

INSTRUCTIONS

- i. Migration Fee (Inter college migration) (Non-Refundable): 500/- and Fee can be paid to Finance Officer, SPU, Mandi in the Account Number: 3935806264, IFSC code: SBIN0010326
- ii. Every application for migration must come through this Principal of both the colleges. If the applicant be a detained student or one who has been degraded or against whom any disciplinary action has been taken, etc., the Principal specifically mention this in his remarks
- iii. Migration may be allowed only **at the end of the 1st semester and before the beginning of 2nd semester** and so on and no migration shall be allowed during the mid session.
- iv. No Migration Certificate can be issued unless the student has been registered already.
- v. No migration shall be allowed in the same station.
- vi. Submit duly filled form along with requisite fee at Migration Counter OR send through Post/ Courier **at our postal address “The Deputy Registrar(Exam) Sardar Patel University, Mandi, Himachal Pradesh- 175001.”**
- vii. When migration of a student from one college to another has been sanctioned by the University, he must join the new college within 15 days. If a student does not join the college within the prescribed period of 15 days, the sanction or migration will lapse automatically. Under no circumstances extension can be granted in the said period and student concerned is required to apply afresh with fee and return the previous migration card for cancellation.
- viii. If a student changes his mind after putting in his application for migration he must inform the colleges concerned and as well as to the University immediately.
- ix. If the student changes his mind after migration has been sanctioned by the University, he must apply for re- migration and follow the entire procedure prescribed by the University once again in case he has joined the other college. If he has not joined the other college, he must apply for cancellation of the migration certificate through the Principal of the college concerned and return his migration certificate.
- x. A College is entitled to the tuition fees for the month in which the migration is sanctioned by the University and the college to which he/she migrates is not entitled to charge fee for the fraction of a month.
- xi. Candidate must fill “address for dispatch of certificate” at the bottom of the page along with their area Pin Code & MobileNo.
- xii. Migration Certificate will be issued to the students who are registered with this university or have passed any examination from this University.
- xiii. In all correspondence with the University, Name, Father’s Name, Registration No., Particulars of Last Examination passed or appeared and the University Receipt No. and date of Migration Fee must be quoted.
- xiv. Students on the rolls of College/University Departments and leaving the course without completing it, or whose name has been struck off, should attest their migration form from the Head of Institution.