Memo No: CGEC/REG/2023/13   Date: 31.08.2023

NOTICE FOR GIRLS' HOSTEL ADMISSION

This is to hereby inform all the female students of 1st Year, 2nd Year, 3rd Year and 4th Year who are willing to take admission in Sister Nivedita Chhatriniwas (SNC) that the admission for the session 2023-2024 will be held as per the following schedule:

Date	Admission Timing	Reporting Venue
Hostel Admission starts From 01.09.2023 to 07.09.2023	**11.00 AM- 4.00 PM**	**SNC Hostel Office (Ground Floor)**

Important Information regarding admission: As directed by the Principal, Cooch Behar Government Engineering College, this is to inform the prospective boarders that for staying in the SNC hostel, it is mandatory to abide by the hostel rules and regulations, failing which boarder-ship can be canceled anytime. Moreover, this is for the kind information of the boarder and their guardians that the hostel can only provide minimum facilities (room, electricity, mess etc.) for living as a relatively new institute and hence if a boarder is willing to adjust with the available amenities, is only requested to proceed for further application since the hostel facility is not compulsory to avail for any student and no further request for extra facilities can be fulfilled.

For admission, the following steps needs to be followed:
A. Before admission:
    1. Submission of the Google form: https://forms.gle/oRU3iNE5NfDmvTu9A.
B. During admission:
    1. Duly filled in **Hostel Application Form** to be submitted. (Attached here with or can be downloaded   from   https://drive.google.com/file/d/1-8JxXhY9t4ySEvFasamm1dc6jvbXRlei/view?usp=sharing)
    2. Duly filled in **Declaration Form** to be submitted. (Attached here with or can be downloaded from
    https://drive.google.com/file/d/1z6J7jQG7XSLn7UccBpHpdL2Z0SK1KBk /view?usp=sharing)

3. Proof of admission to Cooch Behar Government Engineering College.

4. Hostel Fees Payment Receipt: Rs. 15700 admission fees with the following fee structure needs to be deposited at the given bank account number on or before the admission date.

Hostel Admission Fee Structure	
Mess Entry Fee (one time)	Rs. 300/-
Hostel Development Fund (one time)	Rs. 1200/-
Hostel Office Charges (one time)	Rs. 800/-
Hostel Seat Rent (Per semester)	Rs. 600/-
Electricity Charges (Per semester)	Rs. 300/-
Hostel Caution Money(Refundable) (One time at the time of admission)	Rs. 2500/-
Mess Advance Fees (Per Semester)	Rs. 10000/-
Total	**Rs. 15700/-**

Bank Account Number: 50100518310325   **Bank:** HDFC
Account Holder: Sister Nivedita Chhatriniwas CGEC   **IFSC:** HDFC0006421

The amount can be paid either by demand draft, direct account transfer or Gpay etc. **Submission of the deposit slip or transaction proof during admission is compulsory, without which no admission will be permitted.** If the payment is made made using Gpay, kindly mention student name,department, year in the information section and also at the payment receipt page while submitting.

5. Additional Documents to be submitted: i) Admission Slip, ii) Two passport size photographs of the boarder, iii) One passport size photograph of guardian, iv) Identity Proof (Voter Card, PANCARD, AADHAAR card etc.), v) Address Proof (AADHAAR, Voter card etc.) , vi) Income Proof of Parent/Guardian.

6. Submission of Google Form to inform about starting sate of availing hostel mess food:
https://forms.gle/sByndsRRfRaC97Pe6

SNC   hostel   rules   and   regulations   can   be   found   at
https://drive.google.com/file/d/1DxszNKpU4RNB33YuF4C39Q5myaAN3Pfd/view?usp=sharing.

Sd /-
Hostel Superintendent
Sister Nivedita Chhatriniwas,
Cooch Behar Govt. Engineering College