

**SOP & GUIDELINES**  
**FOR INSTITUTION TRANSFER**  
**IN HS 1<sup>ST</sup> YEAR CLASS THROUGH DARPAN ADMISSION**  
**PORTAL**

1. Student will log in to his/her DARPAN profile and apply by clicking the **Application for Transfer** button.
2. The parent institution will log-in to their institution profile on DARPAN portal and will accept or reject the application submitted by the student at the earliest.
3. If the application is approved / accepted by the parent institution, the **Application-Cum-Recommendation Form will be generated.**
4. The student will have to download and take printout of the **Application-Cum-Recommendation Form** from his/her profile on DARPAN, **fill all the required details in the form and submit it to the New Institution** where the transfer is sought.
5. On receipt of the duly filled in Application-Cum-Recommendation Form, the New Institution will **complete the Admission in the DARPAN Portal after due verification.**
6. Downloading of Recommendation cum Application Form (ACRF) does not mean confirmation of Admission in other institution on transfer.
7. Generating the **Application-Cum-Recommendation Form** means recommendation of the transfer by the parent institution and the institution will have no objection on the student getting transferred to New Institution.
8. The data pertaining to the transferal student will be removed from the admission list of the parent institution only after completion of his / her admission in new institution. The parent institution will not be in a position to remove the data of that particular student unless the student gets admitted in the new institution.
9. **The New Institution will be able to Change the stream and subjects as desired by the student at the time of admission.**
10. The whole admission process has to be completed **within 3 days** from the date of generation of **Application-Cum-Recommendation Form by the New Institution**

## **HOW TO APPLY**

### **FOR STUDENT**

<b>STEP-1</b>	Student has to log in to their profile in DARPAN and apply for institution change
<b>STEP-2</b>	Download and Print the Hard copy of Application Cum Recommendation Letter after recommendation from the present institution.
<b>STEP-3</b>	Submit the printed copy of Application Cum Recommendation Letter to the New Institution where the admission on transfer is sought.

### **FOR INSTITUTION**

**Approve or Reject the application for change of institution by a student.**  
If rejected, proper justification for rejection is to be provided.

### **FLOW PROCESS OF THE CHANGE OF INSTITUTION FOR HS 1<sup>ST</sup> YEAR CLASS** **2025**

