



PAL COLLEGE OF TECHNOLOGY & MANAGEMENT

ADMISSION POLICY (2025-2026)

A. GENERAL RULES

- 1- At the time of admission in any course-registration fees of Rs. 2000/- to be paid and is nonrefundable.
- 2- Admission will be confirmed on deposit of 1 semester fee as per the sheet enclosed.

B. RELAXATION IN FEES AT THE TIME OF ADMISSION-

1- **BPL Student Scholarship-** Students from BPL (Below Poverty Line) families are eligible for a relaxation in course fees for the first year, subject to the submission of valid government-issued supporting documents.

- Verification of BPL card.
- Verification of Salary or income Certificate.

2- **Scholarship for Physically Handicapped Students-** Yearly relaxation in course fees for PH (Physically handicapped) students, with more than 25% disability in the first year. Following documents need to be verified-

- Certificate of Disability/Unique Disability Identity Card

3- **Meritorious Student Scholarship-** Meritorious students are eligible for a relaxation in course fees for the first year only, based on academic performance criteria set by the institution.

- Verification of class 12th Mark sheet

4- **Sports Excellence Scholarship-** Students who are national or state-level players are eligible for a relaxation in course fees, applicable only for sports/tournaments organized by government-recognized state or national-level federations, associations, or institutions (e.g., IOA, Football Federation, etc.).

- Verification of Certificate.

5- **Women Empowerment Scholarship.**

6- **Early Bird Scholarship.**

7- **Student Reference Scholarship-** Student Reference Scholarship, awarded to a student referring new students to PCTM.

C. Cancellation Rules and Refund Policy (Excluding Registration Fees).

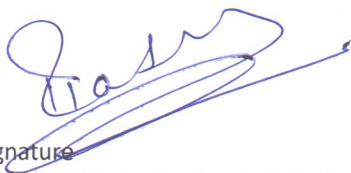
- **100% fee refund, except registration charges:** in case a student decides to withdraw admission within 5 days from the date of Admission.
- **80% fee refund, except registration charges:** in case a student decides to withdraw admission after 5 days of admission but before the formally notified commencement dates of classes.
- **50% fee refund, except registration charges:** in case a student decides to withdraw admission within 10 days from the notified commencement dates of classes & he/she has not attended any classes.
- No refund if a student withdraws admission after 10 days of notified commencement of dates of class or if a student has attended classes.

D. Required Document at the time of Admission

- 1- Following document must be enclosed with Application form: -
 - 10th Certificate & Mark sheet
 - 12th Certificate & Mark sheet.
 - TC & CC (Transfer Certificate & Character Certificate) from last college.
 - Copy of Aadhaar Card.
 - BPL Certificate for only BPL Student.
 - Identity Certificate of Defence personal for Defence ward
 - National, International, State sports Certificate for sport student.
 - Medical certificate for physically handicapped Student.
 - SC, ST & OBC certificate where applicable
 - University Admission registration certificate.

Note-

1. All the above certificates must be signed by the student. If any document or certificate could not be submitted by the student then affidavit or undertaking must be taken from the student at the time of admission to deposit the same before the start of class. The admission cell and the head of admissions will verify all documents from the original certificates and countersign the documents submitted by the candidate.
2. All fee would be payable online/cheque/credit-debit card/cheque, else parents can deposit the fee in the bank and can submit the receipt of the same.
3. If the guardian of the student is present at the time of admission, then they will sign on the application form, otherwise local guardian will sign. In that condition, the admission committee will talk to the student's parents by phone and verify their Phone number (it is very important).
4. Application form must be filled properly and completely. All the columns of the form should be filled.
5. One photograph of student should be pasted in the form and another photograph should be attached along with the application form.
6. Admission committee should verify the address/contact number of the parent and local guardian. The address should be proper & complete including mobile number and email id.
7. If there is a year gap after passing class 12th then the candidate has to submit an undertaking duly notarized indicating the reason for the gap year. Admission staff member or counsellor will be responsible and liable for admission process and document which are submitted by the student.



Signature
(Director- Marketing & Admission)
(Mr. Hem Chandra Pandey)



Signature
(Director, PCTM)
(Dr. Subho Chattopadhyay)