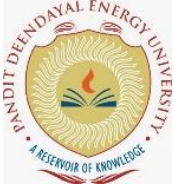


2nd March, 2021



PANDIT DEENDAYAL ENERGY UNIVERSITY
(Formerly known as Pandit Deendayal Petroleum University)

ADMISSION POLICY 2021

1) School of Liberal Studies

School of Liberal Studies, a constituent school of PDEU (Formerly known as PDEU), was launched in 2009. In its undergraduate Programme in Liberal Studies, candidates get a chance to learn courses like Communication Skills, Basic Sciences, Social Sciences, Management, Humanities, Foreign Languages and Performing Arts. This is aimed at developing their hidden potential before they settle into in-depth study in Major and Minor areas of their choice. The School provides choice based learning system. PDEU has excellent academic infrastructure and a stimulating environment to support all round development of the candidates. SLS also conducts Master of Arts in Public Administration, International Relations, English Literature, Psychology, Media & Communication & Economics as well as Ph.D. in all the Majors offered.

Liberal Studies is not just about merely teaching the subject to the candidates but also providing an atmosphere, where candidates acquire love for learning a subject and subsequently apply their knowledge creatively. It emphasizes integrated development in teaching, experiential learning and overall grooming of the candidates 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 candidates.

PROGRAM AND PROCEDURE FOR ADMISSION 2021:

A) Bachelor of Arts (Honors) / Bachelor of Business Administration (Honours)

All admitted candidates will follow a common curriculum during the initial two years of the four-year undergraduate B.B.A. / B.A. (Hons.) programme. These candidates get exposure to 30+ subjects ranging from Communication Skills, Basic Science, Social Sciences, Management, Humanities and Performing Arts. At the start of the third year the candidate would opt for B.A. (Hons.) or B.B.A. (Hons.) Programme depending on the selection of the major subjects.

The interdisciplinary nature of the courses equip candidates with a skill set that enables them to explore multiple career options. The list of major subjects for B.B.A. / B.A. (Hons.) programme are as under:

1. B.A. (Honors) in Economics
2. B.A. (Honors) in English
3. B.A. (Honors) in Governance & Public Administration
4. B.A. (Honors) in Psychology

5. B.A. (Honors) in International Relations
6. B.A. (Honors) in Mass Communication
7. B.B.A. (Honors) in Marketing
8. B.B.A. (Honors) in Human Resource Management
9. B.B.A. (Honors) in Finance

B) Bachelor of Commerce (Honors)

As the global markets are more challenging and dynamic, career opportunities also expand and become more demanding. Mere discipline focused knowledge is not enough; one is required to develop holistic understanding of the world through interdisciplinary pursuit and industry-academia interface. In the era of globalization, any endeavor in commerce or business would surely be impacted by international influences. All admitted candidates will follow a common curriculum during the initial two years of the four-year undergraduate B.Com. (Hons.) programme. Economy of a country, Financial issues, Trade Policies, Culture, Demography and Geography of the country influence commercial activities. The third & the fourth year of the Programme focus on the major and minor subjects. The candidate can opt major subject (specialization) from the available commerce options and minor subjects of commerce options as well as also from B.A. (Hons.) basket / H.R subject from B.B.A (Hons.) basket as per their choice. Exploring Bachelor of Commerce with interdisciplinary focus would expand the horizontal as well as vertical opportunities in career for the candidates and would enable them to bring applied research aspect to the industry. School of Liberal Studies at Pandit Deendayal Energy University offers Four Year B.Com. (Hons.) Programme in the globally recommended format and pedagogy.

*B.Com Candidates will be offered option of selecting minor subject from B.A. (Hons.) basket / H.R subject from B.A (Hons.) basket. List of major subjects for B.Com. (Hons.) programme are as under:

1. B.Com. (Honors) in Finance & Accounting
2. B.Com. (Honors) in Banking & Insurance
3. B.Com. (Honors) in Marketing & Management
4. B.Com. (Honors) in Entrepreneurship & International Trade

The Admission Process for Bachelor Degree Programme 2021 will be conducted under the direction of the Admission Committee headed by the Director – SLS.

Intake, Terms & Conditions:

2) Intake: Total intake across the programs is 460 seats. The number of proposed seats available for admission: 340 candidates in B.B.A./ B.A.(Hons.) program and 120 candidates in B.Com.(Hons.) program. Intake is subject to change at the discretion of the university.

3) Reservation:

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

- i) Scheduled Tribe (ST) 7.5%
- ii) Scheduled Caste (SC) 15 %

Candidates are required to produce SC/ST certificate from relevant authorities along with authorized translation (Hindi or English).

