

PANDIT DEENDAYAL PETROLEUM UNIVERSITY
SCHOOL OF PETROLEUM MANAGEMENT
MBA Admission Policy and Procedure (2018-2020 Batch)

RULES

1. MBA Programme:

1.1. MBA programme is a two-year full-time residential programme at Pandit Deendayal Petroleum University (PDPU) under School of Petroleum Management (SPM).

1.2. SPM offers MBA programme in:

(a) Energy and Infrastructure Management

(b) General Management with specialization in:

- | | |
|-------------------------|-------------------------------|
| 1. Financial Management | 3. Operations Management |
| 2. Marketing Management | 4. Human Resources Management |

1.3. Each year is divided into three trimesters. The MBA programme includes six to eight weeks of compulsory summer training for the students.

1.4. Further details about the programme, curriculum, pedagogy, faculty and other resources are available at www.spm.pdupu.ac.in

2. Total number of Seats available for MBA Admission at SPM-PDPU:

(a) Energy and Infrastructure Management: 60

(b) General Management (with specialization in Financial Management, Marketing Management, Operations Management, Human Resources Management): 60

3. The MBA Admission Office of SPM-PDPU shall conduct the MBA Admission process for the MBA batch 2018-20.

4. Eligibility and Selection Process

4.1. Eligibility:

4.1.1. Only Candidates who have appeared at **Common Admission Test (CAT) 2017** conducted by IIMs/**Xavier Admission Test (XAT) 2018** conducted by XLRI, Jamshedpur are eligible to apply.

4.1.2. A candidate must hold a Bachelor's Degree, or an equivalent qualification recognized by the Ministry of HRD, Government of India, with at least 50% marks (45% for SC/ST candidates) in aggregate in all semesters/trimesters or equivalent CGPA, of any University incorporated by an act of the central or state legislature

in India or other educational institutions established by an act of Parliament or declared to be deemed as a University under section 3 of UGC Act, 1956.

- 4.1.3. The Bachelor's degree or equivalent qualification obtained by the candidate must entail a minimum of three years of education.
- 4.1.4. In case of the candidates being awarded grades/CGPA instead of marks, the equivalence would be based on the equivalence certified by the university/institution from where they have obtained bachelor's degree.
- 4.1.5. In case the university/ institution does not have any scheme for converting CGPA into equivalent marks, the equivalence would be established by the SPM by dividing earned CGPA with the maximum possible CGPA and multiplying the quotient with 100.
- 4.1.6. A candidate appearing for the final year semester examination of bachelor's degree or equivalent can also apply. Such candidates must have to obtain 50% marks or equivalent in aggregate of all the semesters/years.
 - (a) Such candidates, if selected, will be allowed to join the programme provisionally with an undertaking to submit the final marks sheet/grade sheet not later than **September 30, 2018** and the degree certificate not later than **June 15, 2019** to the School.
 - (b) However, the admission shall be cancellable if the final marks sheet/grade sheet and the degree certificate are not submitted latest by **September 30, 2018** and if the candidate has not met the prescribed eligibility criteria, in such case the fees paid will not be refundable except the deposit money.
 - (c) Non-fulfilment of the above conditions/dates will automatically result in the cancellation of the provisional admission, otherwise the admission shall stand cancelled and the fees paid will not be refundable except the deposit money.

4.2. **Selection Process:**

The candidates who appeared at **CAT – 2017/XAT – 2018** and seek admission in the MBA Programme have to apply in the prescribed form, which is available on www.spm.pdpu.ac.in.

The candidates short listed on the basis of aggregate CAT/XAT score will be required to appear for group discussion (GD) and personal interview (PI) at SPM, PDPU or may be at other select locations (subject to minimum applications) on the specified date(s).

4.2.1. **Group Discussion (GD):**

The group discussion (GD) shall be held in a group of about 10-12 students. Students appearing at GD shall be evaluated on the set criteria.

4.2.2. **Written Ability Test (WAT):**

Students shall be required to submit a written assignment on the topic announced at the time of GD and PI.

4.2.3. **Personal Interview (PI):**

Students appearing at PI shall be evaluated on the set criteria. Relevance of work experience, wherever applicable may be assessed at this stage.

4.3. Selection Matrix:

Selection of students shall be done using the following criteria along with the weights indicated below:

Criterion	Weights
CAT/XAT Score	60%
Group Discussion	10%
Written Ability Test	05%
Personal Interview	10%
Work Experience	10%
Academic Performance ⁺	05%
Total	100%

⁺ Academic performance in standard 12 and at bachelor degree will be appropriately factored in the selection.

