

# ADIKAVI NANNAYA UNIVERSITY:: RAJAMAHENDRAVARAM ANDHRA PRADESH

Office of the Dean  
College Development Council



Ph. No: 7093008474  
Email:cdcanudata@aknu.edu.in

No.AKNU/CDC/Student Transfers-Breakup Study/Circular /2024-25/02

Date: 05.07.2024

To  
The Principals of All Affiliated colleges,  
Adikavi Nannaya University,  
Rajamahendravaram.

## CIRCULAR

Sub: AKNU – CDC – Schedule of Student Transfers/Break of Studies for the A.Y. 2024-25 – Reg.  
Ref : Orders of Vice-Chancellor dt.19.06.2024

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UG Students who have studied in 2<sup>nd</sup> Semester in the Admitted Batch the 2023 for (UG) seeking transfers based on valid reasons from one college to another college to continue their studies and students those who discontinued due to inevitable situations and circumstances are willing to continue their studies from the academic year 2024-25 are hereby informed to get permission from CDC section of Adikavi Nannaya University by applying on prescribed proforma available in University website, paying fee as detailed below along with Xerox copies of all marks lists duly attested by the Principal.

### **Fee details:**

S.No.	Nature of Studies	U.G.
1	Transfer within University Jurisdiction without break	Rs.900/-
2	Transfer from other University without break	Rs.1300/-
3	Break of study within University Jurisdiction	Rs.1300/-
4	Break of study from other University	Rs.2000/-
5	Transfer Fee with break in studies	Rs.2000/-

- **B.Tech.-** Break of Study is applicable for AKNU Students only.

(DD to be in favor of: **Registrar, Adikavi Nannaya University, Rajamahendravaram**) Availability of Applications in AKNU Website, (<https://aknu.edu.in/cdc.php>) and CDC Office : **05.07.2024**

- Receiving of transfer/breakup application from :05.07.2024
- Last date for submission of transfer/breakup application without fine : 31.07.2024
- Last date for submission of transfer/breakup application with fine of Rs.1000/- :15.08.2024
- Last date for submission of transfer/breakup application with fine of Rs.2000/- :31.08.2024

Applications received after **31.08.2024** will not be considered under any circumstances.

**Fee once paid will not be refunded under any circumstances and also not adjusted to any account.**

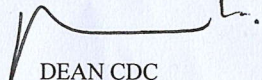
**Transfer once granted will not be changed.**

Applications duly filled in and signed by **both** the principals should be submitted by the receiving college only to the office of Dean, CDC, Adikavi Nannaya University, Rajamahendravaram, but **not** by the student candidates.

### **LOCAL TRANSFERS ARE NOT PERMITTED.**

\* The readmission is to be within the stipulated period as per UGC guidelines (i.e., UGC DO No.F. 12-1/2015 (CCP-II) dated 15<sup>th</sup> October 2015) for completing the course i.e., course period +2 years for all the courses.

**\*Note: Do not send students directly to the university, any applications should be sent through the college management / Principals only. And we request the principals to collect and send all the applications once only.**

  
DEAN CDC

### **Copy to :**

The Web Master, AKNU for uploading in the AKNU Website for keeping SMS to the Principals of affiliated UG colleges.  
Dean Academic Affairs, AKNU.

**ADIKAVI NANNAYA UNIVERSITY: RAJAHMUNDRY**



**APPLICATION FOR THE TRANSFER / READMISSION OF STUDENTS**

(From One College to another College in the Jurisdiction of Adikavi Nannaya University, Rajahmundry.)

01.	Name of the Student	Male / Female
02.	Father's / Husband's Name & Address of the Student	Ph.No.
03.	Details of the Course presently studying	Course: Year of Study: I/ II/ III
04.	Address of the college in which studied / presently studying (Or) from which College Transfer required (Enclosed TC/No Objection from the College)	College:  Year of admission:
05.	Address of the College in which student seeks transfer to readmission	
06.	Whether there is any break of study?	Yes/No. if yes give details
07.	Reasons for seeking transfer from one college to another college (submit proof)	
08.	Whether previously studied college TC submitted. (Or) No objection certificate submitted.	
09.	Furnish the information regarding previous year Examination (Marks Statement to be enclosed).	Regd.No.  Year of Examination : Centre of the Examination: University:
10.	If the student seeks transfer from outside Adikavi Nannaya University area, whether submitted copy of the course, syllabus last studied in another University area.	Yes / No.
11.	Furnish the particulars of the fee paid for Transfer/Readmission.	DD NO. Date: Amount: Name of the Bank & Branch:
DD to be drawn in favour of <b>“Registrar, Adikavi Nannaya University”, Payable at Rajahmundry”</b> .		

