

PANDIT DEENDAYAL PETROLEUM UNIVERSITY

SCHOOL OF PETROLEUM MANAGEMENT MBA Admission Policy and Procedure (2015-2016)

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. Following specialisations are offered at MBA programme:

- | | |
|------------------------------|-------------------------------|
| 1. Energy and Infrastructure | 4. Operations Management |
| 2. Finance | 5. Human Resources Management |
| 3. Marketing | |

1.3. Each year is divided in three trimesters. The programme also 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.pdu.ac.in

2. Total number of Seats: **120**

3. The MBA Admission Office of SPM-PDPU shall conduct the MBA Admission process for the MBA batch 2015-17.

4. Eligibility and Selection Process

4.1. Eligibility:

4.1.1. Only Candidates who have appeared at **Common Admission Test (CAT) 2014** 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) 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.
- (a) Such candidate must produce a certificate from the authority 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' semester grade/marks except the final year semester grade/marks), and (ii) the candidate has completed all the requirements and has appeared for the examinations / practical etc. for the final year/final semester and that the results are awaited for obtaining the bachelor's degree/ equivalent qualification.
 - (b) 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, 2015 and the degree certificate not later than June 15, 2016 to the School.
 - (c) However, the admission shall be cancellable if the final marks sheet/grade sheet and the degree certificate are not submitted latest by **September 30, 2015** 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.
 - (d) 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 - 2014** and seek admission in the MBA Programme have to apply in the prescribed form, which is available at 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 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 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:

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 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.

6. Admission Process:

- 6.1. Candidates eligible as per the clause 4.1 have to apply by sending the duly filled in application form (available at School's website www.spm.pdpu.ac.in) along with the payment of the application fee of Rs. 2,000 (non-refundable).
- 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 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.
- 6.3. 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, SPM-PDPU shall not be responsible.
- 6.4. The last date of receiving the application form is **27th February, 2015**.
- 6.5. The information about received applications 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.
- 6.6. Candidates short-listed on the basis of merit of CAT 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.

- 6.7. The GD and PI will take place for MBA programme during **March 19 – 22, 2015** with an approved schedule (the GD/PI schedule will be uploaded in the School's website).
- 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 MBA Admission Officials.
- 6.10. In case a candidate is late, the MBA Admission Office may accommodate him in next session on the same day, if possible, at its sole discretion only.
- 6.11. 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.
- 6.12. 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 2014 Admit Card
 - (c) CAT 2014 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 selection of the students and running of waiting list shall be at the sole discretion of the School.
- 6.14. The information about selected and waitlisted candidates will be available on the School's website on **1st April 2015**.
- 6.15. 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.
- 6.16. Selected students are required to make payment of fees latest by **10th April 2015** as per the clause 7.2.1 to secure admission and obtain admission letter.

- 6.17. All candidates should complete admission formalities in all respect by **10th April 2015**, failing which the admission offer shall stand automatically cancelled and the seat will be offered to the waitlisted candidate.
- 6.18. The School will operate waitlist (s) after **14th April 2015** 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.
- 6.19. 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.
- 6.20. If at any stage, the information provided by a candidate is found to be false, his candidature/admission shall be cancelled.
- 6.21. 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 2015 -17

Particulars	1 st Year			2 nd Year			TOTAL
	Trimester 1	Trimester 2	Trimester 3	Trimester 4	Trimester 5	Trimester 6	
Tuition Fee	101,000	101,000	101,000	101,000	101,000	101,000	606,000
Registration Fee	2,000	2,000	2,000	2,000	2,000	2,000	12,000
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)	10,000	-	-	-	-	-	10,000
Sub Total	136,000	124,000	116,500	126,000	116,500	128,000	747,000
Hostel charges**	60,000	-	-	60,000	-	-	120,000
Mess charges**	9,900	9,900	9,900	9,900	9,900	9,900	59,400
Hostel Deposit (Refundable)	5,000	-	-	-	-	-	5,000
Sub total	74,900	9,900	9,900	69,900	9,900	9,900	184,400
Total	210,900	133,900	126,400	195,900	126,400	137,900	931,400

*Subject to revision by appropriate authorities for the year 2015-16 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.

7.2. Payment Schedule:

7.2.1. Payment for Securing Admission:

The candidates as per the final selected list are required to pay Rs.136,000/- (Rupees One lakh Thirty Six Thousand only) as 1st trimester fees to confirm the admission.

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

The admitted students are required to pay Rs.74900/- (Rupees Seventy four thousand Nine Hundred only) as the remaining charges of the first trimester which include the hostel charges and food charges etc. between 1st to 5th June 2015.

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 trimester. In case of delay, penalty will be charged as per prescribed rules of the University.

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, and send it to Admission Office, School of Petroleum Management OR

7.3.2. 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

7.3.3. 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. Scholarship:

SPM awards quite a few scholarships, subject to availability of funds and as per the norms of the Pandit Deendayal Petroleum University.

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 (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.
- 10.3. If a candidate informs the School about his withdrawal of admission in writing on or before **1st May 2015**, 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 **1st May 2015 (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.
- 10.5. No refund shall, in any case be made if the candidate wishes to withdraw admission after the commencement of the first trimester.

11. Cancellation of Admission and Refund of fees:

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 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.

13. Important Schedule:

Sr. No.	Activity	Timeline
1	Availability of Application Forms on www.spm.pdpu.ac.in	1 st Oct. 2014 onwards
2	Last date of receiving Application Forms	27 th Feb. 2015
3	GD/PI dates for short listed candidates	19 th to 22 nd March 2015
4	Display of information about shortlisted candidates for Admissions	1 st April 2015
5	Completion of Admission formalities, fees	1 st to 10 th April 2015

	collection and enrolment	
6	Operating waiting list	14 th April 2015 onwards
7	Payment of balance charges	1 st to 5 th June 2015
8	Commencement of the academic session	22 nd June 2015

GD/PI Centres *
New Delhi
Mumbai
Kolkata
Bangalore
Chennai
Gandhinagar

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

14. The above rules are subject to modification(s) whenever found necessary by the MBA Admission Office.

15. The MBA Admission Policy & Procedures are subject to the jurisdictions of Hon'ble Court at Ahmedabad.

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Prepared on 18th September, 2014 & revised on 13 November 2014