



Pandit Deendayal Petroleum University

NAAC Accredited with 'A' grade with CGPA of 3.39 out of 4.00

Only University in Gujarat Granted with Graded Autonomy by UGC

M.B.A. Admission Rules 2020

27th AUGUST 2019

SCHOOL OF PETROLEUM MANAGEMENT

Raisan, Gandhinagar - 382 007

Phone No. 079-23275103/09/19

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In exercise of the powers conferred the Director General, PDPU, hereby makes the following rules to regulate admissions for academic year 2020-22 at its School of Petroleum Management (SPM) for the Master of Business Management Programs.

The MBA Admission Office of SPM-PDPU shall conduct the MBA Admission process.

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
 - 2. Marketing Management
 - 3. Operations 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 general details about the programme, curriculum, pedagogy, faculty and other resources are available at www.spm.pdpu.ac.in

2. SEATS

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. ELIGIBILITY AND SELECTION PROCESS

3.1 Eligibility:

- 3.1.1 Only Candidates who have appeared at Common Admission Test (CAT) 2019 conducted by IIMs/Xavier Admission Test (XAT) 2020 conducted by XLRI, Jamshedpur /NMAT 2019 conducted by Graduate Management Admission Council (GMAC) are eligible to apply.
- 3.1.2 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.
- 3.1.3 The Bachelor's degree or equivalent qualification obtained by the candidate must entail a minimum of three years of education, as per degree nomenclature approved by the UGC from an institution recognized by the UGC.
- 3.1.4 In case of the candidates being awarded grades/CGPA instead of marks, the equivalence would be based on the overall equivalence certified by the university/ institution from where they have obtained bachelor's degree.
- 3.1.5 In case a candidate establishes that the university/ institution from which he/she graduated, does not have any scheme for converting CGPA into equivalent marks, the equivalence

would be established by the PDPU-SPM by dividing earned CGPA with the maximum possible CGPA and multiplying the quotient with 100.

3.1.6 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, 2020 and the passing certificate not later than June 15, 2020 to the School.
- b) However, the admission shall be cancellable without informing the candidate if the final marks sheet/grade sheet and the degree certificate are not submitted latest by September 30, 2020 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.

3.2 Selection Process :

The candidates who appeared at CAT – 2019/XAT – 2020/NMAT 2019 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/NMAT 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).

3.2.1 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.

3.2.2 Written Ability Test (WAT):

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

3.2.3 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.

3.3 Selection Matrix :

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

It shall be mandatory for the candidates to appear in all component/sort of selection tests to qualify for admission, as one of the criteria's.

Criterion	Weights
CAT/XAT/NMAT 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.

4. RESERVATION AND SEAT ALLOCATION

- 4.1 Seat allocation to the various categories (SC, ST, PwD, NC-OBC) is in accordance with the Government of India or State 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.

“SC” means Scheduled Caste

“ST” means Scheduled Tribe

“PwD” means Persons with Disabilities

“NC-OBC” means Other Backward Classes belonging to “Non-Creamy” Layer

- 4.2 NRI/NRI Sponsored: Admission to this category shall be made as per the relevant rules. NRI/NRI Sponsored applicants who are offered admission shall have to complete requisite documentation for admissions to these seats, as prescribed by competent authorities.

5. 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.

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.

- 5.1 Note: Candidates can use either of the options i.e. Offline or Online as per their convenience.

- 5.2 The last date of receiving the application form is 5th February, 2020.

- 5.3 If you want to apply for NRI/NRI Sponsored seats, kindly tick in tab given in the application form

- 5.4 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.

- 5.5 Candidates short-listed on the basis of merit of CAT/XAT/NMAT 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.

- 5.6 The GD and PI will take place for MBA programme during March 6 – 9, 2020 with an approved schedule (the GD/PI schedule will be uploaded in the School’s website).

- 5.7 Candidates have to bear all expenses for attending the GD and PI.