Station:  
Date:

SIGNATURE OF THE STUDENT

**Note: Copies to be submitted by the Students.**

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

**NO OBJECTION FROM THE PREVIOUSLY STUDIED COLLEGE**

This is to certify that Mr/Ms. \_\_\_\_\_  
Studied /studying \_\_\_\_\_ (Mention course,  
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

**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 ti join in this College during this academic year \_\_\_\_\_

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

SIGNATURE OF THE PRINCIPAL



OFFICE OF THE DEAN, ACADEMIC AFFAIRS  
**ADIKAVI NANNAYA UNIVERSITY**  
RAJAMAHENDRAVARAM

No. ANUR/LS/Guidelines for Re-admissions/2019

July 19, 2019

**PROCEEDINGS OF THE VICE-CHANCELLOR**

Sub: - ANUR – LS- Guidelines for Re-admissions/Breakup Study – Approved -  
Orders – Issued - Reg.

Ref: Minutes of the meeting of the committee constituted for preparation of  
guidelines for Re-admissions/Breakup studies held on 4<sup>th</sup> July 2019.

Read: Note orders of the Vice-Chancellor dated: 15.07.2019

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**ORDER:**

With reference to the above, the Vice-Chancellor has approved the **Guidelines for Re- admission/Breakup Study** prepared by the constituted committee members.

1. Prof. P Suresh Varma, Rector – Chairman
2. Prof. S Teki, Registrar – Member
3. Dr. A Matta Reddy, Dean, Examinations- Member
4. Dr. M Kamala Kumari, Dean, CDC – Member
5. Sri S Linga Reddy, Controller of Examinations – Member
6. Prof. Y Srinivasa Rao, Dean, Academic Affairs – Convener

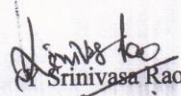
**Guidelines for Readmission**

1. The candidate who was detained earlier under old scheme of curriculum (i.e., year-wise or semester-wise) and seeking readmission/ admission on 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.
2. The candidate who was detained for not putting up required percentage of attendance (i.e., 75%) in a particular semester/year is however eligible to seek readmission in the same semester.
3. 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.
4. The student after completing a year/semester who did not continue his studies in the next immediate year/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.
5. The student who after completing a year of the course but taken TC to join some other course and, come back to continue the earlier course is also eligible for readmission.
6. The student is eligible for readmission on break-up for one time only, with a maximum period of break-up for two years.



Continued 2

7. The eligible student should apply through the concerned principal of the college to the **Dean-CDC** for readmission well in advance as per the schedule released by the university, for getting admission as well as for getting exemption of papers or extra papers to be passed **in the beginning of academic year/semester** with all marks lists, fee, TC, NOC letters from both the principals, etc.,.
8. The readmission is to be within the stipulated period as per UGC guidelines (i.e., UGC DO No.F.12-1/2015 (CPP-II) dated 15<sup>th</sup> October 2015) for completing the course i.e., **course period +2 years** for all the courses.
9. Rule for promotion: For getting promotion from one semester to next higher semester, the student has to undergo a regular course of study of that particular semester and registered for examination for that semester and also should appear at least one paper in that semester end examinations.
10. In case of extra papers to be written by the readmitted/lateral-entry students as per the equivalency order, the semester end exam marks obtained may be scaled up according to maximum marks, since the internal marks would not be available in those respective papers.

  
(Srinivasa Rao)  
Dean, Academic Affairs

**To**  
The Committee Members  
The Dean, CDC for necessary action

**Copy to:**

All the Principals of University Constituent Colleges for information  
All the Special Officers of PG Campuses (KKD/TPG) for information  
All the Principals of Affiliated Colleges through website for information  
The Controller of Examinations  
PA to Registrar  
PA to Rector  
PS to VC  
OOF

Webmaster.





**ADIKAVI NANNAYA UNIVERSITY  
RAJAMAHENDRAVARAM**

No.ANUR/ Exams /Re-admission guidelines/Circular/1

Date: 06.06.2023

**CIRCULAR**

Sub:-AKNU- Re-admission guidelines- Clarification - Issued - Reg  
Ref:-1. Proc No. ANUR/LS/Guidelines for Re-admissions/2019, dated: 19.07.2019  
2. Recommendations of the Committee dated: 02.06.2023  
Read:- Orders of the Vice-Chancellor dated 05.06.2023

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*Greetings from Adikavi Nannaya University*

Vide reference cited, University issued guidelines for Re-admissions .Clarification on rule number 9 of above guidelines is as follows;

- 1. It is clarified that Semester end examination means Theory or Practical examinations*
- 2. Any student who have registered and attended at least one paper of either Theory or Practical will become eligible for promotion to next Semester*
- 3. This clarification is in consonance with other guidelines for Re-admission.*

**REGISTRAR**

To  
All the Principals of affiliated Colleges  
All the Principals of University Constituent Colleges  
The Controller of examinations, AKNU  
The Dean, Examinations, AKNU  
The Dean, Academic Affairs, AKNU  
The Dean, CDC, AKNU  
PS to VC  
PA to Registrar, OOF