5. Reservations and Seat Allocation:

5.1. Seat allocation to the various categories (SC & ST) is in accordance with the Government rules. The number of seats under each category will be posted at www.spm.pdpu.ac.in along with the short listed candidates for MBA Programme admission. Seats not filled-in under any reserved category shall be allotted to the general category.

5.2. NRI/Management Seats: Admission to this category shall be made as per the relevant rules.

6. Admission Process:

Candidates eligible as per the clause 4.1 have to apply via any of the following two options mentioned below:

Option 1: BY APPLYING OFFLINE: By downloading the Admission Application Form and sending the duly filled- in application form (available at **Offline Admission Form**) along with the payment of the application fee of Rs. 1,000 (non-refundable).

The application fee can be paid via a demand draft drawn in favour of Pandit Deendayal Petroleum University, payable at Ahmedabad. The Application fee can also be deposited in the University account at Oriental Bank of Commerce (OBC) A/C No. 09331131003242. In this case the payment receipt must be enclosed along with the application form.

Candidates are required to send filled application form by registered post, or through DTDC courier to reach us on or before the last date specified. For late receipt of the forms or loss of form in transit beyond prescribed last date, SPM-PDPU shall not be responsible.

Option 2: BY APPLYING ONLINE: Candidates who wish to use online application facility are required to fill in Online Application form available on link [Apply Online](#). Candidates applying online shall have the facility to make online payment through the payment options available in the online application process.

- 6.1. Note: Candidates can use either of the options i.e. Offline or Online as per their convenience.
- 6.2. The last date of receiving the application form is **16th February, 2018**.
- 6.3. The information about candidates' application status shall be put up on the School's website (www.spm.pdpu.ac.in) within one week from the last date of receiving the application form.
- 6.4. Candidates short-listed on the basis of merit of CAT/XAT score will be invited for Group Discussion (GD), Personal Interview (PI) and Written Ability Test (WAT). This information shall be displayed on the SPM website within one week from the last date of receiving the application form for MBA Admission.
- 6.5. The GD and PI will take place for MBA programme during **March 10 – 13, 2018** with an approved schedule (the GD/PI schedule will be uploaded in the School's website).
- 6.6. Candidates have to bear all expenses for attending the GD and PI.
- 6.7. A candidate appearing for the GD and PI is required to report at least one hour in advance as per the schedule and register with MBA Admission Officials. In case a candidate is late to report, the MBA Admission Office may accommodate him in next session on the same day, if possible, at its sole discretion only.
- 6.8. If a candidate cannot appear for GD and PI on the scheduled date due to unavoidable circumstances, his guardian may request in prior in writing to the MBA Admission Office at SPM, PDU along with documentary evidence showing reason for inability to appear on scheduled date, and seek an alternate arrangement within the stipulated approved GD/PI schedule. The MBA Admission Office will take an appropriate decision on such request. The decision of Admission Office shall be final and binding.
- 6.9. The candidates must bring the following documents in original along with one set of self-attested photocopy of the documents for verification at the time of GD and PI:
 - (a) Mark-sheets of 12th Standard & Bachelor's Degree or equivalent recognized by the Ministry of HRD, Govt. of India, of any University incorporated by an act of the central or state legislature in India or other educational institutions established by an act of Parliament or declared to be deemed as a University under section 3 of UGC Act, 1956.
 - (b) CAT 2017/XAT 2018 Score Card
 - (c) Identity Proof
 - (d) Experience Certificate, if any

(e) Caste Certificate (from competent authority as notified by the Government, if applied for reservation quota)

6.10. The selection of the students and running of waiting list shall be at the sole discretion of the School.

6.11. The information about selected and waitlisted candidates will be available on the School's website on **26th March 2018**.

6.12. On the basis of merit list of the selected and waitlisted candidates, the candidate will have to take admission and accordingly inform the MBA Admission office within one week from the date of display of merit list.

6.13. Selected students are required to make payment of fees latest by **5th April 2018** as per the clause 7.2.1 to secure admission and obtain admission letter.

6.14. All candidates should complete admission formalities in all respect latest by **5th April 2018**, failing which the admission offer shall stand automatically cancelled and the seat will be offered to the waitlisted candidate.

6.15. The School will operate the waitlisted candidates after **10th April 2018** to fill the vacant seats, if any. On receiving the intimation of offer of admission by web notice/email, the waitlist candidate is required to secure his/her admission as per instructions. The School reserves the right not to admit candidates to fill up the announced seats.

6.16. The final list of admitted candidates will be uploaded on the School's website on the commencement of the programme. The decision of School will be final and binding.

6.17. If at any stage, the information provided by a candidate is found to be false, his candidature/admission shall be cancelled.

6.18. All communication by the School for the admission process will be made through SPM website www.spm.pdpu.ac.in. Candidates are strongly recommended to access the School's website on regular basis for admission updates.

