

**PANDIT DEENDAYAL PETROLEUM UNIVERSITY
SCHOOL OF PETROLEUM MANAGEMENT
(Earlier Known as Institute of Petroleum Management)**

**Admission Policy and Procedure – 2012-13
(Ph. D. Programme)**

RULES

1. The Admission Committee shall be responsible for conducting the admission of students in the Ph. D. Programme for the academic session 2012-13.

2. **Ph. D. Programme in Management:**
 - 2.1. Ph. D. Programme in management is a four-year full-time residential programme at Pandit Deendayal Petroleum University under School of Petroleum Management (SPM)
 - 2.2. Each of the first two years is divided in three trimesters, in which course work is done.
 - 2.3. Final two years are for writing the doctoral thesis.
 - 2.4. Further details about the programme are available at <http://spm.pdpu.ac.in>

3. **Eligibility and Selection Process**
 - 3.1. **Eligibility:**
 - 3.1.1. Candidates who have appeared at Common Admission Test (CAT), or Xavier Admission Test (XAT), Management Aptitude Test (MAT), GMAT or GRE in last two years are eligible to apply.
 - 3.1.2. Candidates must possess one of the following qualifications to apply for SPM's Doctoral Programme
 - a. A Masters Degree in any discipline, with at least 55 percent marks, with a Bachelors degree/ equivalent qualification with at-least 50 percent marks obtained after a minimum of three years of education after completing higher secondary schooling (10+2) or equivalent, or

- b. Five year/four year Integrated Masters Degree programme in any discipline, with at least 55 percent marks, obtained after completing higher secondary schooling (10+2) or equivalent, or
- c. A professional qualification like CA, ICWA, CS, with at least 55 percent marks.

3.1.3. The Bachelor's and Master's degrees, or an equivalent qualification must be from Universities recognized by the Ministry of HRD, Government of India, or 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. Candidates holding equivalent degree(s) from any recognised foreign University can also apply.

3.1.4. 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.

3.1.5. 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.

3.1.6. A candidate appearing for the final year examination of Master's degree or equivalent can also apply.

- a. Such candidates, if selected, will be allowed to join the programme provisionally.
- b. 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.
- c. Non-fulfilment of the above conditions/dates will automatically result in the cancellation of the provisional admission.

3.2 Selection Process:

3.2.1. The candidates shortlisted on the basis of evaluation of academic records, application packet and CAT/XAT/MAT/GMAT/GRE scores, will be invited for the selection process.

3.2.2. The selection process includes, (a) Research Aptitude Test (b) Research Interest Presentation (c) Personal Interview

3.2.3. Candidates who have passed UGC NET or JRF will be exempted from writing the Aptitude Test.

3.2.4. Candidates who pass the Aptitude test will be asked to make Research Interest Presentation followed by appearance in Personal Interview.

3.3. Relevant research experience and academic performance may be part of evaluation.

4. **Admission Process:**

- 4.1 Candidates eligible as per the clause 3.1 may apply by sending the duly filled in application form (available at Schools' website www.spm.pdpu.ac.in along with the payment of the application fee of Rs. 2,000.
- 4.2 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
- 4.3 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.
- 4.4 The last date of applying for the admission is **28th February, 2012.**
- 4.5 The list of received applications will be put up on the School's website www.spm.pdpu.ac.in on **2nd March 2012.**
- 4.6 Short-listed candidates will be invited for Aptitude Test as well as Research Interest Presentation and Personal Interview. The schedule for these will be displayed on the School website on **2nd March 2012.**
- 4.7 Candidates have to bear all expenses for attending the selection process. During PI the School will make arrangements for refreshment and lunch.
- 4.8 A candidate appearing for the selection process is required to report at least one hour in advance as per the schedule and register with Admission Counsellor.
- 4.9 In case a candidate is late, the Admission Counsellor may accommodate him in next session on the same day if possible.
- 4.10 If a candidate cannot appear for the selection process on scheduled date due to unavoidable circumstances, he or his guardian may earliest request by 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 will be final and binding to all.