- b) Physically challenged: Such candidates will be provided 3% reservation in each category.
 - i) Physically challenged means a person suffering from forty or more than forty percent of disability as certified by a competent medical authority. Candidates with less than 40% disability are not eligible for admission under this category.
 - ii) A candidate allotted admission under this category shall have to fulfill all academic requirements as applicable to others.
 - iii) Candidates are required to produce Physically Challenged certificate with authorized translation (Hindi or English). Acceptance of the same is subject to verification of the disability in person by the Medical Officer of the University.
- c) Girls Quota: 50% of seats shall be earmarked for girls in B.B.A./ B.A.(Hons.) program and B.Com.(Hons.) program each. Seats not filled under girls quota will be opened for other candidates (all genders and general category) as per lateral position on merit list.
- d) Admission seats not filled-in under any reserved category will be transferred into the general category.
- e) NRI / NRI-Sponsored Quota: 15% seats of the total intake of the school are reserved for NRI category (candidate must have completed class XII from a school outside India or he/she is NRI, to qualify for NRI quota only) and NRI-sponsored category (candidate must have completed class XII from a school in India to qualify for NRI-sponsored quota). Candidate will have to choose the option (YES/NO) available in the form for NRI / NRI-Sponsored Quota while filling up the application form in order to remain eligible for the same. Candidates have to provide a legal affidavit from NRI sponsor as per the format available on website at the time of admission. Failure to provide the affidavit will result in cancellation of admission without refund of fees. Vacant seats under NRI / NRI-sponsored quota will be offered to candidates under the same quota on first-come-first-serve basis. Any NRI / NRI-sponsored seats still remaining vacant shall be transferred to the general category admission.
 - (i) Candidate applying for NRI category (candidate who have completed class XII from a school outside India or he/she is NRI), is eligible for the admission in SLS, PDEU on the basis of submission of either their SAT-1 SCORE including ESSAY component or online submission of SoP & Creative writing (as mentioned in the below table) and will have to appear for online Personal Interview conducted by SLS, PDEU." The candidate is required to submit the SAT - 1 score of the exam taken by him/her between 1st June 2020 and 31st May 2021.
 - (ii) Such candidates will have more priority in merit for admission in SLS, PDEU and if qualifies in the merit list then would be eligible to secure the admission under NRI quota only. These candidates will not be allowed to get transferred / claim admission under general quota.

4) Eligibility and Selection Process

Unless otherwise mentioned, all deadlines provided within this document will be adherent to office timings 10.00 AM to 5.30 PM. In receipt of online admission forms and online transfer of fees, the deadline will be midnight of the same date. The university reserves the right to change any published dates and time with prior notice of 12 hours.

a) Eligibility Criteria:

- i) The candidate seeking admissions to:
 - B.A. (Hons.)/B.B.A. (Hons.), he/she is required to have passed 12th standard examination or equivalent from any discipline.
 - B.Com. (Hons.), he/she is required to have passed 12th standard examination or equivalent from Commerce stream or should have studied accounting and/or commerce related subjects in 12th standard.

- ii) Candidate must have passed any of the following qualifying examinations; with English as one of the subjects:
 - 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 Defence Academy.
 - General Certificate Education (GCE) Examination (London/Cambridge/Sri Lanka) at the Advanced (A) level with minimum passes of 2/3 subjects.
 - High School Certificate Examination of Cambridge University
 - International Baccalaureate Diploma Program with the minimum passes of 6 subjects (3HL and 3SL) with 24 points.
 - 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 minimum five subjects.
 - H.S.C. Vocational Examination

b) Merit Reckoning and Selection Procedure

i) Online Submission of Statement Of Purpose, Creative Writing and Personal Interview:

Merit for admissions will be based on the total marks obtained in the process. The candidate has to appear for all the three components: - SoP, creative writing and Personal Interview to qualify for the Merit List.

<u>Test</u>	<u>Particulars</u>	<u>Marks Weightage</u>
Statement of Purpose (Max. 500 words)	<ul style="list-style-type: none"> ▪ Self-introduction, interests & motivation ▪ Insight of your life goals ▪ Aspiration to join SLS, PDEU ▪ Summarize your middle school & High School experiences ▪ Discuss the relevance of your Co-curricular activities ▪ Elaborate your academic interests 	30 Marks
Creative Writing (Max. 500 words)	<ul style="list-style-type: none"> ▪ Language ▪ Presentation ▪ Creativity & Thought Process 	30 Marks
Personal Interview	<ul style="list-style-type: none"> ▪ Communication skills ▪ Approach & Attitude ▪ Co-achievements in co-curricular & sports activities 	40 Marks
TOTAL		100 Marks

* There will be no negative marking.

