



# **Pandit Deendayal Energy University**

## **SCHOOL OF PETROLEUM MANAGEMENT**

**University is NAAC Accredited with 'A' grade with CGPA of 3.39 out of 4.00**

**SPM Ranked 89 among the top 100 (out of 751 B-Schools) in NIRF B-School Rankings-2022 (Ministry of Education, Govt. of India)**

**PDEU is Only University in Gujarat granted with Graded Autonomy by UGC**

### **M.B.A. Admission Rules 2023\***

#### **SCHOOL OF PETROLEUM MANAGEMENT**

**Raisan, Gandhinagar - 382 426**

**Phone No. 079-23275103/09/19**

**[www.spm.pdpu.ac.in](http://www.spm.pdpu.ac.in)**

**[admissions@spm.pdpu.ac.in](mailto:admissions@spm.pdpu.ac.in)**

**August 2022**

**\*Tentative and subject to final approval of PDEU authority.**

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In exercise of the powers conferred the Director General, PDEU, hereby makes the following rules to regulate admissions for academic year 2023-25 at its School of Petroleum Management (SPM) for the Master of Business Administration (MBA) Programs.

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

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## 1. MBA PROGRAMME

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- 1.1 MBA programme (approved by AICTE, Ministry of HRD, Government of India, New Delhi) is a two-year full-time residential programme at Pandit Deendayal Energy University (PDEU) 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
    5. Business Analytics (Minor)
- 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 <http://spm.pdpu.ac.in/>

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## 2. SEATS

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Total number of Seats available for MBA Admission at SPM-PDEU:

- a) Energy and Infrastructure Management: 60
- b) General Management {with specialization in Financial Management, Marketing Management, Operations Management, Human Resources Management and Business Analytics (Minor)}: 60

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## 3. ELIGIBILITY AND SELECTION PROCESS

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- 3.1 Eligibility:
  - 3.1.1 Only Candidates who have appeared at Common Admission Test (CAT) 2022 conducted by IIMs/Xavier Admission Test (XAT) 2023 conducted by XLRI, Jamshedpur /NMAT 2022 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 A 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 PDEU-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, 2023 and the passing certificate not later than June 15, 2024 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, 2023 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 – 2022/XAT – 2023/NMAT 2022 and seek admission in the MBA Programme have to apply in the prescribed form, which is available on <http://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, PDEU 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 as per 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 the selection tests to qualify for the admission, as one of the norms.

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

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

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#### 4. RESERVATION AND SEAT ALLOCATION

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- 4.1 Seat allocation to the various categories, 15% of the seats are reserved for SC, 7.5% of the seats are reserved for ST and 4% seats are reserved for PwD). 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

- 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.

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#### 5. ADMISSION PROCESS

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All eligible candidates eligible have to apply as follows:

ONLINE APPLICATION PROCESS: Candidates are required to fill in Online Application form available on link Apply Online. Candidates shall have to make online payment through the payment options available in the online application process.

- 5.1 The last date of receiving the application form is 4<sup>th</sup> February, 2023.
- 5.2 If you want to apply for NRI/NRI Sponsored seats, kindly tick in tab given in the application form
- 5.3 The information about candidates’ application status shall be put up on the School's website (<http://spm.pdpu.ac.in/>) within one week from the last date of receiving the application form.
- 5.4 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 the Admission.
- 5.5 The GD and PI will take place for MBA programme during March 9<sup>th</sup> to 12<sup>th</sup> (Four Days), 2023 with an approved schedule (the GD/PI schedule will be uploaded in the School’s website).
- 5.6 Candidates have to bear all expenses for attending the GD and PI.
- 5.7 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 the Admission Officials. In case a candidate is late to report, the MBA Admission Office may accommodate him in the next session on the same day, if possible, at its sole discretion only.
- 5.8 If a candidate cannot appear for GD and PI on the scheduled date due to unavoidable circumstances, he/she/ guardian may request in prior in writing to the Admission Office at SPM, PDEU 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 Admission Office will take an appropriate decision on such request. The decision of Admission Office shall be final and binding.
- 5.9 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:

