

प्रो. पी. क्रिस्टोफर सेल्विन
कुलसचिव

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17th November, 2023

Ref.: HBNI/RO/6/2023/1498

CIRCULAR

Sub.: Guidelines concerning the transfer of students between the
CIs/OCC or from any other Indian Institute -reg.

The attached Guidelines document, concerning the transfer of students between the
CIs/OCC or from any other Indian Institute, is approved in the 37th meeting of CoM
held on 11th August, 2023. The student's fellowship offered by a funding agency other
than DAE can also be transferred with the requisite approval from the authorities of
the ensuing CIs/OCC and the funding agency.



P.C. Selvin
(Prof. P.C. Selvin)

Directors of CIs/OCC
Deans (Academics) of CIs/OCC
Dean/ Associate Deans of HBNI
HBNI's website

Guidelines

Guidelines concerning the transfer of students between the CIs/OCC or from any other Indian Institute

1. *During an ongoing Ph.D program in any CI/OCC of HBNI, a student is allowed to transfer to any other CI/OCC of HBNI in the same year by following the guidelines shown below:*
 - i) *Such transfer is possible only if a Ph.D program in the same discipline is available in ensuing CI/OCC.*
 - ii) *The transfer will be done with the approval of Vice Chancellor, on the recommendations of directors of both the CIs/OCC.*
 - iii) *It will be desirable that former supervisor continues to be the supervisor of the student. Continuation of same research topic under a new supervisor will be accepted only with the consent of earlier supervisor.*
 - iv) *The credentials earned by the student regarding course credits and OGCE, if any, during his/her tenure in earlier CI/OCC will also be transferred in case, research topic remains the same. This will be done with the approval of the SAC of the ensuing CI/OCC.*
 - v) *The consent shall be taken from earlier supervisor to consider publications done under his/her guidance to be the part of the research under the new supervisor.*

2. *In case of a PhD student from any other institute, which is not a CIs/OCC of HBNI, desires to join PhD program in HBNI, he/she will be enrolled in the first year of PhD program following the admission process of HBNI. In exceptional cases, Vice Chancellor may consider the proposal from Director of CIs/OCC, with firm justification, to admit the student in higher years.*

Student needs to follow HBNI Academic Codes of Practice during the entire academic program. With the approval of SAC, the credits earned by the student in the preceding institute may also be transferred provided the former institute:

- i) *has signed a MOU with HBNI for academic collaboration or,*
- ii) *has currently NAAC grading of A+ or above or,*
- iii) *has NIRF ranking within top 50 in University category or,*
- iv) *is an INI.*

