

NOTICE

August 20, 2026

Sub: Hostel Allotment for B. Tech First-Year Students 2026-27

All B. Tech. First-Year students who have submitted their willingness for hostel accommodation are hereby informed that hostel allotment will commence from **28.08.2026 to 30.08.2026 (Between 9 am to 5:30 pm)**.

The HMC Section has already sent emails to all students whose willingness for hostel accommodation has been received. Students are advised to check their registered email IDs regularly and follow the instructions provided in the email regarding hostel allotment.

In case of any difficulty, clarification, or issue related to hostel allotment, students may contact the Warden at the contact number provided in the email.

Students are requested to cooperate with the HMC Section and complete the necessary formalities within the stipulated time.

This is issued with the approval of the competent authority.

-Sd/-
Chairman
Hostel Management Committee
GKCIET, Malda

Encl:

1. Instructions of the HMC on next page

Guidelines for the Hostel Room Allotment

1. Hostel room allotment is provisional subject to verification of all documents and the approval of the competent authority.

2. All the students are requested to deposit the hostel fees **as soon as possible**.

The detailed fee structure is given below:

Hostel Caution money Rs.8000/- (Refundable), at the time of admission only.

Hostel fee per seat Rs.6000/- (per semester)

Hostel Maintenance Charges Rs.1500/- (at the time of admission only) (non-refundable)

Mess Advance Rs.13800/- (for four months). Charges may vary depending on the contract with the catering service provider

Total=Rs.29300/-

Payment link is given in point no. 15 of google form mentioned below:

3. All are requested to submit all the necessary details and fees details using this link [Application for GKCIET Hostel Accommodation 2026-27 - Google Forms](#) Those who failed to submit this form are not considered for the hostel allotment mechanism.

4. All the hostellers are further instructed to submit the following documents signed by the respective authorities to the HMC office before handing over the room key.

a. Hostel allotment form

b. Local guardian details

c. Room Takeover/Inventory Form

d. Undertaking by the Student

e. Student declaration

f. Anti-Ragging undertaking form by the student as per the latest AICTE guidelines.

g. Anti-Ragging undertaking form by the Parent as per the latest AICTE guidelines.

h. Hard Copy of fees receipt.

Those who failed to submit these documents are not entitled to claim the room allotment.

[NOTE: All these documents (a,b,c, d & e) are attached}

For anti-ragging please follow the link: https://antiragging.in/undertaking_request.php

5. Due to the verification of all the necessary indices by the competent authority, students are required to take the key of the respective rooms from the HMC office as on the day of allotment. Afterwards, hostellers are advised to arrange their own lock and key and handover the key (given by the authority) to the HMC office.

6. The hostel room allotment as decided by the competent authority will be treated as final. Any further requests for alternation/change will not be entertained.

7. Hostel residents will be provided only with metal cots (6.2X 3), study table and chair. They have to make their own arrangement for mattress, bucket, mug, bed sheet, pillow, lock and key etc for further use. The cot will be given while entering the hostel, further the chair and study table within two to three months.

8. All the hostellers must strongly adhere to and follow the rules and regulations for GKCIET Hostel as framed by the competent authority. Any violation in this context may lead to expulsion from the hostel immediately.

9. The student can report to the office of the HMC between 28.08.2026 (Friday) to 30.08.2026 (Sunday), preferably Friday (between 9 am to 5pm) for their allotment.

10. Hostel seats will be allotted subject to availability and on a first-come, first-served basis. The HMC follows a fixed policy for hostel allotment, and all allotments shall be subject to timely payment of the prescribed hostel fees and physical arrival/reporting of the student.

11. Health Declaration required to be submitted.

12. For any further queries, you may contact the following only during office hours:

For Boys (Warden First Year Hostel)- 9647572153/9378316577

For Girls (Warden Hostel)- 9143382169/8989535402

13. For any clarification, please reach out to the HMC office on the number given below:
Sulabh Srivastava, Senior Assistant- 8240525146