

# **PANDIT DEENDAYAL PETROLEUM UNIVERSITY**

## **SCHOOL OF PETROLEUM MANAGEMENT MBA Admission Policy and Procedure (2013-2014)**

### **RULES**

#### **1. MBA Programmes:**

- 1.1. MBA programmes are two-year full-time residential programmes at Pandit Deendayal Petroleum University under School of Petroleum Management (SPM).
- 1.2. SPM has TWO distinct MBA programmes:
  - (a) MBA (Energy and Infrastructure)
  - (b) MBA
- 1.3. Each year is divided in three trimesters/terms. The programme also includes 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.pdpu.ac.in](http://www.spm.pdpu.ac.in)

#### **2. Total number of Seats available for admission:**

- (a) MBA (Energy and Infrastructure): 60
- (b) MBA: 60

3. The MBA Admission Office of SPM-PDPU shall be required to conduct the MBA Admission process for the MBA (Energy and Infrastructure) and MBA batch 2013-15.

#### **4. Eligibility and Selection Process**

##### **4.1. Eligibility:**

- 4.1.1. Candidates who have appeared at Common Admission Test (CAT) **2012** 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 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, 2013** and if the candidate has met the prescribed eligibility criteria, otherwise 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.

#### 4.2. **Selection Process:**

The candidates who appeared in **CAT - 2012** and seek admission in the MBA Programme 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 set criteria.

##### 4.2.2. **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:

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 separately for MBA (Energy & Infrastructure) and MBA Programme. 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 have to 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 (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 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 nationally/internationally reputed courier. For the late receipt of the forms or loss of form in the transit, SPM-PDPU shall not be responsible.
- 6.4. The last date of receiving the application form for the MBA Admission is **18<sup>th</sup> March 2013**.
- 6.5. The information about received applications shall be put up on the School's website ([www.spm.pdpu.ac.in](http://www.spm.pdpu.ac.in)) within one week from the last date of receiving the application form for MBA Admission.
- 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 within one week from the last date of receiving the application form for MBA Admission.

- 6.7. The GD and PI will take place separately for MBA (Energy & Infrastructure) and MBA programme during the **March 29,30,31 & April 1,2 2013** 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 Office.
- 6.10. In case a candidate is late, the MBA Admission Office 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 MBA Admission Office 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 for verification at the time of GD and PI:
  - (a) Mark-sheets of 12<sup>th</sup> 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 2012 Admit Card
  - (c) CAT 2012 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 information about selected and waitlisted candidates will be available on the School's website on **8<sup>th</sup> April 2013**.
- 6.14. Selected students are required to make payment of fees latest by **19th April 2013** as per the clause 7.2.1 to secure admission and obtain admission letter.

- 6.15. All candidates should complete admission formalities in all respect by **19th April 2013**, 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 (s) after **22<sup>nd</sup> April 2013** to fill the vacant seats, if any. On receiving the intimation of the offer of admission by web notice/email, the waitlist candidate is required to secure his/her admission as per instructions.
- 6.17. The final list of admitted candidates will be uploaded 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.
- 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 (Energy and Infrastructure) and MBA: Batch 2013-15

	1 <sup>st</sup> Year			2 <sup>nd</sup> Year			
Particulars	Term-1	Term-2	Term-3	Term-4	Term-5	Term-6	TOTAL
Tuition Fee *	40,000	40,000	40,000	40,000	40,000	40,000	240,000
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	2000	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>67,000</b>	<b>63,000</b>	<b>55,500</b>	<b>65,000</b>	<b>55,500</b>	<b>67,000</b>	<b>373,000</b>
Hostel charges**	60000	-	-	60000	-	-	120000
Mess charges**	8280	8280	8280	8280	8280	8280	49680
Hostel Deposit	5000	-	-	-	-	-	5000
<b>Sub total</b>	<b>73280</b>	<b>8280</b>	<b>8280</b>	<b>68280</b>	<b>8280</b>	<b>8280</b>	<b>174680</b>
<b>Total</b>	<b>140,280</b>	<b>71,280</b>	<b>63,780</b>	<b>133,280</b>	<b>63,780</b>	<b>75,280</b>	<b>547,680</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 for Hostel Accommodation 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 Rs. 67000/- (Rupees Sixty Seven thousand only) as 1<sup>st</sup> term fees to confirm the admission.

**7.2.2. Payment for the Remaining Charges for the first term:**

The admitted students are required to pay Rs.73280/- (Rupees Seventy three thousand two hundred eighty) as the remaining charges of the first term which includes the hostel charges and food charges etc. between 3<sup>rd</sup> to 7<sup>th</sup> June 2013.

**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 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 (EFT) 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 is not accepted in cash at University or its Schools.

### 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 and as per the norms of 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 **3<sup>rd</sup> May 2013**, 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 **3<sup>rd</sup> May 2013 (but not later than the commencement of the new session)** 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.

10.5. No refund shall, in any case be made if the candidate wishes to withdraw admission after the commencement of the first term.

### 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 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 MBA Admission Forms on <a href="http://www.spm.pdpu.ac.in">www.spm.pdpu.ac.in</a>	26 <sup>th</sup> Nov. 2012
2	Last date of receiving to MBA Admission	18 <sup>th</sup> March 2013
3	Display of final GD/PI list of short listed candidates	21 <sup>st</sup> March 2013
4	GD/PI dates for short listed candidates	March 29,30,31 & April 1,2
5	Display of information about shortlisted candidates for MBA Admissions	8 <sup>th</sup> April 2013
6	Completion of MBA Admission formalities, fees collection and enrolment	8 <sup>th</sup> to 19 <sup>th</sup> April 2013
7	Operating waiting list	22 <sup>nd</sup> April 2013 onwards
8	Payment of balance charges	3 <sup>rd</sup> to 7 <sup>th</sup> June 2013
9	Commencement of the academic session	27 <sup>th</sup> June 2013

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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**Director**  
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Posted on 21<sup>st</sup> Nov. 2012