and 3 <sup>rd</sup> year transfer also enclose copies of marks statement of the previous year		
12	Whether Challan (Payment is made in the name of Registrar, V.S. University		
	Challan No.		
	Amount		
	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.

**Signature of the Candidate**

### **CHECK LIST**

**(Copies to be submitted by the Students.)**

1. Application Form
2. Challan for the prescribed fees
3. Attested Copy of Mark Statement of the previous year (s) of study.
4. Attested Copy of T.C. or No Objection Certificate from Previous College.
5. Attested Copy of acceptance certificate from admission giving college.

### CERTIFICATE –A

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

1	Please mention the Course, Class, Second language, groups of subjects, medium of instruction being studied by the student.	
2	Whether the candidate was involved in any malpractice and debarred from appearing for any of the University Examination if so given full details	
3	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.	
	a. Name of the Subject	
	b. The No. of practical's prescribed by the University for the above subject	
	c. The No. of practical's conducted by the College in the above subject(s) till to-date	
	d. The No. of Practical's attended by the candidate in the above subject(s) till to – date	
4	Conduct of and progress of the Candidate	
5	Recommendation of the Principal	
6	I hereby certify that a. The Particulars furnished above are correct b. 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)**

1	Course in which the candidate intends to join	
2	Class in which the candidate intends to join II year/ III year	
3	Second Language chosen under Part – I (b)	
4	Combination of subjects chosen under part – II	
5	Specify the optional paper/ Elective papers (B.Com)	
6	Strength sanctioned by the University for the above combination of subjects	
7	Present strength in the Colleges in the above combination of subjects	
8	Strength in the above combinations of subject after admission of the above candidate	
9	Medium of instruction	
10	If the attendance is combined will the candidate be above to continue the programme and appear for the examination	

College Seal

Signature of the Principal

### **NO OBJECTION FROM THE PREVIOUSLY STUDIED COLLEGE**

This is to certify that Mr/ Ms. \_\_\_\_\_  
Studied/ studying \_\_\_\_\_  
(Mention programme, Year of study and Combination) in this College from  
the academic year \_\_\_\_\_ to \_\_\_\_\_. We have no objection to issue TC to the student if  
he/ she wish to continue his/her studies in another College.

SIGNATURE OF THE PRINCIPAL  
WITH SEAL

### **CERTIFICATE TO BE ISSUED BY THE COLLEGE IN WHICH THE CANDIDATE SEEKS ADMISSION ON TRANSFER/READMISSION**

This College is not having any objection to give admission/readmission to Mr./Ms.  
\_\_\_\_\_ who seeks Admission on/  
readmission into \_\_\_\_\_ on transfer from  
\_\_\_\_\_ College, if the University permit him/her to join in  
this College during this academic year \_\_\_\_\_.

As per the records, the College is having \_\_\_\_\_ vacancies in the programme  
\_\_\_\_\_ out of the sanctioned intake of \_\_\_\_\_.

SIGNATURE OF THE PRINCIPAL  
WITH SEAL



## UNIVERSITY COPY



Branch Name: \_\_\_\_\_

IFSC Code: SBIN0061280 Branch Code: \_\_\_\_\_

**VIKRAMA SIMHAPURI UNIVERSITY**  
NELLORE - 524 324

Date: \_\_\_\_\_

*Student Transfer / Readmission / DCCP Admissions for the  
Academic Year 2025-26*A/c No. 39656913824 (Affiliation Account), Registrar,  
Vikrama Simhapuri University, Nellore, A.P.**Name of the Student:** \_\_\_\_\_Fee Details: Put up [ v ] mark**Programme:** UG/PG

<i>Nature of Fee</i>	<i>Total Amount</i>
<i>Readmission</i>	
<i>Student Transfer</i>	
<i>DCCP Student fee</i>	

Amount in words : \_\_\_\_\_

**Student Signature***[To be filled by Bank]*

Amount : \_\_\_\_\_

Challan No : \_\_\_\_\_

Trans. ID/Journal No : \_\_\_\_\_

\*1. Please enter Tran.ID/Journal No. on all challans.

\*2. Please enter the Course and Nature of fee in the menu while posting.

