

**SCHOOL OF PETROLEUM MANAGEMENT**  
PANDIT DEENDAYAL PETROLEUM UNIVERSITY

**Post Graduation Diploma in Petroleum Management - Executive  
(PGDPM-X)**

Admission Policy and Procedure  
(PGDPM-X 7<sup>th</sup> Batch; 2014)

**RULES**

1. The SPM Admission Committee shall be responsible for conducting the PGDPM-X admission procedure for the academic session 2014-2015.

2. Total number of seats available for admission: 30

**3. The PGDPM-X Programme:**

Post Graduation Diploma in Petroleum Management - Executive (PGDPM-X) is a two year Programme at School of Petroleum Management, Pandit Deendayal Petroleum University, Gandhinagar leading to a Postgraduate Diploma in Petroleum Management-Executive.

The programme is delivered on quarterly contact hour basis. The two-year programme is divided into eight modules of eight days each. One module is conducted every quarter. Classes are held from Sunday to Sunday once in every quarter. Module - I to Module – III cover general management subjects and Module –IV to Module –VI are sector specific modules focusing on Oil & Gas /Energy/Allied Sector Management.

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

Modules –VII & VIII offer elective courses.

**4. Eligibility**

4.1. 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.

4.2. Candidates with minimum 3 years of relevant work-experience (as on 30<sup>th</sup> June 2014) after acquiring the bachelors' degree are eligible to apply.

- 4.3. 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.
- 4.4. 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.
- 4.5. 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.

## 5. Selection Process

- 5.1. The eligible candidates shall apply in the prescribed format as available at [www.spm.pdpu.ac.in](http://www.spm.pdpu.ac.in)
- 5.2. The short listed candidates will be called for Personal Interview at SPM on specified dates.

### 5.2.1. Personal Interview:

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

### 5.2.2. 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 programme.

## 6. Admission Process:

The SPM follows rolling admission process for admission into the PGDPM-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.

- 6.1. Availability of Admission Forms on [www.spm.pdpu.ac.in](http://www.spm.pdpu.ac.in) from 1<sup>st</sup> January, 2014.

- 6.2. 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](http://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.
- 6.3. 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.
- 6.4. The candidates are advised to apply earliest for being considered for the 2014 admission. The applications received after 15<sup>th</sup> June 2014 can only be considered for 2015 admission. The applications received before 15<sup>th</sup> June 2014 will be considered for 2014 admission only if the batch size is not full by the time of receiving the application.
- 6.5. 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 31<sup>st</sup> January 2014 onwards.
- 6.6. All expenses for attending PI shall be borne by the candidates.
- 6.7. The candidate appearing for PI shall report at least one hour in advance as per the schedule and register with Admission Office.
- 6.8. 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.
- 6.9. 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.
- 6.10. The selected students shall make payment as per the clause No 7.1/7.2 to secure admission by paying initial fees of Rs. 25,000/- before the deadlines mentioned in their admission letters.
- 6.11. 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.
- 6.12. 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.

6.13. 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.

6.14. All communication by SPM for the Admission Process shall be made through SPM website [www.spm.pdpu.ac.in](http://www.spm.pdpu.ac.in). Candidates are strongly recommended to access the School website on regular basis for admission updates.

## 7. Fee Structure and Payment Schedule:

### 7.1. Fee Structure:

<b>Fee Structure (in Rs.) for 2013-15 Batch</b>	
<b>Particulars</b>	<b>Total</b>
Tuition fees	2,20,000
Other Fees*	50,000
Caution Money (refundable)	5,000
<b>Total Fees</b>	<b>2,75,000</b>

\* The other fee includes reading material expenses, library fee and alumni fee. Lodging and boarding expenses will be charged separately.

### 7.2. Payment Schedule:

Total fees of the Programme: Rs. 2,75,000/- The programme fees shall be paid in instalments as prescribed:

7.2.1. Initial fees of Rs. 25,000/- before the deadlines mentioned in their admission letters.

7.2.2. Rs. 1,00,000 shall be paid at the time of securing admission on or before the registration for the first module.

7.2.3. Rs. 75,000 shall be paid before the commencement of the third Module.

7.2.4. Rs. 75,000 shall be paid before the commencement of the fifth Module.

### 7.3. Modes of Payment:

#### 7.3.1. Payment by Demand Draft:

Fees may be paid by demand draft in favour of Pandit Deendayal Petroleum University payable at Ahmedabad, Gujarat. The said demand draft shall be accepted by the Admission Office as per stipulated schedule, or

#### 7.3.2. Payment through University Bank Account:

Fees may be paid in the University Account at Oriental Bank of Commerce (OBC) A/C No. 09331131003242 (current a/c)  
IFSC code : ORBC0100933 students are required to send fee payment receipt slip of the bank in scan or fax copy before the deadline.

#### 7.3.3. Cash:

The University and its Schools do not accept cash payment.

## **8. Education Loan:**

- 8.1. If required, education loan facility shall be made available to the eligible students. Oriental Bank of Commerce has agreed to provide study loans at preferred rate of interest to the students of SPM including PGDPM-X participants. SPM is also in process to tie up with other banks for the financing of the programme tuition fee and other expenses.

## **9. Scholarships**

There is no scholarship scheme for the students of PGDPM-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 Year 2014-2015.

### 13. Important Dates:

<b>Activity</b>	<b>Date</b>
Availability of Admission Forms on <a href="http://www.spm.pdpu.ac.in">www.spm.pdpu.ac.in</a>	1st January, 2014
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 2014
PI for short-listed candidates	For all applications received from the admission announcement date (i.e. 1st January, 2014), the PI dates will be decided anytime after 31st January 2014 onwards as per mutual convenience.
Communication of results	Within ten days of PI
Admission Process Completion	29th June 2014
Registration and Commencement of Academic Session	9th July 2014
1 <sup>st</sup> 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.

**PGDPMX Admission Office**  
School of Petroleum Management  
Pandit Deendayal Petroleum University, Gandhinagar  
**Date:** 20<sup>th</sup> December 2014