

Dear All College Coordinators,

You are all requested to process the Transfer cases from our Digital College Portal and provide the Transfer students details (PRN and TC code) to the colleges where the students is get transferred from your college.

For example: If a student is transferred from CKT, Panvel College to Wilson College.

Following is the procedure will followed by CKT college to Mark the Students as Transfer in Digital College Portal.

For CKT College

1 Login to Digital College Portal (Offline)

2 Login with ID and Password (admin mkcl)

3 Click to Transfer => click on Mark Student as Transfer To Mark As Transfer => Enter PRN or [Search](#)

[Student PRN](#) => Select Course => Select Course Part from which the students is transferred (i.e. If a Students is transferred from First Year then Select course part as FY, or if Students is transferred from Second Year then Select course part as SY) Kindly mark the Result Status (Pass, Fail ATKT, Fail) From College login before transferring the student.

4 Select the student you want to transfer => Mark the Students as Transfer => Click on Confirm Transfer.

Following is the steps to upload the Transferred data.

5 Click on Smart Client => Login with ID password (admin mkcl) => Click on Transfer => Click on

Upload Transfer data => Select the students => Click on Upload.

After successfully upload the Transfer students data you need to print the Transferred Certificate =>

Go to Digital College Portal (offline) => Click on Transfer => Print Transfer Certificate.

Kindly communicate the transfer student information to another college where the student is get transferred.

For Wilson College

Following is the procedure will follow by Wilson College to synchronize the transfer student data and for admitting the students in their Digital College Portal.

Click on Smart Client => Click on Transfer => Download Transferred Student Data => Provide PRN

and TC code provided by CKT College => Click on Download. Now the transferred student's data is available to for admission entry in Wilson College Digital College Portal.

To make a entry for the transferred student => Click on Digital College Portal (Offline) => Login with ID password (admin mkcl) => Click on Admissions => Click on Transfer Student Admission => Enter PRN or Search the students => Select the student => Click on Confirm Transfer => Select the course and make a entry for the students.

After completing the entry for transfer students kindly upload the data on Digital University Server (same as you upload the enrolment data).

If any query please contact your local coordinators.

Regards,
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