

# **PANDIT DEENDAYAL PETROLEUM UNIVERSITY**

## **SCHOOL OF PETROLEUM MANAGEMENT (Formerly known as Institute of Petroleum Management, Gandhinagar) Admission Policy and Procedure – (2012-2013) (MBA Programme)**

### **RULES**

1. The Admission Committee for MBA Programme shall be responsible for conducting the Management Programme admission procedure for the academic session 2012-2013.
2. **Total number of Seats available for admission: 60**
3. **MBA Programme:**
  - 3.1. MBA programme is a two-year full-time residential programme at Pandit Deendayal Petroleum University under School of Petroleum Management (SPM)
  - 3.2. The MBA programme offers an opportunity to students to opt for Energy and/or Infrastructure track. However, a student may choose not to undertake any sector specific study but opt for a concentration in various functional areas of management, like finance, marketing, operations, human resource management etc. (see course curriculum at the SPM website <http://www.spm.pdpu.ac.in/coursecurriculum.html>)
  - 3.3. Each year is divided in three trimesters/terms. The programme also includes eight weeks of compulsory summer training for the students.
  - 3.4. Further details about the programme, curriculum, pedagogy, faculty and other resources are available at [www.spm.pdpu.ac.in](http://www.spm.pdpu.ac.in)
4. **Eligibility and Selection Process**
  - 4.1. **Eligibility:**
    - 4.1.1. Candidates who have appeared at Common Admission Test (CAT) 2011 conducted by IIMs 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) 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 after completing higher secondary schooling (10+2) or equivalent.
    - 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 examination of bachelor's degree or equivalent can also apply.
- (a) Such candidate must produce a certificate from the authority of the of the university/ institution certifying that (i) the candidate has obtained 50% marks or equivalent based on latest available grades/marks (i.e. all the years' grade/marks except the final year grade/marks), and (ii) the candidate has completed all the requirements and has appeared for the examinations / practical etc. for the final year/final term and that the results is awaited for obtaining the bachelor's degree/ equivalent qualification.
  - (b) Such candidates, if selected, will be allowed to join the programme provisionally only if they submit such certificate latest on the registration date notified by the School.
  - (c) However, the admission will be confirmed provided that final mark sheet and degree certificate are submitted not later than **September 30, 2012** and if the candidate has met the prescribed eligibility criteria.
  - (d) Non-fulfilment of the above conditions/dates will automatically result in the cancellation of the provisional admission.

#### 4.2. Selection Process:

The candidates who appeared in **CAT - 2011** and seek admission in the MBA Programme at SPM must apply in the prescribed form, which is available at [www.spm.pdpu.ac.in](http://www.spm.pdpu.ac.in).

The candidates short listed on the basis of aggregate CAT score will be required to appear for group discussion (GD) and personal interview (PI) at SPM, PDPU on 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 criteria of integrative thinking, teamwork, leadership skills, communication skills and empathy.

##### 4.2.2. Personal Interview (PI):

Each candidate is required to appear before interview panel after group discussion for personal interview. At this stage, potential of a candidate for the admission will be evaluated on the basis of his integration, analytical skills, communication skills, awareness, decision making approach, experience and ethical behaviour. Relevance of work experience will be tested at this stage.

#### 4.3. Selection Matrix:

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

Criteria	Weights
CAT Score	40%

Group Discussion	15%
Personal Interview	30%
Work Experience	10%
Academic Performance <sup>+</sup>	05%
<b>Total</b>	<b>100%</b>

<sup>+</sup> Academic performance in standard 12 and at bachelor degree will be appropriately factored in the selection

#### 5. Reservations and Seat Allocation:

Seat allocation to the various categories (SC, ST and general) is in accordance with the Government rules. The number of seats under each category will be posted at [www.spm.pdpu.ac.in](http://www.spm.pdpu.ac.in) along with the short listed candidates for the admission. Seats not filled-in under any reserved category will be allotted to the general category.