7. Fee Structure and Payment Schedule:

7.1. Fee structure* for MBA Programme : Batch 2018 – 20

Particulars	1st Year			2nd Year			Total
	Term -1	Term-2	Term-3	Term-4	Term-5	Term-6	
Fees:							
Tuition Fees	1,18,800	1,18,800	1,18,800	1,18,800	1,18,800	1,18,800	7,12,800
University Enrolment Fee	2,000						2,000
Trimester Enrolment Fee		2,000	2,000	2,000	2,000	2,000	10,000
Alumni Fund						3,500	3,500
Training & Placement facility Charges		7,500		7,500			15,000
Convocation Fee						8,000	8,000
Insurance Charges	2,000			2,000			4,000
Study Material Charges	6,000	6,000	6,000	6,000	6,000	6,000	36,000
Student Welfare Fund	2,000	2,000	2,000	2,000	2,000	2,000	12,000

Industrial Visit Expenses	7,500						7,500
Sub Total	1,38,300	1,36,300	1,28,800	1,38,300	1,28,800	1,40,300	8,10,800
Hostel Charges**	67,000			67,000			1,34,000
Mess Charges ^{\$}	39,000			39,000			78,000
Caution Money Deposit (Refundable)	10,000						10,000
Library Deposit (Refundable)	4,000	4,000	4,000	4,000	4,000	4,000	24,000
Hostel Deposit (Refundable)	5,000						5,000
Sub Total	1,25,000	4,000	4,000	1,10,000	4,000	4,000	2,51,000
Total	2,63,300	1,40,300	1,32,800	2,48,300	1,32,800	1,44,300	10,61,800

***Subject to revision by appropriate authorities (Fee Regulatory Committee by Government of Gujarat) for the year 2017-18 onwards. Students shall have to give undertaking to pay the difference at the time of securing Admission.**

****Subject to Change**

Note: Energy Charges for Hostel Accommodation are to be paid on actual basis by the student. This rate is of Non-Air Conditioned room/accommodation on triple sharing basis.

\$ Subject to Change.

Note: GST will be applicable as per GOI Norms.

7.2. NRI/Management Fee Structure:

Particulars	1st Year			2nd Year			Total	Remarks
	Term -1	Term-2	Term-3	Term-4	Term-5	Term-6		
Fees:								
Tuition Fees	2250 \$ US	2250 \$ US	2250 \$ US	2250 \$ US	2250 \$ US	2250 \$ US	13500 \$ US	Paid in US Dollar To be paid in Indian Rupees
University Enrolment Fee	2,000						2,000	
Trimester Enrolment Fee		2,000	2,000	2,000	2,000	2,000	10,000	
Alumni Fund						3,500	3,500	
Training & Placement facility Charges		7,500		7,500			15,000	
Convocation Fee						8,000	8,000	
Insurance Charges	2,000			2,000			4,000	
Study Material Charges	6,000	6,000	6,000	6,000	6,000	6,000	36,000	
Student Welfare Fund	2,000	2,000	2,000	2,000	2,000	2,000	12,000	
Industrial Visit Expenses	7,500						7,500	
Sub Total	19,500	17,500	10,000	19,500	10,000	21,500	98,000	
Hostel Charges**	67,000			67,000			1,34,000	
Mess Charges ^{\$}	39,000			39,000			78,000	
Caution Money Deposit (Refundable)	10,000						10,000	
Library Deposit (Refundable)	4,000	4,000	4,000	4,000	4,000	4,000	24,000	
Hostel Deposit (Refundable)	5,000						5,000	

Sub Total	1,25,000	4,000	4,000	1,10,000	4,000	4,000	2,51,000
Total	1,44,500	21,500	14,000	1,29,500	14,000	25,500	3,49,000

***Subject to revision by appropriate authorities for the year 2017-18 onwards. Students will have to give undertaking to pay the difference at the time of securing Admission.**

****Subject to Change**

Note: Energy Charges for Hostel Accommodation are to be paid on actual basis by the student. This rate is of Non-Air Conditioned room/accommodation on triple sharing basis.

\$ Subject to Change.

Note: GST will be applicable as per GOI Norms.

7.3. Payment Schedule:

7.3.1. Payment for Securing Admission:

The candidates as per the final selected list are required to pay **Rs.1,38,300/- (Rupees One Lakh Thirty Eight Thousand Three Hundred only)** as 1st trimester fees to confirm the admission.

NRI/Management: The candidates as per the final selected list are required to pay **\$2250 Paid in US Dollar + Rs.19,500/-** To be paid in Indian Rupees as 1st trimester fees to confirm the admission.

