

**Post Graduate Diploma in Petroleum Management - Executive
(PGDPM-X) (12th Batch; 2019)**

**Post Graduate Diploma in General Management - Executive
(PGDGM-X) (2nd Batch; 2019)**

Admission Policy and Procedure

RULES

1. The SPM Admission Committee shall be responsible for conducting the admission procedure for the 12th and 2nd batch for PGDPM-X and PGDGM-X respectively.
2. The duration of batches is 2019-2021.
3. Total number of seats available for admission: 30 in each programme.
4. **The PGDPM-X and PGDGM-X Programmes:**

Post Graduation Diploma in Petroleum Management - Executive (PGDPM-X) and Post Graduation Diploma in General Management - Executive (PGGPM-X) are both two year Programmes at School of Petroleum Management, Pandit Deendayal Petroleum University, Gandhinagar leading to a Postgraduate Diploma in Petroleum Management- Executive, and Postgraduate Diploma in General Management- Executive respectively.

Both the programmes are delivered separately on quarterly contact week basis. The two-year programmes are divided into eight modules of eight days each. For both the programmes one module is conducted every quarter.

PGDPM-X:

Classes are held from Sunday to Sunday once in every quarter. Module - I to Module – VI cover general management subjects necessary to build a composite perspective for managers. Modules –VII & VIII are sector specific modules focusing on Oil & Gas /Energy/Allied Sector Management. Module VII and VIII also contain Independent Study Projects for experiential learning.

The programme offerings pertain to General Management, Energy Economics, Supply Chain, International Geo-Political Affairs, Project Management, Oil & Gas Accounting, Finance, Maritime Affairs, Information Systems, City Gas Distribution, Renewable Energy and Law – to mention a few.

PGDGM-X:

Classes are held from Sunday to Sunday once in every quarter. All courses over Module I-VIII have been identified and spread in such a way that they provide contemporary learning in Business and Management from an applied perspective. The course curriculum, respective courses and assessment mechanism have been designed to provide maximum learning and

application to the busy executives. Module - I to Module – III VI cover general management subjects necessary to build a composite perspective for managers. Module VII and VIII offer special courses from functional area perspectives. Module VII and VII also contain Independent Study Projects for experiential learning.

The programme offerings pertain to General Management, Economics, Supply Chain Management, Business Communication, Project Management, Accounting, Finance, Operations Research, Information Systems, Marketing/ Finance/Operations/Human Resources Management, Corporate Governance and Legal Aspects of Business to mention a few.

5. Eligibility

5.1. 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) 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.

5.2.1 Experience Criteria (as on 30th June 2019) for **PGDPM-X** Candidates:

Candidates with minimum 3 years of relevant work-experience in Energy/ Infrastructure/ Oil & Gas Service Providers/ Related Sectors/ Energy Consulting etc. after acquiring the bachelors' degree are eligible to apply.

5.2.2 Experience Criteria (as on 30th June 2019) for **PGDGM-X** Candidates:

Candidates with minimum 3 years of work-experience in any sector of the industry after acquiring the bachelors' degree are eligible to apply.

5.3. The Bachelor's degree or equivalent qualification obtained by the candidate must entail a minimum of three years of education after completing higher secondary schooling (10+2) or equivalent.

5.4. 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.

5.5 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 SPM by dividing earned CGPA with the maximum possible CGPA and multiplying the quotient with 100.

6. Selection Process

6.1 The eligible candidates shall apply in the prescribed format as available at www.spm.pdpu.ac.in

6.2 The short listed candidates will be called for Personal Interview at SPM on specified dates.

6.2.1 Personal Interview:

During the personal interview a panel will evaluate candidate's understanding about business issues, analytical skills, communication skills and potential to lead.

6.2.2 Selection Matrix:

The selection of the candidates will be based on following selection matrix:

Criteria	Weight
Application Rating	10%
Experience in Years	20%
Relevance of Experience	20%
Personal Interview	50%

Application rating evaluates candidates on the basis of academic records of 12th, Graduation and Postgraduate, if any, educational performance.

Work experience evaluates candidates on the basis of length and relevance of business experience.

Personal interview: The personal interview shall be aimed at assessing the aptitude, preparedness and motivation of a candidate to pursue the PGDPM-X / PGDGM-X programme.

7. Admission Process:

The SPM follows rolling admission process for admission into the PGDPM-X/PGDGM-X programme. The rolling admission means the applications are processed as and when received and benchmarked against the absolute standard for making the admission decision. Therefore, the admission would stop when the batch size is met, and subsequent applications are considered only for the next batch.

7.1 Availability of Admission Forms on www.spm.pdpu.ac.in from 1st November, 2018.

7.2 The candidates are required to obtain the prescribed admission form as per the detailed instructions given on the School website www.spm.pdpu.ac.in by paying / sending a demand draft of Rs. 2,000/- drawn in favour of Pandit Deendayal Petroleum University payable at Ahmedabad. Alternatively the candidate may remit Rs. 2,000/- at the School's Account at Oriental Bank of Commerce (OBC) A/C No. 09331131003242 (current account) IFSC code : ORBC0100933 and then enclose payment receipt along with filled application form.

7.3. The candidates shall send application form, duly filled in, by registered post, or through DTDC courier. The University has tie-up with DTDC courier and mails sent through DTDC are delivered at the campus on daily basis.

7.4. The candidates are advised to apply earliest for being considered for the 2019 admissions.

7.5. Based on the review of application packet a candidate may or may not be invited for the Personal Interview (PI). For the shortlisted candidates, mutually convenient dates on a rolling basis shall be determined from 31st January 2019 onwards. Video Conferencing/Tele -Conference based PI option may be explored for candidates who are based abroad/offshore.