#### 6. Admission Process:

- 6.1. Candidates eligible as per the clause 4.1 may apply by sending the duly filled in application form (available at Schools' website [www.spm.pdpu.ac.in](http://www.spm.pdpu.ac.in)) along with the payment of the application fee of Rs. 2,000.
- 6.2. 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 paid in the University account at Oriental Bank of Commerce (OBC) A/C No. 09331131002245. In this case the payment receipt must be enclosed along with filled application form
- 6.3. Candidates are required to send filled application form by registered post, or through DTDC courier. The University has tie-up with DTDC courier. DTDC delivers the packets to the University on daily basis.
- 6.4. The last date of applying for the admission is **5<sup>th</sup> March 2012**.
- 6.5. The information about received applications will be put up on the School's website [www.spm.pdpu.ac.in](http://www.spm.pdpu.ac.in) on **9<sup>th</sup> March 2012**. However, the information about the received applications shall be individually communicated from **24<sup>th</sup> February 2012** onwards.
- 6.6. Candidates short-listed on the basis of merit of CAT score will be invited for group discussion (GD) and personal interview (PI) and this information shall be displayed on the SPM website on **9<sup>th</sup> March 2012**. However, the communication regarding mutually convenient schedule for GD and PI (between **21<sup>st</sup> & 24<sup>th</sup> March 2012**) shall be undertaken from **24<sup>th</sup> February 2012** onwards with the concerned applicants.
- 6.7. The GD and PI will take place on **21<sup>st</sup>, 22<sup>nd</sup>, 23<sup>rd</sup> and 24<sup>th</sup> March 2012** with prescribed schedule.
- 6.8. Candidates have to bear all expenses for attending the GD and PI.

- 6.9. 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 Admission Counsellor.
- 6.10. In case a candidate is late, the Admission Counsellor may accommodate him in next session on the same day if possible. The candidate will not be allowed any other dates except one mentioned in clause 6.7.
- 6.11. If a candidate cannot appear for GD and PI on the scheduled date due to unavoidable circumstances, he or his guardian may request in writing to the Admission Committee along with documentary evidence showing reason for inability to appear on scheduled date, and seek an alternate arrangement. Such request must be made in a reasonable timeframe. The Admission Committee will take an appropriate decision on such request. The decision of Admission Committee shall be final and binding.
- 6.12. The candidates must bring the following documents for verification at the time of GD and PI:
- (a) Mark-sheets
  - (b) CAT 2011 Admit Card
  - (c) CAT 2011 Score Card
  - (d) Identity Proof
  - (e) Experience Certificate, if any
  - (f) Caste Certificate (from competent authority as notified by the Government, if applied for reservation quota)
  - (g) Character Certificate from the University/School last attended, certifying that the applicant had not indulged in any activity subversive of the rules, regulations and discipline of the institution, and that the applicant has never resorted to unfair means in any examination conducted by the institution.
- 6.13. The list of selected and waitlisted candidates will be available on the website on **2<sup>nd</sup> April 2012**.
- 6.14. Selected students are required to make payment of fees latest by **13<sup>th</sup> April 2012** as per the clause 7.2.1 to secure admission and obtain admission letter.
- 6.15. Last date of admission for candidates notified in the final list is **13<sup>th</sup> April 2012** All candidates should complete admission formalities by this date, failing which the admission offer shall stand cancelled and the seat will be offered to the waitlisted candidate.
- 6.16. The School will operate waitlist on and after **13<sup>th</sup> April 2012** to fill the vacant seats, if any. On receiving the intimation of the offer of admission the waitlist candidate is required to secure his admission as per instructions.
- 6.17. The School will continue operating waitlist until all seats are filled. The final list of admitted candidates will be announced on the School's website on the commencement of the programme.

6.18. If at any stage, the information provided by a candidate is found to be false, his candidature/admission shall be cancelled and he will be debarred from applying for admission in School for next two years.

6.19. All communication by the School for the admission process will be made through SPM website [www.spm.pdpu.ac.in](http://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 2012-14 batch students

Particulars	1 <sup>st</sup> Year			2 <sup>nd</sup> Year			TOTAL
	Term-1	Term-2	Term-3	Term-4	Term-5	Term-6	
Tuition Fee	40,000	40,000	40,000	40,000	40,000	40,000	2,40,000
Alumni Membership Fee	-	-	-	-	-	3,500	3,500
Placement Fee	-	7,500	-	7,500	-	-	15,000
Library Facility Fee	4,000	4,000	4,000	4,000	4,000	4,000	24,000
Computer Lab Fee	1,500	1,500	1,500	1,500	1,500	1,500	9,000
Convocation Fee	-	-	-	-	-	8,000	8,000
Medical Insurance Fee	2,000	-	-	2,000	-	-	4,000
Books & Teaching Material	6,000	6,000	6,000	6,000	6,000	6,000	36,000
Students Welfare Activity	2,000	2,000	2,000	2,000	2,000	2,000	12,000
Industry Visit / Study Tour	7,500	-	-	-	-	-	7,500
Caution Money Deposit (Refundable)	2,000	-	-	-	-	-	2,000
<b>Sub total</b>	<b>65,000</b>	<b>61,000</b>	<b>53,500</b>	<b>63,000</b>	<b>53,500</b>	<b>65,000</b>	<b>361,000</b>
Hostel charges**	45600	-	-	45600	-	-	91200
Mess charges**	6900	6900	6900	6900	6900	6900	41400
Hostel Deposit	5000	-	-	-	-	-	5000
<b>Sub total</b>	<b>57500</b>	<b>6900</b>	<b>6900</b>	<b>52500</b>	<b>6900</b>	<b>6900</b>	<b>137600</b>
<b>Total</b>	<b>122500</b>	<b>67900</b>	<b>60400</b>	<b>115500</b>	<b>60400</b>	<b>71900</b>	<b>498600</b>

\* Fees as prescribed by the fee Committee, as this fee is to be levied presently. On account of legal review of fee structure, the fee may be of the order of Rs.310000/- per annum (tuition fee). In that case a student shall be required to pay incremental of Rs.190000/- per year with retrospective effect.