7.3.2. Payment for the Remaining Charges for the first trimester:

The admitted students are required to pay **Rs.1,25,000/- (Rupees One Lakh Twenty Five Thousand only)** as the remaining charges of the first trimester which include the hostel charges and food charges etc. between **21st to 25th May 2018**.

7.3.3. Trimester wise Payment:

The admitted candidates are required to pay the fees of every trimester one week before the commencement of the trimester. In case of delay, penalty will be charged as per prescribed rules of the University.

7.4. Modes of Payment:

7.4.1. Payment by Demand Draft:

Fees may be paid by demand draft drawn in favour of "Pandit Deendayal Petroleum University, payable at Ahmedabad, Gujarat, and send it to Admission Office, School of Petroleum Management OR

7.4.2. Payment through University Bank Account:

Fees may be paid in cash in any branch of the Oriental Bank of Commerce, into following University bank account. The same may also be paid by Electronically Fund Transfer (NEFT) as per following bank details. Students are required to send the bank payment slip with depositing branch details/ NEFT transaction details i.e.

UTR No., name of the account from which fund is transferred; via e-mail or by fax before the last date to the Admission Office.

Name of the Account : Pandit Deendayal Petroleum University
Bank Name and Branch. : Oriental Bank of Commerce
Sector-11, Gandhinagar (Gujarat)
Current Account No. : 09331131003242
IFSC code : ORBC0100933

7.4.3. **Cash Payment:**

Fees in cash are not acceptable at the University or at SPM.

8. **Education Loan:**

Oriental Bank of Commerce has agreed to provide education loans at preferred rate of interest to the students of School of Petroleum Management, PDPU.

9. **Withdrawal from the Programme and Refund of fees**

9.1. For withdrawal of admission (withdrawal form is available at School's website) and seeking the refund, a candidate is required to submit the fee receipt, admission letter and the letter of request for withdrawal duly signed by him and counter signed by his parent/guardian.

9.2. If a candidate informs the School about his withdrawal of admission in writing on or before **1st May 2018**, the fees paid will be refunded after the deduction of Rs.1,000 as processing fee.

9.3. If a candidate withdraws the admission after **1st May 2018 (but not later than the commencement of the new session)** refund will be made after one month from commencement of the 1st trimester, subject to filling up of resultant vacant seat. If the vacant seat is filled up before commencement of the programme, the candidate will receive refund as per clause 10.3. If the seat remains vacant due to any reason (including non-filling of announced number of seats for the program), no refund shall be made except deposits.

9.4. No refund shall, in any case be made if the candidate wishes to withdraw admission after the commencement of the first trimester.

10. **Cancellation of Admission and Refund of fees:**

The admission of a candidate will stand cancelled if at any point of time it is established that a candidate has sought admission based on false/incorrect/irrelevant documents and statements. In such an event no refund shall be made, except deposits.

11. **Interpretations and Change of MBA Admission Rules:**

In the matter of interpretation of MBA Admission Policy and Procedure, the decision of MBA Admission Office shall be final and binding on the candidates. In the matter of such issues as are not covered in the MBA Admission Policy and Procedure mentioned above, the

MBA Admission Office is authorized to resolve these special issues on the merit of the case and implement the same.

12. Important Schedule:

Sr. No.	Activity	Timeline
1	Availability of Application Forms on www.spm.pdpu.ac.in	6 th September 2017 onwards
2	Last date of receiving Application Forms	16 th February 2018
3	GD/PI dates for short listed candidates	10 th to 13 th March 2018
4	Display of information about shortlisted candidates for Admissions	26 th March 2018
5	Completion of Admission formalities, fees collection and enrolment	26 th to 5 th April 2018
6	Operating waiting list	10 th April 2018 onwards
7	Payment of balance charges	21 st to 25 th May 2018
8	Commencement of the academic session	18 th June 2018

GD/PI Centres *
New Delhi
Mumbai
Kolkata
Bangalore
Gandhinagar

***Only if applications for the centre are more than critical number decided by SPM, the centre will be allocated.**

13. The above rules are subject to modification(s) whenever found necessary by the MBA Admission Office.
14. The MBA Admission Policy & Procedures are subject to the jurisdictions of Hon'ble Court at Ahmedabad.
15. The above rules should be read as a whole, for the purpose of any interpretation. In case of any doubt or ambiguity in the interpretation of the rules, the decision of the Director – School of Petroleum Management, PDPU shall be final.

MBA Admissions Office School of Petroleum Management Pandit Deendayal Petroleum University Raisan, Gandhinagar, Gujarat, India. Phones: 079-2327 5109/5119 E-mail: admissions@spm.pdpu.ac.in
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Prepared on 6th September, 2017