- 4.11 The candidates must bring the following documents for verification at the time of PI:
- (a) Mark-sheets
 - (b) CAT / XAT / MAT/GMAT/GRE Admit Card
 - (c) CAT / XAT / MAT/GMAT/GRE Score Card
 - (d) Identity Proof
 - (e) Experience Certificate, if any
 - (f) Character Certificate from the University/School last attended, certifying that the applicant had not been 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.
- 4.12 The list of selected and waitlisted candidates will be available on the website on **27th April 2012**.
- 4.13 Selected students are required to make payment latest by **11th May 2012** as per the clause 7.2.1 to secure admission and obtain admission letter.
- 4.14 Last date of admission for candidates notified in the final list is **11th May 2012**. All candidates should complete admission formalities by this date, failing which the admission offer will stand cancelled.
- 4.15 If at any stage, the information provided by the 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.
- 4.16 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.

5. **Stipend**

- 5.1. The PDPU awards stipend to the Ph. D. students as follows:
- (a) During the first two years' of course work: Rs. 20,000 per month
 - (b) During the third year (after completion of the course work): Rs. 22,500 per month (c) In the fourth year: Rs. 25,000 per month
- 5.2 In addition to the monthly stipend a doctoral student is given an annual Professional Development Assistance of Rs. 15,000 in the first year, 15,000 in the second year, Rs.

20,000 in the third year and Rs. 20,000 in the fourth year.

- 5.3 During the final stage of the doctoral work a student is entitled to reimbursement up Rs. 1,00,000 for attending / presenting paper in conferences, publishing paper in national and international journals and for such academic pursuits.

The above payment is subject to rules and approval as per the policy of the University.

6. Fee Structure and Payment Schedule:

6.1 Fee Structure:

Particulars	Total in 1st Year	Total in 2nd Year	Total in 3rd Year	Total in 4th Year
Tution Fees	50,000	50,000	50,000	50,000
Alumni Membership Fees				3,500
Library Fees	12,000	12,000	12,000	12,000
Computer lab Fees	4,500	4,500	4,500	4,500
Convocation Fees				8,000
Medical Insurance Fees	2,000	2,000	2,000	2,000
Study Materials Fees	18,000	18,000	18,000	18,000
Students Activity Fees	6,000	6,000	6,000	6,000
Industrial Visit Fees	7,500			
Deposit:				
Caution Money	2,000			
	102,000	92,500	92,500	104,000

Notes:

- (a) In addition to the fees mentioned above, a student is required to pay the following charges, fees and deposits:
- Hostel deposit Rs.5,000
 - Hostel fees Rs.42,000 (per annum)
 - Mess charges Rs.6,900 (per trimester; subject to change)
 - Energy charges, on actual basis

(b) Hostel mess charges include breakfast, lunch, and dinner. No claim will be entertained for refund if someone misses any of the dining facilities for any period unless otherwise specifically declared for specific period by the school.

(c) The School will organize and co-ordinate site visits to different oil fields and laboratories for firsthand experience for the students.

6.2 Payment Schedule:

6.2.1 Payment for Securing Admission:

The candidates as per the final selected list are required to pay fee of Rs. 45,000 (rupees forty five thousand only) of the first term for the confirmation of admission.

6.2.2 Payment for the Remaining Changes:

The admitted students are required to deposit remaining fee of the course including

hostel charges, food charges, electricity charges, etc. between **4th and 8th June 2012.**

6.2.3 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.

6.3 Modes of Payment:

6.3.1 Payment by Demand Draft:
Fees may be paid by demand draft drawn in favour of "Pandit Deendayal Petroleum University, payable at Ahmedabad, Gujarat.
OR

6.3.2 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.

6.3.3 Cash Payment:
The University and its Schools do not accept cash payment.

7. Withdrawal from the Programme and Refund of fees

- 7.1. 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).
- 7.2. 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.
- 7.3. If a candidate informs the School about his withdrawal of admission in writing on or before 27th April 2012, the fees paid will be refunded after the deduction of Rs.1, 000 as processing fee.
- 7.4. If a candidate withdraws the admission after 18th May 2012 the refund will be made after the one month from the commencement of the 1st 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.

8. Cancellation of Admission and Refund of fees:

- 8.1. 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.
- 8.2. 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.

9. 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.

10. Important Dates:

Activities	Date
Availability of Admission Forms on http://spm.pdpu.ac.in	14th October 2011
Last date of applying to SPM	28th February 2012
Display of short listed candidates and their schedule for PI	2nd March 2012
PI for short listed candidates	16th & 17th April, 2012
Display of admission list	27th April 2012
Admission formalities, fees collection and enrolment	11th May 2012
Payment of balance charges	4th to 8th June 2012
Commencement of the academic session	25th June 2012

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