Seal

Authorized Signature

## COLLEGE COPY



Branch Name: \_\_\_\_\_

IFSC Code: SBIN0061280 Branch Code: \_\_\_\_\_

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NELLORE - 524 324

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Amount in words : \_\_\_\_\_

**Student Signature***[To be filled by Bank]*

Amount : \_\_\_\_\_

Challan No : \_\_\_\_\_

Trans. ID/Journal No : \_\_\_\_\_

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Seal

Authorized Signature

## BANK COPY



Branch Name: \_\_\_\_\_

IFSC Code: SBIN0061280 Branch Code: \_\_\_\_\_

**VIKRAMA SIMHAPURI UNIVERSITY**  
NELLORE - 524 324

Date: \_\_\_\_\_

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<i>Nature of Fee</i>	<i>Total Amount</i>
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<i>Student Transfer</i>	
<i>DCCP Student fee</i>	

Amount in words : \_\_\_\_\_

**Student Signature***[To be filled by Bank]*

Amount : \_\_\_\_\_

Challan No : \_\_\_\_\_

Trans. ID/Journal No : \_\_\_\_\_

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\*2. Please enter the Course and Nature of fee in the menu while posting.

Seal

Authorized Signature



## **VIKRAMA SIMHAPURI UNIVERSITY NELLORE-524 324**

### **GUIDELINES FOR STUDENT TRANSFER, DCCP ADMISSION OR READMISSION IN UG II & III YEARS, PG & PROFESSIONAL PROGRAMMES II YEAR UNDER THE VIKRAMA SIMHAPURI UNIVERSITY, NELLORE OR FROM OTHER UNIVERSITY**

1. Transfer of candidate whose parents / Guardians working in the Govt. / Public Sector Undertaking shall be considered on production of transfer orders, Reliving orders and joining reports of the parents / Guardian. If there is no College where the parent is transferred, the transfer will be considered to the nearby college.
2. 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
3. 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
4. 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.
5. Transfer of Candidates on Medical grounds shall be considered on the following:-
  - a) From Rural College to any Urban College With the Sanctioned strength on Production of Medical Certificate from
  - b) From Urban College to Rural College or not less than a cadre of Civil Surgeon
6. The Transfer of a candidate shall be at the discretion of the Hon'ble Vice – Chancellor depending on the merits of the individual case for transfer from Rural to Rural / Urban Colleges.
7. In case of students seeking transfer from other recognized University of the State Government he/she has to clear the failed subjects is offered by the University, otherwise he/she to pass the subject in the parent University.
8. Transfer Certificate from the college should not be taken without the university orders for Transfer University orders should be obtained before the students actually leave the parent college and join the new college.
9. That the question of granting exemption from passing the papers / Examination which the Candidate has already passed at his / her parent University (in which the candidates studied (I /II Year) will be considered separately on receipt of marks statement from the principal concerned.
10. That the candidate has to produce the Migration Certificate and original marks statement of parent university with Matriculation and Recognition fee for Rs. 175/- for granting for the papers / examinations which the candidate has already passed at his / parent University, immediately through the principal of the College to which the candidate is transferred.

11. 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.
12. Corrections of the Entries if any shall be properly attested by the principals of the Colleges Concerned.
13. **Certificate “A”** shall be given by the principal of the college where the student is now studying.
14. **Certificate “B”** shall be given by the principal of the college where the candidates wishes to join.
15. The candidate who was detained earlier under old scheme of curriculum (i.e semester wise) and seeking readmissions/admission transfer shall be admitted under NEWLY revised curriculum of semester scheme only. The student so admitted shall have to appear and pass the papers which are not studied, as decided by the legal cell of the University.
16. The candidate who was detained for not putting up required percentage of attendance (i.e.,75%) in a particular semester is however eligible to seek readmission in the same semester.
17. The student who has put-up required % of attendance and not applied for the examinations or not appeared for any of the papers is also eligible to seek readmission in the same semester.
18. The student after completing a semester who did not continue his studies in the next semester on personal/health grounds but desired to continue the studies after a short break is also eligible to continue his/her study by getting readmission.
19. The student who after completing a semester of the programme but taken TC to join some other programme and come back to continue the earlier programme is also eligible for readmission.
20. The student is eligible for readmission on breakup for one time only within a maximum period of breakup for two years.