- 5.8 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.
- 5.9 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, PDPU 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.
- 5.10 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:
- 5.10.1 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
 - 5.10.2 Certificate of equivalence for conversion of GPA/CPI/CGPA etc. in to percentage.
 - 5.10.3 CAT 2019/XAT 2020/NMAT 2019 Score Card
 - 5.10.4 Identity Proof
 - 5.10.5 Experience Certificate, if any
 - 5.10.6 Caste Certificate (from competent authority as notified by the Government, if applied for reservation quota)
- 5.11 The selection of the students and running of waiting list shall be at the sole discretion of the School.
- 5.12 The information about selected and waitlisted candidates will be available on the School's website on 29th March 2020.
- 5.13 On the basis of merit list of the selected and waitlisted candidates, the candidate will take admission and accordingly inform the MBA Admission office within one week from the date of display of merit list.
- 5.14 Selected students are required to make payment of fees latest by 6th April 2020 as per the clause 6.3.1 to secure admission and obtain admission letter.
- 5.15 All candidates should complete admission formalities in all respect latest by 6th April 2020, failing which the admission offer shall stand automatically cancelled and the seat will be offered to the waitlisted candidate.
- 5.16 The School will offer admission to the waitlisted candidates after 8th April 2020 on the seats if any vacant 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.
- 5.17 The final list of the admitted candidates offered the admission will be uploaded on the School's website on the commencement of the programme. The decision of School will be final and binding.
- 5.18 If at any stage, the information provided by a candidate is found to be false, his candidature/admission shall be cancelled.
- 5.19 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.

6. FEES STRUCTURE AND PAYMENT SCHEDULE

6.1 Fee structure* for MBA Programme : Batch 2020- 22

	1st Year			2nd Year			(in Rs.)
Particulars	Term -1	Term-2	Term-3	Term-4	Term-5	Term-6	Total
Fees: (In Rs.)							
Tuition Fees*	1,35,000	1,35,000	1,34,000	1,35,000	1,35,000	1,34,000	8,08,000
University Enrolment & Examination Fee	2,000						2,000
Trimester Enrolment & Examination Fee		2,000	2,000	2,000	2,000	2,000	10,000
Sub Total	1,37,000	1,37,000	1,36,000	1,37,000	1,37,000	1,36,000	8,20,000
Hostel Charges** (AC)	80,000			80,000			1,60,000
Mess Charges**	42,700			42,700			85,400
Hostel Deposit (Refundable)	5,000						5,000
Security Deposit (Refundable)	10,000						10,000
Library Deposit (Refundable)	3,000						3,000
Sub Total	1,40,700	-	-	1,22,700	-	-	2,63,400
Total	2,77,700	1,37,000	1,36,000	2,59,700	1,37,000	1,36,000	10,83,000

Energy charges for the hostel Accommodation to be paid on actual basis

* Subject to revision by competent authority for the year 2020-22 onwards.

**Subject to Change

6.2 NRI/NRI Sponsored Fee Structure:

	1st Year			2nd Year				
Particulars	Term -1	Term-2	Term-3	Term-4	Term-5	Term-6	Total	
Fees:								
Tuition Fees (USD)*	\$ 2,600	\$ 2,600	\$ 2,600	\$ 2,600	\$ 2,600	\$ 2,600	\$ 15,600	To be paid in Dollar
University Enrolment & Examination Fee (INR)	2,000						2,000	To be paid in Indian Rupees
Trimester Enrolment & Examination Fee (INR)		2,000	2,000	2,000	2,000	2,000	10,000	
Sub Total (INR)	2,000	2,000	2,000	2,000	2,000	2,000	12,000	
Hostel Charges** (AC)(INR)	80,000			80,000			1,60,000	
Mess Charges**(INR)	42,700			42,700			85,400	
Hostel Deposit (Refundable)(INR)	5,000						5,000	
Security Deposit (Refundable)(INR)	10,000						10,000	
Library Deposit (Refundable)(INR)	3,000						3,000	
Sub Total(INR)	1,40,700	-	-	1,22,700	-	-	2,63,400	
Total (INR)	1,42,700	2,000	2,000	1,24,700	2,000	2,000	2,75,400	

Energy charges for the hostel Accommodation to be paid on actual basis

Note:

* Subject to revision by competent authority for the year 2020-22 onwards. NRI/NRI Sponsored Fee Structure is subject to final approval by competent authority. Tuition fee is being paid in US \$, the conversion rate would be applied as per the prevailing rate of exchange on a particular day. Other fees to be paid in Indian rupees.

**Subject to Change

Student will have to give undertaking to pay the difference at the time of securing admission.

6.3 Payment Schedule:

6.3.1 Payment for Securing Admission:

The candidates as per the final selected list are required to pay Rs. 1, 50,000/- (Rupees One Lakh Fifty Thousand only) as 1st trimester fees to confirm the admission.

