

PANDIT DEENDAYAL PETROLEUM UNIVERSITY

| SCHOOL OF LIBERAL STUDIES |

ADMISSION POLICY AND PROCEDURE 2010

For

Four Year Bachelor of Liberal Studies Program

1. The Admission Process for Bachelor of Liberal Studies Program 2010 will be conducted under the direction of the Admission Committee constituted by the University for School of Liberal Studies.
2. Total number of Seats available for admission: 120 students

Statutory Reservation: For candidate from Indian States & UT's:

- Schedule Caste (SC) 7.5 %
- Schedule Tribe (ST) 15%
- Physically Challenged (PC) 3%

Girls' Quota: 50% of seats available after deduction for statutory reservations will be reserved for girls.

3. **School of Liberal Studies**

The School of Liberal Studies, the constituent School of Pandit Deendayal Petroleum University, has launched in 2009 its undergraduate program in Liberal Studies. Students get a chance to learn courses like Communication Skills, Basic Science, Social Sciences, Management, Humanities and Performing Arts and to develop their hidden potential. PDPU has excellent infrastructure and stimulating environment to support the all round development of the students. SLS will also extend this unique academic initiative to enrich the curriculum and for holistic development of engineering and management schools of the university.

Liberal Studies is not just about merely teaching a subject to the students but to provide an atmosphere where students acquire a love for learning a subject and subsequently apply their knowledge in their practices. It emphasizes on integrated development in teaching, experiential learning and overall grooming of the students in areas of leadership, teamwork, communication skills, thinking skills and being a responsible global citizen to cater to the needs of the diverse world of work. It has been taught in world-renowned universities of

North America and Europe for over 100 years on the same campus alongside Engineering and Management Schools to provide interdisciplinary learning opportunities to students.

3.1 Bachelor of Liberal Studies (BLS) - 4 Year Undergraduate Program in Liberal Studies:

During the initial two years of the 4-year undergraduate program, the students get exposure to 30 subjects ranging from Communication Skills, Basic Science, Social Sciences, Management, Humanities and Performing Arts. The last two years of the program focus on the major and minor subjects of the students' choice. The interdisciplinary nature of the course offers students multiple career opportunities.

3.2 Majors subjects

- Business Administration
- Economics
- English Literature
- Environmental Studies
- Governance & Public Administration
- International Relations
- Psychology

4. Eligibility and Selection Process:

4.1 Eligibility Criteria:

4.1.1 Candidate must have 55% in 12th Standard (Any discipline)

4.1.2 A list of qualifying examinations is given below:

- The +2 level examination in the 10+2 pattern of examination of any recognized Central/State Board of Secondary Education, including Central Board of Secondary Education, New Delhi, and Council for Indian School Certificate Examination, New Delhi.
- Intermediate Science or Two-year Pre-University Examination conducted by a recognized Board/University.
- Final Examination of the two-year course of the Joint Services Wing of the National Defense Academy.
- General Certificate Education (GCE) Examination (London/Cambridge/Sri Lanka) at the Advanced (A) level.
- High School Certificate Examination of Cambridge University

- Any Public School/Board/University Examination in India or in foreign countries recognized by the Association of Indian Universities as equivalent to 10+2 system.
- Senior Secondary School Examination conducted by the National Open School with a minimum of five subjects.
- H.S.C. Vocational Examination.

4.1.3 Document to be submitted (For SC/ST students only)
Caste Certificate (from Competent Authority as notified by the Government and as mentioned below) accepted by the Undergraduate Admission Committee.