7.6. All expenses for attending PI shall be borne by the candidates.

7.7. The candidate appearing for PI shall report at least one hour in advance as per the schedule and register with Admission Office.

- 7.8. The candidate reaching late on the same day is required to report to the Admission Office. An attempt will be made to accommodate the candidate on the same day if possible.
- 7.9. Before appearing at PI, verification of all the documents of the candidate including mark sheets, degree certificate, experience certificate, etc will be undertaken by the Admission Committee.
- 7.10. The selected students shall make payment as per the clause No 8.1/8.2 to secure admission by paying initial fees of Rs. 25,000/- before the deadlines mentioned in their admission letters.
- 7.11. All candidates must complete admission formalities as prescribed; failing which admission offered shall stand cancelled without any intimation and the seat will be offered to the waitlisted candidate.
- 7.12. The candidates will be informed about the selection results within 10 days of interview, and the final list of candidates admitted in the programme will be displayed on the School website on the commencement of the programme.
- 7.13. If at any stage, the information provided by the candidate is found to be false, his/her candidature/ admission shall be cancelled and he/she will be debarred from applying for admission for next two years.
- 7.14. All communication by SPM for the Admission Process shall be made through SPM website www.spm.pdpu.ac.in. Candidates are strongly recommended to access the School website on regular basis for admission updates.

8. Fee Structure and Payment Schedule:

8.1 Fee Structure:

Fee structure for PGDPMX: Batch 2019-21

Particulars	Module-1	Module-2	Module-3	Module-4	Module-5	Module-6	Module-7	Module-8	TOTAL
Tuition Fee	1,25,000	-	1,00,000	-	1,00,000	-	-	-	3,25,000
Other Fees*	25,000	-	-	-	-	-	-	-	25,000
Caution Money Deposit (Refundable)	10,000	-	-	-	-	-	-	-	10,000
Sub Total	1,60,000	-	1,00,000	-	1,00,000	-	-	-	3,60,000
Boarding charges**	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	48,000
Lodging charges**	3,776	3,776	3,776	3,776	3,776	3,776	3,776	3,776	30,208
Sub total	9,776	9,776	9,776	9,776	9,776	9,776	9,776	9,776	78,208
Total	1,69,776	9,776	1,09,776	9,776	1,09,776	9,776	9,776	9,776	4,38,208

*Other fee includes reading material fees, library fee and alumni fee.

** Subject to change, payable during the respective module considering for 8days.

Note: Fees to be paid on or before the commencement of 1st module date
3rd module date

* The other fee includes reading material expenses, library fee and alumni fee. **Lodging and boarding expenses will be charged separately. PDPU has Executive Hostel wherein lodging and boarding is offered to outstation candidates.**

8.2 Payment Schedule:

- **Payment for Securing Admission:**
The candidates are required to pay Rs.25,000/- (Rupees Twenty Five Thousand only) as 1st module fees to confirm the admission.
- **Payment for the Remaining Charges for the first trimester:**
The admitted students are required to pay Rs.1,35,000/- (Rupees One Lakh Thirty Five Thousand only) as the remaining fees of the first module on or before the commencement of 1st module date.
- **Module wise Payment:**
The admitted candidates are required to pay the next instalment of fees one week before the commencement of the 3rd & 5th module. In case of delay, penalty will be charged as per prescribed rules of the University.

8.3 Modes of Payment:

8.3.1 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

8.3.2. Payment through University Bank Account:

Fees may 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

8.3.3 Cash: The University and its Schools do not accept cash payment.

9. Scholarships

There is no scholarship scheme for the students of PGDPM-X/ PGDGM-X students.

10. Withdrawal from the Programme and Refund of fees

10.1 For withdrawal of admission and seeking the refund, a candidate is required to submit withdrawal application along with the fee receipt, admission letter and the letter of refund request duly signed by him/her.

10.2 If a candidate informs the School about his/her withdrawal of admission in writing on or before the commencement of the first module, the entire payment will be refunded after the deduction of Rs. 2,000/- as processing fee.

10.3. No refund shall be made if candidate wishes to withdraw admission after the commencement of the first module.

11. Cancellation of Admission and Refund of fees:

11.1 The admission of a candidate shall be cancelled if at any point in time it is established that a candidate has been mistakenly admitted. In such an event the fees shall be refunded on pro-rata basis.

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

12. Interpretations and Change of Admission Rules:

In the matter of interpretation of Admission Rules, the decision of the Chairman, Admission Committee shall be final and binding on the candidates. In the matter of such issues as are not covered in the Rules of Admission mentioned above, the Admission Committee is authorized to resolve these special issues on the merit of the case and implement the same for the Academic Years 2017-19.

13. Important Dates:

Activity	Date
Availability of Admission Forms on www.spm.pdpu.ac.in	1 st November, 2018
Last date for application	Though from the announcement date onwards the admission process shall be carried out on rolling basis , the last date for application is 15th June 2019
PI for short-listed candidates	For all applications received from the admission announcement date (i.e. 30 th October 2018), the PI dates will be decided anytime after 31st January 2019 onwards as per mutual convenience.
Communication of results	Within ten days of PI
Tentative Admission Process Completion	30 th June 2019
Tentative Registration and Commencement of Academic Session	15 th July 2019
1 st Module on Campus	To be announced later

14. The Admission Committee reserves its rights to modify rules without prior intimation, whenever found necessary.

15. The Admission Policy & Procedures are subject to the jurisdiction of Hon'ble court of Ahmedabad.

Date: 30th October, 2018