- 5.9.1 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
- 5.9.2 Certificate of equivalence for conversion of GPA/CPI/CGPA etc. into percentage.
- 5.9.3 CAT 2022/XAT 2023/NMAT 2022 Score Card
- 5.9.4 Identity Proof (i.e. Aadhar Card, Driving License etc.)
- 5.9.5 Experience Certificate, if any
- 5.9.6 Caste Certificate (from competent authority as notified by the Government, if applied for reservation quota)
- 5.10 The selection of the students and running of waiting list shall be based on merit and availability of vacant seats.
- 5.11 The information about selected and waitlisted candidates will be available on the School's website on 27th March 2023.
- 5.12 On the basis of merit list of the selected and waitlisted candidates, the candidate will take admission and accordingly inform the Admission office within one week from the date of display of the merit list.
- 5.13 Selected students are required to make payment of fees latest by the deadlines announced as per the details in clause 6.3.1 to secure admission and obtain admission letter.
- 5.14 All candidates should complete admission formalities in all respect latest by the deadlines announced, failing which the admission offer shall stand automatically cancelled and the seat will be offered to the waitlisted candidate.
- 5.15 The School will offer admission to the waitlisted candidates after the 1<sup>st</sup> deadline announced 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 the direction for it. The School reserves the right not to admit candidates to fill up the announced seats.
- 5.16 The final list of the 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.
- 5.17 If at any stage, the information provided by a candidate is found to be false or irrelevant to the admission requirements, his candidature/admission shall be cancelled.
- 5.18 All communication for the admission process will be made through SPM website <http://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 Tentative Fee structure\* for MBA Programme : Batch 2023- 25** (Final Fee Structure will be as approved by FRC, Government of Gujarat for Academic Year 2020 Onwards)

		1st Year			2nd Year			(in Rs.)
	Particulars	Term -1	Term-2	Term-3	Term-4	Term-5	Term-6	Total
	Fees: (In Rs.)							
A	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	2000	2,000	2000	2000	10,000
	<b>Sub Total of A</b>	<b>1,37,000</b>	<b>1,37,000</b>	<b>1,36,000</b>	<b>1,35,000</b>	<b>1,37,000</b>	<b>1,36,000</b>	<b>8,20,000</b>
B	Hostel Charges** (AC)	85,000			85,000			1,70,000
	Mess Charges**	46,000			46,000			92,000
	Hostel Deposit (Refundable)	5,000						5,000
	Security Deposit (Refundable)	10,000						10,000
	Library Deposit (Refundable)	3,000						3,000
	<b>Sub Total of B</b>	<b>1,49,000</b>	<b>0</b>	<b>0</b>	<b>1,31,000</b>	<b>0</b>	<b>0</b>	<b>2,80,000</b>
	<b>Total (A+B)</b>	<b>2,86,000</b>	<b>1,37,000</b>	<b>1,36,000</b>	<b>2,66,000</b>	<b>1,37,000</b>	<b>1,36,000</b>	<b>11,00,000</b>

\* Subject to revision by competent authority.

\*\*Subject to Change

### **6.2 Tentative NRI/NRI Sponsored Fee Structure:** (Final Fee Structure will be as approved by PDEU Authorities for the Academic Year 2022)

		1st Year			2nd Year			(in Rs.)
	Particulars	Term -1	Term-2	Term-3	Term-4	Term-5	Term-6	Total
	Fees: (In Rs.)							
A	Tuition Fees*	\$ 2600	\$ 2600	\$ 2600	\$ 2600	\$ 2600	\$ 2600	\$ 15600
	University Enrolment & Examination Fee	2,000						2,000
	Trimester Enrolment & Examination Fee		2,000	2000	2000	2000	2000	10000
	<b>Sub Total of A</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>12,000</b>
B	Hostel Charges** (AC)	85,000			85,000			1,70,000
	Mess Charges**	46,000			46,000			92,000
	Hostel Deposit (Refundable)	5,000						5,000
	Security Deposit (Refundable)	10,000						10,000
	Library Deposit (Refundable)	3,000						3,000
	<b>Sub Total of B</b>	<b>1,49,000</b>	<b>0</b>	<b>0</b>	<b>1,31,000</b>	<b>0</b>	<b>0</b>	<b>2,80,000</b>
	<b>Total (A+B)</b>	<b>1,51,000</b>	<b>2,000</b>	<b>2,000</b>	<b>1,33,000</b>	<b>2,000</b>	<b>2,000</b>	<b>3,00,000</b>

\* Subject to revision by competent authority.