- (a) The Collector
- (b) The Prant Officer
- (c) The Mamlatdar
- (d) The Mahalkari
- (e) The Director of Social Welfare / District Backward Class Welfare Officer Class-I
- (f) The District Social Welfare Officer
- (g) District Development Officer / Deputy District Development Officer
- (h) Taluka Development Officer

4.2 Selection procedure

4.2.1 Written Test

A written test to be conducted on **Sunday, 13th June 2010** will evaluate the applicant's competence in the following areas: English, Verbal Ability and Reading Comprehension, Quantitative Aptitude, Logical Reasoning, General Knowledge and Essay Writing. The test will have 120 multiple choice type questions to be answered in 90 minutes and Essay writing* in 30 minutes. The detailed guidelines on Written Test will be published on website shortly. All Candidates are advised to visit the website on regular basis. Written Test will be conducted only at Pandit Deendayal Petroleum University, Raisan (Gandhinagar), Gujarat 382 007.

Note: Essay can be written in either English/Hindi or Gujarati.

4.2.2 Selection Matrix:

The following selection criteria along with their weightage will be used in selecting the candidates for offering the admission to the BLS program:

Criteria	Weightage
Multiple Choice Entrance Test	70%
Essay	30%
Total	100%

5. Seat Allocation

Reservation: Seat allocation to the various categories (SC, ST and general) in accordance with the Government rules. Candidates are required to produce caste certificate in authorized translation (Hindi or English).

Girls' Quota: 50% of seats will be reserved for girls. To encourage girls' education in undergraduate course, School of Liberal Studies has provided for 50% tuition fee waiver for girl students.

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 may apply.

6.2 The candidates can download the Application Form from the following link www.sls.pdpu.ac.in/admission.html or from SLS office.

6.3 The duly filled in Application Form must be sent to the following address along with the application fee of Rs. 1,200:

Convenor, Admission Committee (BLS)

School of Liberal Studies, Pandit Deendayal Petroleum University

Raisan (Gandhinagar), Gujarat 382 007

6.4 The application fee of Rs. 1,200 can be paid by enclosing a demand draft drawn in favor of the Pandit Deendayal Petroleum University, payable at Ahmedabad, along with the application form.

6.5 The duly filled application form must be sent to by registered post, or through DTDC courier. The University has tie-up with DTDC courier and application packet sent through DTDC is delivered to the University on daily basis.

6.6 The last date for receiving the applications is **10th June 2010**

6.7 Admit Card: The application form will have two Admit cards. Admit card A must be returned along with the application form and Admit Card B must be retained with students for the admission process. Candidates are required to obtain the card by taking a printout and/or receiving a copy of the same in the candidate's e-mail account as per the procedure prescribed on the website www.pdpu.ac.in

6.8 Acknowledgement Of Application Form: The receipt of Application form from candidates will be notified by email and list published as per the procedure prescribed on the website www.pdpu.ac.in under School of Liberal Studies Section

6.9 The written test will be conducted on **Sunday, 13th June 2010 at Test Center in University Campus.**

6.10 Test Administration

- Candidates are to report at the venue at least 45 minutes before the scheduled time of the commencement of the test.
- No candidate shall be admitted 15 minutes after the commencement of the test. Also no extra time will be granted for completing the test.
- For candidates who are unable to write because of temporary or permanent disability, a writer will be available. The request for such should be made in advance.
- Candidates shall bring the following when reporting at the test Center:
 - **Documents:** Admit Cards & Proof of payment of application form fee. (Copy of demand draft submitted)
 - **Writing Materials:** Ball Point Pen, HB Pencils, Eraser, Sharpener

NOTE (Instructions for Written Test):

- Each candidate shall be provided a sealed Question Booklet and an Answer Sheet.
- Please do not open the Question Booklet until announced.
- Please fill up the necessary information in the space provided on the cover of the Question Booklet and the Answer Sheet before commencement of the test.
- The applicants are to sign the attendance sheet during the test duly endorsing the Question Booklet series as given on the Question Booklet and other details.

