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Date: 01/10/2024

**CIRCULAR**

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Admission to CET Ladies Hostel (LH) / Men's Hostel (MH) - application open in the Hostel Management System (HMS) **Preparing New UG First Year Rank list by including new applicants who could not apply during first and Second Allotment and cancelling the existing UG First Year Rank list** notification issued

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- Reference:**
- 1 G.O (Rt) No. 1111/2022/H.Edn dated 21/07/2022
  - 2 G.O (Rt) No. 1290/2022/H.Edn dated 25/08/2022
  - 3 Minutes of the College Council dated 27/09/2022

Admissions to the CET Ladies Hostel / Mens Hostel are being given strictly in accordance with the Government Orders read as references 1 to 3. Presently, the Hostel Management Activities are almost completely automated with a web application called Hostel Management System (HMS) (<https://cethostel.in/>). Admission to the CET Ladies Hostel / Mens Hostel are also arranged through the HMS and hence only CET students having user account created in the HMS can apply for getting Hostel Admission. The following options are provided in the HMS dashboard of a student, regarding the process of getting admission to the College Hostel.

1. Option to submit and download application for Hostel Admission when the application process is open for that student. Annual Family Income (AFI) and Distance are two important factors deciding the position of an applicant in the rank list. Hence, filling the AFI as shown in a valid Annual Family Income certificate issued by a competent revenue authority and filling the minimum distance between CET and the nearest post office to the place of residence of the student, as shown in the Google Map when selecting car as the mode of travel are mandatory to claim the position in rank list. Wrong values filled for these fields shall lead to the cancellation of the application regardless of the stage at which these values are found as wrong.
2. Options to view the following:
  - 2.1. Opening and Closing dates for application.
  - 2.2. Expected date of publishing provisional rank list.
  - 2.3. Provisional rank list.
  - 2.4. Expected deadline for editing data after publishing the provisional rank list.
  - 2.5. Expected date of publishing final rank list and allotment list.
  - 2.6. Deadline for taking admission if allotment is given.
  - 2.7. Admission taken status of allotted candidates.
  - 2.8. Fee structure.
3. Option to edit data filled, any time after the application process is open in the HMS and within the deadline for editing data which comes after publishing the provisional rank list.

User accounts for students in the HMS will be created from the Hostel Office by collecting the required information through the respective Staff Advisors. HMS ensures that Contact information collected like Mobile Number and Email ID are transmitted and stored only in the encrypted form. Those students who are filling the form shall get an email from the Hostel Office informing them the user ID and initial password to access the HMS.

Google Forms were circulated through the staff advisors to collect details of the BTech/BArch students for creating user accounts in the HMS. All BTech/BArch students of CET who are not having accounts in the HMS are required to fill this form. User account getting created through filling the circulated form within the deadline is necessary for getting eligibility to apply for Hostel Admission. Those who are not filling the form within the deadline will not have any right to submit application for getting hostel admission.

**Application for UG First students is now open in the HMS and the deadline for submitting application is 07/10/2024.**

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1. HODs
2. Students through HODs
3. Assistant Wardens
4. CA to Principal
5. File



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Engg: College Hostel  
Thiruvananthapuram - 695 016