



Government of West Bengal
Cooch Behar Government Engineering College
Vill.-Harinchawra, Post.- Ghughumari, Dist.-Cooch Behar-736170

Ref: CGEC /Admission/2025-26/11

Date: 07 /10/2025

**NOTICE FOR TRANSFER CERTIFICATE (TC) AND SEAT RELEASE FOR
STUDENTS ADMITTED TO OTHER INSTITUTES FOR B.TECH 1ST YEAR**

This is to inform all students who have taken admission in other institutes but were earlier admitted to Cooch Behar Government Engineering College (CGEC) that:

- 1. Seat Release & Refund of Fees:**
 - Students willing to release their seat at CGEC must complete the **seat release process by 11th October 2025**.
 - Refund of fees will only be processed for students who release their seat on or before the above-mentioned date.
- 2. Procedure for Seat Release:**
 - Students are required to **fill the Google Form** linked below.
 - Upload the **necessary supporting documents**, including:
 - Proof of admission to the **new institute**.
 - Proof of admission at **CGEC**.
 - After verification of documents, the **Transfer Certificate (TC)** will be issued.
- 3. Google Form Link:** <https://forms.gle/ybqTf7XacNujYG4n8>

Instructions:

- Ensure all details in the Google Form are filled correctly.
- Incomplete submissions or submissions after the deadline (11th October 2025) will not be considered for fee refund.
- For any queries, contact the office at **9475445190**,
 - Email id for assistance: admission@cgec.org.in

Dr. Sushovan Chatterjee
PI Admin, Admission (2025)
Cooch Behar Government Engineering College

Copy forwarded for kind information and necessary actions to:

1. The OIC, CGEC
2. Registrar, CGEC
4. All coordinators of Admission Cell, CGEC