- The Admit Card of the candidate shall be signed by the Test Center-In charge/invigilator during the test. This will act as proof of the candidate's appearance in the test. Please ensure that all the Admit Cards (A & B) are duly signed by you and the invigilator.
 - The duration of the test is 2 hours. There are 120 questions (90 minutes) and essay writing (30 minutes). All questions are compulsory. Each question has four options marked (1), (2), (3) and (4).
 - Answers are to be marked on the Answer Sheet, which will be provided separately. Refer the Sample Answer Sheet in the Admission Bulletin. Choose the correct option and darken the circle completely, corresponding to (1), (2), (3) and (4) against the relevant question number. Use only HB Pencil to darken the oval for answering.
 - Please do not darken more than one circle against any question, as scanner will reject the answer. If you wish to change any answer, erase completely the one already marked and darken the fresh oval with an HB pencil.
 - Each question carries one mark. **There shall be Negative Marking for wrong answers.** It is your responsibility to make certain that you understand and follow the directions for completing your Answer Sheet.
 - All applicants submitting Application Forms along with requisite payment by the due date will be given Application Numbers. Applicants may confirm their Roll Numbers and Test Center allotted from the website www.pdpu.ac.in under School of Liberal Studies section.
- 6.11** The candidates must make their own arrangements for reaching the School premises in time for written exam.
- 6.12** All expenses for attending written exam are to be borne by the candidates.
- 6.13** The lists of candidates selected and waitlisted as per the selection criteria prescribed in the clause 4 will be displayed on the website on Mon, 14th June 2010.
- 6.14** The selected candidates are required to complete Admission formalities, payment of fees & enrollment between 15th June – 19th June 2010 to secure admission.
- 6.15** If a selected candidate fails to secure admission as per the clause **6.14**, the admission offer will stand cancelled and the seat falling vacant will be offered to the waitlisted candidate.
- 6.16** **Operating the waiting list:** The withdrawal of admission up to **Saturday, 19th June 2010** shall be notified on the School of Liberal Studies website. Availability of seat(s),

if any, to the waitlisted candidates for the admission will be posted on the School of Liberal Studies website on **21st June 2010**. Wait listed candidates seeking admission should pay fees at the School of Liberal Studies, Gandhinagar, Raisen, Dist. Gandhinagar before **Friday, 25th June 2010**. No individual communication shall be made in this regard. The above Rules are subject to modifications whenever found necessary by the Convenor, Admission Committee with the approval of Director General of the University.

6.17 If at any stage, the information provided by the candidate is found to be false, his admission shall be cancelled and he shall be debarred from applying for admission in School of Liberal Studies for the next two years.

6.18 All communications by School of Liberal Studies for the admission process will be made through SLS website www.pdpu.ac.in. Candidates are strongly recommended to access the School's website on regular basis for admission updates.

7. Rules For Admission

- The admission will be offered on the basis of performance at the SLS Entrance Test.
- The admission will be given to only those candidates who satisfy the eligibility criteria and other conditions specified in the SLS Information Bulletin and who produce the required certificates/documents in original, thus clearly fulfilling the requirements.
- The School of Liberal Studies Admission Committee reserves the right to cancel any admission that has been given inadvertently by the Admission Committee or admission is taken by the candidate on the basis of incorrect/ Insufficient information.
- If, due to any administrative or other reasons, the School of Liberal Studies Admission Committee cancels the allotment of seat made to any candidate, the entire fee (except application form fee) collected will be refunded.
- On admission, the candidate will have to deposit his original documents along with one attested copy (by a Gazetted Officer/Head of the Institution last attended) required for admission with the SLS Admission Committee for verification.

8. Fee Structure and Payment Schedule:**8.1 Fee Structure:**

Particulars	Fees for Non - Hostel Student
Tuition Fee (per semester)	52,500
Student Welfare Activities (per semester)	2,500
Registration Fees (per semester)	2,500
Insurance Coverage (per year)	2,000
Library Deposit (One time, Refundable)	3,000
Caution Money Deposit (One time, Refundable)	10,000
Total Fees	72,500

* Each academic year is split in two semesters.

* Hostel facilities available.

