

ADMISSION POLICY (2024-2025)

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 I semester fee as per the sheet enclosed.

B. RELAXATION IN FEES AT THE TIME OF ADMISSION-

1- Relaxation in course fees for students from BPL Family is Rs. 5000.00 in the first year subject to submission of documents in support from the government.

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

2- Yearly relaxation in course fees for PH (Physically handicapped) students, with more than 25% disability, is Rs. 5000.00 in the first year. Following documents need to be verified-

- Verification of Certificate.

3- Relaxation in course fee for meritorious students ($\geq 80\%$ marks in class 12th) is Rs. 5000 for first year only.

- Class 12th Mark sheet

4- Relaxation in course fee for Sportsman i.e., National level player and State level player (only for sports/tournaments organized by Government recognized state level or national level federations, associations, or institutions e.g. IOA, Football federation etc. is Rs. 7,000.00 for National and Rs 5,000.00 for State level players for first year only, upon submission of the certificate.

C. ADMISSION INCENTIVE PLAN

Vendors will only assist in helping prospective students secure admission. **They are not authorised to collect any fee on behalf of the College.** However, they can assist the candidate to transfer fee online to the College account. College will not be responsible if any fee has been taken by any vendor in cash. Incentive at following rate will be paid to vendors helping the College get students.

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|-----------------------------------|----------------------------------------------------------------------------------------------------------|
| • From admission no 1 to 15: | Rs. 10,000/- each admission |
| • From admission no 16 to 25: | Rs. 15,000/- each admission |
| • From admission no 25 and above: | Rs.15000/-each and Lump sum amount of Rs. 50000/- will be paid once only, for 26 th admission |
| • UOU admission (BCA/DHA): | Rs. 5,000/- each |

Note-

- I. Incentive will become due once the complete fee for semester 1 will be deposited in the college and will be released once the details of the same is recommended by the admission head, and approved by the CEO/ Advisor Academics/Director Academics.
- II. Members of marketing team are entitled for the incentive of Rs. 1000.00 per admission after and onwards 250 admissions only in case the admission is not through any other reference.
- III. If admission is through reference of our regular student of any course, then 20% of semester tuition fee will be discounted and adjusted in his/her college fees.

- IV. If a group of 2 or more students (friends) take admission together, registration/admission is done on the same day then they can avail the friends discount i.e. 10% of the tuition fee.
- V. If PCTM Faculty/Staff refers the student then the student will be eligible for a scholarship (Faculty Reference Scholarship) which will be 10% of the tuition fee.
- VI. Department with 100% admissions will be entitled for 1 month salary as bonus for all the members.

D. 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.

E. 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 student at the time of admission to deposit the same before 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 student present at the time of admission, then they will sign on 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 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 notarised 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
(Advisor, PCTM)
(Dr. K. K Pande)

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

