

Office Order

Subject: Notification of Guru Kashi University (GKU) Migration Policy

The Migration Policy of Guru Kashi University, applicable to undergraduate, postgraduate, and doctoral programmes, shall be effective from the date of this notification. The detailed policy is appended below.

Guru Kashi University (GKU) Migration Policy

Title and Commencement

This policy shall be known as the *Migration Policy* of Guru Kashi University (GKU) and shall apply to all undergraduate (UG), postgraduate (PG), and doctoral (Ph.D.) programmes. It shall come into effect from the date of its official notification.

Purpose

The purpose of this policy is to provide a structured, transparent, and fair mechanism to regulate the migration of students from other recognized Universities/Institutes to Guru Kashi University, ensuring academic integrity, quality assurance, and regulatory compliance.

Scope

This policy applies exclusively to the inter-university migration of students, whether seeking admission into undergraduate, postgraduate, or doctoral programmes at GKU or leaving GKU to join another university midway through their programme.

Definitions

For the purpose of this policy:

- Migration refers to the process of a student transferring from a recognized University/Institution to Guru Kashi University in the same programme and discipline.
- Parent Institution refers to the University/Institution from which the student seeks migration.
- Equivalence Committee refers to the committee constituted by GKU to evaluate academic standing and course compatibility.
- Deficient Course refers to a course or subject required at GKU but not completed at the parent institution.

General Principles

- Migration is a *permissive facility* and not a student's right. The University reserves the discretion to approve or deny migration requests.
- Migration is permitted only from Universities/Institutes established under law and duly recognized by UGC/AICTE/BCI/NCTE or other relevant statutory bodies.
- A student's academic record, course equivalence, and availability of seats will determine eligibility.
- Migration shall not be permitted for a change in discipline/programme.

Eligibility Criteria

- The applicant must have successfully completed and passed all courses of the previous semesters at the parent institution.
- The programme and courses previously studied must have at least 60% equivalence with those offered at GKU.
- The total duration of study, including time spent at the parent institution, shall not exceed the maximum permissible duration for the respective programme, as per GKU and applicable regulatory guidelines.
- For Ph.D. candidates:
 - Must be a bonafide research scholar under a recognized guide.
 - Must have completed the prescribed coursework and obtained the minimum required credits.
 - Must submit a status report of the research work completed to date.

Timelines

- Applications for migration must be submitted at least *15 days prior to the commencement of the semester*.
- The Equivalence Committee shall communicate its decision within *10 working days* of receiving a complete application.

Documents Required

- Grade cards/transcripts of all previous semesters attended.
- Migration Certificate from the parent University/Institution.
- Approved course mapping proforma (to be provided by the concerned Faculty at GKU).
- Verified research status report (for Ph.D. applicants only).

Ref. No.

Date:

Course Equivalence and Credit Transfer

- The Equivalence Committee will assess and approve equivalence based on syllabus comparison, learning outcomes, and credits earned.
- Students may be required to complete deficient courses or subjects as recommended.
- Credit transfer will be recorded without transferring the original grade points, unless equivalence in grading standards is clearly established.
- Semester or curriculum misalignment may affect eligibility or approval of migration.

Processing Fees

Students must submit a non-refundable processing fee along with their application:

Programme Type	Processing Fee	
	Indian Students (₹)	International Students (USD)
Undergraduate (UG)	10,000	100
Postgraduate (PG)	10,000	100
Doctoral (Ph.D.)	10,000	100

Note: The above-mentioned processing fees are non-refundable and shall be subject to revision as per notifications issued by the University from time to time.

Migration Out from GKU

Students seeking migration from GKU to another University shall be issued a Migration Certificate upon payment of Rs. 10,000 (or USD 100 for international students), subject to clearance of all other dues.

Migration for Ph.D. programmes

Research Scholars pursuing Ph.D. programmes in recognized Universities may be allowed migration to Guru Kashi University on the following conditions:

- The candidate should be a bonafide Research Scholar of a recognized University and have been registered under a duly recognized Research Guide.
- The candidate should have completed the coursework and cleared the recommended credits.
- The candidate shall submit a status report on the research work completed as of the date, duly verified by the Research Guide and Ph.D. programme coordinator.
- The candidate shall provide a declaration in writing to abide by the research policies, rules, and regulations of Guru Kashi University.

Ref. No.

Date :

- All Ph.D. scholars, whether from India or abroad, must study full-time or part-time and carry out research at GKU for at least two continuous years after migration.

Code of Conduct and Student Obligations

All migrated students must:

- Submit a signed undertaking regarding anti-ragging regulations, academic integrity, and the university code of conduct.
- Comply with all policies applicable to regular students, including attendance, internal assessments, examinations, and disciplinary norms.

Appeal Mechanism

Students whose migration applications are rejected may file a written appeal within 7 working days of receiving the decision. The appeal shall be reviewed by a committee constituted by the Vice-Chancellor. The decision of the Appeals Committee shall be final and binding.

Power of Relaxation

Notwithstanding the provisions of this policy, the Vice-Chancellor shall have the authority to consider and approve migration requests on compassionate grounds or in cases of exigency, duly recorded in writing, even if such cases do not conform to the provisions of this policy.

Reporting and Compliance

All approved migration cases must be reported to the Vice-Chancellor, Registrar, Dean Academics, Controller of Examinations, and Admission Cell by the concerned Department.

Review and Amendments

This policy shall be reviewed annually based on feedback and regulatory updates. Amendments, if any, shall be made with the approval of the Academic Council.



Registrar

To

1. All Concerned

Copy To

1. P.S. to Chancellor

2. P.A. to Vice Chancellor

Office Order

Subject: Amendment in Migration Policy – regarding

Your proposal regarding an amendment to the Migration Policy was considered and approved by the esteemed Vice Chancellor, in anticipation of the ensuing meeting of the Academic Council. You may submit the agenda for the same. *The Approval is attached.*

Sh. An
Registrar 19/11/25

To

1. Director IQAC

Copy To

1. P.S. to Chancellor
2. P.S. to Managing Director
3. P.A. to Vice Chancellor



Ref. No. IQAC/2025/213

Date: 17-11-2025

Subject: Regarding amendment in migration policy

As per the information received from the stakeholders, the candidates are approaching the admission cell for admission under migration from other universities. They are migrating due to various reasons like health issue/distance issue/bad company or wrong association etc. There is a need in the existing migration policy that a candidate may be given admission with reappears and the reappear courses will be counted as deficient courses.

Submitted for approval please

Director IQAC

Pro Vice Chancellor cum Registrar

Forwarded to esteemed
Vice chancellor for
approval in anticipation
of the ensuing mtg of
Academic Council.

17/11/25

Ps to VC

Approved
KJF
17.11.25