Note:

- a) The girl students will be eligible for 50% Tuition Fee Waiver, That is, their tuition fee per semester will be Rs. 26,250/- (Rupees twenty six thousand and two hundred and fifty only)
- b) First two students in entrance merit list will be offered 100% tuition fee waiver for 1st Sem as per SLS scholarship policy.
- c) Internships would be charged to students on actuals.

8.2 Payment Schedule:

8.2.1 Payment for Securing Admission: The candidates who are offered admission can secure the admission only upon payment of the full fees of the first semester

8.2.2 Semester wise Payment: The admitted students are required to pay the fees of every semester one week before the commencement of the respective semester. In case of delay, penalty will be charged as per the prescribed rules of the School.

8.3 Modes of Payment:

8.3.1 Payment by Demand Draft: Fees may be paid by demand draft drawn in favour of "Pandit Deendayal Petroleum University, payable at Ahmedabad, Gujarat. The said demand draft will be accepted by the Admission Office as per stipulated schedule.

OR

Payment through Institute Bank Account: Fees can be paid in the University Account at Oriental Bank of Commerce (OBC), Gandhinagar Branch

S.B. A/C No. 09332151005094.

IFSC ORBC0100933

A/C Name: PANDIT DEENDAYAL PETROLEUM UNIVERSITY

Students are required to send fee payment receipt slip of the bank in scan or fax copy before the last date.

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

9. Education loan & Scholarships**9.1 Education loan**

Education loan facility will be made available to the eligible students from Oriental Bank of Commerce at preferred rate of interest to the students of School of Liberal Studies at Pandit Deendayal Petroleum University. The students are required to provide the documentation-support as required by the banks.

9.2 Scholarships

Eligible students will be awarded:

- Merit Scholarship: 100% Tuition fee waiver for the first two candidates, in the merit list of admission.
- Special Scholarship: Each girl student shall be eligible for 50% tuition fee waiver.
- Other categories of Scholarships and free ships will be notified under School of Liberal Studies Section.

10. Cancellation of Admission and Refund of fees:

10.1 If Admission Committee is convinced that a certain candidate has been wrongly admitted, the admission shall be cancelled with the approval of the Chairman, Admission Committee. In such an event the fees shall be refunded.

10.2 Refunds for withdrawal of admission will be as per the provisions of law (based on notification no. 14-4/2007 – U.3 (A) of Ministry of Human Resource Development, Government of India).

- 10.3** If a candidate informs the School about his withdrawal of admission in writing on or before **19th June 2010**, after deducting a processing fee of Rs. 1,000 remaining fees will be refunded.
- 10.4** If a candidate cancels the admission after **19th June 2010** the refund will be made after the completion of 1st semester, provided the vacant position could be filled before the commencement of the Program. The refund amount will be as per the clause 3.
- 10.5** In case the seat remains finally unfilled, only the Caution Money Deposit (Rs.10,000/-) and Library Deposit (Rs.3000/-) i.e., a total of a sum of Rs.13000/- will be refunded.
- 10.6** For withdrawal of admission and seeking 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.

11. Interpretations and Change of Admission Rules:

In the matter of interpretation of Admission Policies and Procedures, the decision of the Admission Committee shall be final and binding on the candidates. The Admission Committee is authorized to resolve issues that are not covered in the Admission Policies and Procedures mentioned above, on the merit of the cases, and implement the same.

12. Important Dates*

Activities	Date
Availability of Admission Forms on website	Mon, 5 th April 2010
Last date of applying to SLS	Mon, 10 th June 2010
Written Test in PDPU	Sun, 13 th June 2010
Display of Admission list	Mon, 14 th June 2010
Admission formalities, fees collection & enrollment	Mon 15 th June – Sat 19 th June '10
Operating Waiting List	Mon 21 st June – Fri 25 th June '10
Admission closes on	Mon, 25 th June 2010
Commencement of the Academic Session at SLS	Thu, 5 th July 2010

**SLS reserves the right to modify the above schedule without any prior notice.*