\*\*Subject to Change

## 6.3 Tentative 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 Notified Exchange rate prevailing at the time of getting admission, which will be communicated by SPM-PDEU + 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. 1,36,000/- (Rupees One Lakh Thirty Four Thousand Hundred only) as the remaining charges of the first trimester which include the hostel charges and food charges etc. in last week of May 2023 (this shall be informed by a separate email)

### 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.

\*Subject to the revision based on Finalized Fees structure for the Academic Year 2023

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## 7. SCHOLARSHIPS

Merit-cum-Means Scholarships (50% Tuition Fee waiver) available as per university scholarship policy for M.B.A. Students.

Maximum 10 Merit-cum-Means Scholarships (50% Tuition Fee waiver) are available as per the university scholarship policy for School of Petroleum Management. The policy stipulates that family income (from all sources) of the candidate, in previous financial year should not exceed INR 10 Lakhs. Also to be considered for scholarship process, the candidate should have scored a minimum 85 percentile in CAT/XAT/NMAT applicable for admissions for the session 2023-24. Other details shall be shared with candidates during the admission process.

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## 8. EDUCATION LOANS

The State Bank of India and Punjab National Bank shall provide education loans at to the students of School of Petroleum Management, PDEU.

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## 9. INELIGIBILITY 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 30<sup>th</sup> September, 2023.

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## **10. CANCELLATION OF ADMISSION AND REFUND OF FEE**

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### **Cancellation of admission by the University:**

- 10.1 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.
- 10.2 If a candidate informs the School about his withdrawal of admission in writing on or before 1st May 2023, the fees paid will be refunded after the deduction of Rs.1, 000 as processing fee.
- 10.3 If a candidate withdraws the admission after 1st May 2023 and on or before 31<sup>st</sup> May, 2023 the refund will be made on rolling basis subject to filling up of resultant vacant seat. If the vacant seat is filled up against the withdrawal of candidate the candidate will receive refund as mentioned above. 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.
- 10.4 If a candidate withdraws the admission after 31<sup>st</sup> May 2023 (but not later than the commencement of the new session) refund will be made, 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 10.2. 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.
- 10.5 If the candidate withdraws admission after commencement of the programme the refund will be made proportionately in terms of no. of days of the term vis-a-vis no. of days completed /attended at the time of withdrawal by the candidate subject to filling up of vacant seat. 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.
- 10.6 No refund shall, in any case be made if the candidate wishes to withdraw admission after two months from the commencement of the first trimester.

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## **11. WARNING AGAINST RAGGING**

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Ragging is completely banned on the campus. 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.

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## **12. COMMUNICATIONS**

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All communications by the School/University for the Admission Process will be made through the website [www.spm.PDEU.ac.in](http://www.spm.PDEU.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 the 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 announced and made available on the official website of the

University i.e. <http://spm.pdpu.ac.in>. The candidates are advised and are responsible for checking and verifying the latest information on the modalities and specifics of the admission including, but limited to rules, processes, criterion, schedule, fee and alike.

### 13. 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.

### 14. KEY DATES (SCHEDULE)

#### TENTATIVE SCHEDULE OF ADMISSION PROCESS

Sr. No.	Particulars	Date
1.	Availability of Application Forms on <a href="http://spm.pdpu.ac.in">http://spm.pdpu.ac.in</a>	To be announced soon
2.	Last date of receiving Application Forms	4th February 2023
3.	GD/PI dates for short listed candidates	9 <sup>th</sup> to 12 <sup>th</sup> March, 2023
4.	Display of information about shortlisted candidates for Admissions	27th March 2023
5.	Completion of Admission formalities, fees collection and enrolment	27th March to 9 <sup>th</sup> April 2023
6.	Operating waiting list	To be announced later
7.	Payment of balance fees and charges	To be announced later
8.	Commencement of the academic session	To be announced later

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 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, PDEU shall be final.
- If needed, the Admissions 2023 policy may be subject to suitable tweaking/interpretation in light of uncertainties prevailing due to COVID 19 situation.