



PAL COLLEGE OF TECHNOLOGY & MANAGEMENT

ADMISSION POLICY (2026-2027)

A. GENERAL RULES

1. At the time of admission to any course, a registration fee of Rs. 2,000/- must be paid, which is non-refundable.
2. Admission will be confirmed upon payment of the first semester fee.

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- **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 class12th Marksheet or other relevant documents

3- **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.

4- **Women Empowerment Scholarship.**

5- **Early Bird Scholarship.**

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

7- **Defense Scholarship**- In case the parent of the student is serving in, or has served in, the Defense Forces.

- Verification of Certificate.

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 date of classes, if he/she has not attended any classes.
- No refund will be provided within 10 days from the notified commencement date of classes if he/she has not attended any classes. or if a student has attended classes.

D.Required Document at the time of Admission

1. The following documents must be enclosed with the application form:

- 10thCertificate&Marksheet
- 12thCertificate&Marksheet.
- TC & CC (Transfer Certificate & Character Certificate) from the last college.
- Copy of Aadhaar Card.
- BPL Certificate for only BPL Student.
- Identity Certificate of Defence Personnel for Defence Ward
- National, International, and State-level Sports Certificates for sports students.
- Medical Certificate for Physically Handicapped Students.
- SC, ST & OBC Certificates, wherever 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 provided 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 admissionswillverify all documentsfrom the original certificates andcountersignthe documents submitted by the candidate.
2. Allfeewouldbepayableonline/cheque/credit-debitcard,elseparentscan 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. Applicationformmustbefilledproperlyandcompletely.All thecolumnsoftheformshouldbe 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 dulynotarizedindicatingthereasonforthegapyear. Admissionstaffmemberorcounsellorwill be responsible and liable for admission process and document which are submitted by the student.



Signature
(Head Operation)



Signature
(Finance Head)