\*\*Subject to change

Note: Energy Charges to be paid on actual basis

## **7.2. Payment Schedule:**

### **7.2.1. Payment for Securing Admission:**

The candidates as per the final selected list are required to pay fee of Rs. 1,05,000 (rupees one lakh five thousand only) for the confirmation of admission.

### **7.2.2. Payment for the Remaining Charges:**

The admitted students are required to deposit remaining charges of the course including hostel charges, food charges, electricity charges, etc. between **4<sup>th</sup> and 8<sup>th</sup> June 2012.**

### **7.2.3. Trimester wise Payment:**

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

## **7.3. Modes of Payment:**

### **7.3.1. Payment by Demand Draft:**

Fees may be paid by demand draft drawn in favour of “Pandit Deendayal Petroleum University, payable at Ahmedabad, Gujarat. OR

### **7.3.2. Payment through Institute Bank Account:**

Fees may be paid in the University Account at Oriental Bank of Commerce (OBC) A/C No. 09331131002245. Students are required to send fee payment receipt of the bank via e-mail or by fax before the last date.

### **7.3.3. Cash Payment:**

The University and its Schools do not accept cash payment.

## **8. Education Loan:**

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

## **9. Scholarship:**

SPM awards quite a few scholarships for the duration of the programme, subject to availability of funds.

## **10. Withdrawal from the Programme and Refund of fees**

10.1. Refunds for withdrawal of admission will be as per the provisions (based on notification no. 14-4/2007 – U.3 (A) of Ministry of Human Resource Development, Government of India).

10.2. For withdrawal of admission 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.

10.3. If a candidate informs the School about his withdrawal of admission in writing on or before 29<sup>th</sup> April 2012, the fees paid will be refunded after the deduction of Rs.1,000 as processing fee.

10.4. If a candidate withdraws the admission after **30<sup>th</sup> April 2012** the refund will be made after one month from the commencement of the 1<sup>st</sup> term, subject to the filling of resultant vacant seat. If the vacant seat is filled up before the commencement of the programme, the candidate will receive refund as per clause 10.3. If the seat remains vacant due to any reason, no refund shall be made except deposits.

#### 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.

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 shall be made, except deposits.

#### 12. Interpretations and Change of Admission Rules:

In the matter of interpretation of Admission Policy and Procedure, the decision of Admission Committee shall be final and binding on the candidates. In the matter of such issues as are not covered in the Admission Policy and Procedure mentioned above, the Admission Committee is authorized to resolve these special issues on the merit of the case and implement the same.

#### 13. Important Dates:

Sr. No.	Activity	Date
1	Availability of Admission Forms on <a href="http://www.spm.pdpu.ac.in">www.spm.pdpu.ac.in</a>	10 <sup>th</sup> October 2011
2	Last date of applying to SPM	5 <sup>th</sup> March 2012
3	Display of information of received applications	9 <sup>th</sup> March 2012
4	Communication of short listed candidates and their schedule for GD/PI	Between 24 <sup>th</sup> February & 9 <sup>th</sup> March 2012
5	GD/PI for short listed candidates	21 <sup>st</sup> , 22 <sup>nd</sup> , 23 <sup>rd</sup> and 24 <sup>th</sup> March 2012
6	Display of admission list	2 <sup>nd</sup> April 2012
7	Admission formalities, fees collection and enrolment	3 <sup>rd</sup> to 13 <sup>th</sup> April 2012
8	Operating waiting list	13 <sup>th</sup> April 2012 onwards
9	Payment of balance charges	4 <sup>th</sup> to 8 <sup>th</sup> June 2012
10	Commencement of the academic session	25 <sup>th</sup> June 2012

14. The above rules are subject to modification(s) whenever found necessary by the Admission Committee.
15. The Admission Policy & Procedures are subject to the jurisdictions of Hon'ble Court of Ahmedabad.

On behalf of Admission Committee

**Chairperson Admission (MBA)**  
School of Petroleum Management  
**Pandit Deendayal Petroleum University**

Posted on 30<sup>th</sup> September 2011 (Revised on 17<sup>th</sup> April, 2012)