NRI/NRI Sponsored: The candidates as per the final selected list are required to pay USD 2600 Paid in US Dollar or its equivalent in Indian currency as per the RBI exchange rate prevailing at the time of getting admission, which will be communicated by SPM-PDPU + Rs. 15,000/- To be paid in Indian Rupees as 1st trimester fees to confirm the admission.

6.3.2 Payment for the Remaining Charges for the first trimester:

The admitted students are required to pay Rs. 1,27,700/- (Rupees One Lakh Twenty Seven Thousand and Seven Hundred only) as the remaining charges of the first trimester which include the hostel charges and food charges etc. between 19th to 23rd May 2020.

6.3.3 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.

6.4 Modes of Payment:

6.4.1 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

6.4.2 Payment through University Bank Account:

Fees may be paid in cash in any branch of HDFC Bank, 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.	: HDFC Bank, Raysan Branch, Gandhinagar (Gujarat)
Current Account No.	: 50100334523082
IFSC code	: HDFC0005065

6.4.3 Cash Payment:

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

7. EDUCATION LOANS

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

8. INEIGIBILITY FOR ADMISSION

During verification of documents or subsequently, if the University finds that any certificate or testimonial or information submitted by any candidate is incorrect or false or irrelevant/non-compliant to the requirement, the admission of such candidate shall be cancelled and he shall be permanently disqualified for admission at the University.

All the fees paid by such candidates will be forfeited, and only the deposit may be refunded by 30th September, 2020.

9. CANCELLATION OF ADMISSION AND REFUND OF FEE

Cancellation of admission by the University:

- 4.3 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.
- 4.4 If a candidate informs the School about his withdrawal of admission in writing on or before 1st May 2020, the fees paid will be refunded after the deduction of Rs.1, 000 as processing fee.
- 4.5 If a candidate withdraws the admission after 1st May 2020 (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 9.2. 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.
- 4.6 No refund shall, in any case be made if the candidate wishes to withdraw admission after the commencement of the first trimester.

10. WARNING AGAINST RAGGING

Ragging is completely banned in PDPU. As directed by the UGC also under the instructions of the Supreme Court, students are prohibited from indulging into any kind of ragging inside and outside the University campus. The Anti-Ragging Committee of the University is authorized to take very strict actions against the students indulging into Ragging; including expulsion from the University. The students shall have to submit an undertaking in the prescribed proforma along with the signature of their parent/guardian to the effect that they are aware of the severity of the offences related to the Ragging.

11. COMMUNICATIONS

All communications by the School/University for the Admission Process will be made through the website www.spm.pdpu.ac.in. Candidates are advised to go through the University's website on regular basis for admission updates. The School/University will not be responsible for non-receipt of any communication, if any made additionally through email/sms. No individual communication will be entertained.

The aspiring candidates, their parents and well-wishers are advised to check the website of University from time to time for all the latest information updates on the admission process.

These rules are subject to change due to several reasons. The change(s) in any of these rules including modalities of admission process shall be announce and made available on the official website of the University i.e. www.spm.pdpu.ac.in candidate are advised and are responsible for checking and verifying the latest information on the modalities and specifies of the admission including, but limited to rules, processes criterion, schedule, fee etc..

12. INTERPRETATION

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.

13. KEY DATES (SCHEDULE)

TENTATIVE SCHEDULE OF ADMISSION PROCESS

Sr. No.	Particulars	Date
1.	Availability of Application Forms on www.spm.pdpu.ac.in	27 th August 2019 onwards
2.	Last date of receiving Application Forms	5 th February 2020 *
3.	GD/PI dates for short listed candidates	5 th to 8 th March 2020
4.	Display of information about shortlisted candidates for Admissions	24 th March 2020
5.	Completion of Admission formalities, fees collection and enrolment	24 th March to 3 rd April 2020
6.	Operating waiting list	8 th April 2020
7.	Payment of balance fees and charges	19 th to 23 th May 2020
8.	Commencement of the academic session	22 nd June 2020

*** Extended up to 16th February 2020**

GD/PI Centres *
New Delhi
Mumbai
Kolkata
Bangalore
Gandhinagar

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

- The above rules are subject to modification(s) whenever found necessary by the MBA Admission Office.
- The MBA Admission Policy & Procedures are subject to the jurisdictions of Hon'ble Court at Ahmedabad.
- 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.