* Creative Writing can be written as in form of prose or poetry.

* The candidates must produce all certificates (if any) for achievements in co-curricular and sports at the time of the online Interview if asked by the panelists.

* The NRI candidate who have passed their 12th standard from any schools outside India but are Indian citizens/Indian passport holder can either submit their SAT-1 SCORE including ESSAY component or online submission of SoP & Creative Writing (as mentioned in the above table) and appear for online Personal Interview conducted by SLS, PDEU.

*The NRI candidate who have passed their 12th standard from any schools in India and are Indian citizens/Indian passport holder are required to appear for all components of the entrance exam (as mentioned in the above table).

The important dates are mentioned towards the end of the document.

ii) Submissions:

Last date for the Submission of Statement of Purpose (SoP) & creative writing would be 17 June 2021 and the schedule for the Personal Interview would be informed to the candidates well in advance. The candidate will have to ensure their availability as per the interview schedule given to them and adhere to the deadlines of submission of SOP & creative writing. All Candidates are advised to visit the website on regular basis for updates regarding the details. The online interview schedule are subject to change at the discretion of the university.

5) Online Application Process:

- a) Candidate should register the on-line application form available on SLS website. (Please visit SLS website: - sls.pdpu.ac.in for the application procedure.)
- b) For the purpose of application, a candidate shall be required to make online payment of Rs. 1200.00 through Internet Banking/Debit Card/Credit Card towards the application fee and it is non-refundable.
- c) A candidate shall be required to upload the colored scan copies of requisite certificates and testimonials as specified in the Application Form.
- d) Those candidates with Accounting/Commerce background as per section 4a(i)2 would be required to indicate their preference of B.A. (Hons.) / B.B.A. (Hons.) OR B.Com. (Hons.) in the Application Form itself. Order of preference once given would be treated as final. As per the merit, if candidate's higher preference is available, it would be mandatory for the candidate to accept it.
- e) The last date to apply online is 12.00 PM (Midnight) of Saturday, 12th June, 2021.
The candidate will have to produce the printout of the Admit Card/Hall Ticket along with proof of the identity such as original aadhar card/ election card/ driving license during the online interview conducted which will be examined by the panelists.

6) Test Administration and Merit List:

- a. Candidates are requested to be ready well in advance for the online interview schedule for them.
- b. Candidate will not be allowed to change the SOP and creative writing once submitted.
- c. Candidates must have the following when sitting for an interview:
 - i. Documents: Admit Card/Hall ticket.
 - ii. Photo identity proof (aadhar card/ election card/ driving license)
 - iii. Certificates & medals if any
- d. Instructions for SoP and Creative Writing:
 - i. Word limit: SoP (max. 500 words) & creative writing (max. 500 words).
 - ii. Candidates are advised to write their SoP & Creative Writing truthfully and with utmost honesty.
Also mention the source name and link if used as a reference to write SoP.
 - iii. Plagiarism will be checked and may result in the disqualification of the same.
- e. All candidates submitting Application Forms along with successful payment of registration form fees by the due date will be receiving auto generated Application Roll Numbers on the form itself.
- f. The candidates shall have to make their own arrangements for online interview. There will be no consideration to change the interview schedule unless in exceptional circumstances. A request for the same will be made via email by the candidate and will be reviewed by the Director – SLS for consideration. Requests should be made at least one week before the date of the personal interview.
- g. Based on the performance in all the three components – SoP, creative writing and the personal interview evaluation, a single merit list will be announced on Thursday, 1st July, 2021*. Cut-off scores, if required, would be decided by the Admission Committee. Programme preference indicated in application form will be considered while allocating the admission.
- h. Operating waiting list (If required): Availability of seat(s), if any, to the waitlisted candidates for the admission will be announced on Saturday, 10th July, 2021*. Wait listed candidates seeking admission should pay fees as notified on the website. No individual communication shall be made in this regard.
- i. If at any stage, the information provided by the candidate is found to be false, his / her admission shall be cancelled and he/she shall be debarred from applying for admission in any academic program of the University for the next two years.

- j. All communications for the admission process will be made through SLS website [www.sls.pdpu.ac.in] and only communications made on the website should be treated as final. Candidates are strongly advised to access the School's website on regular basis for admission updates.
- k. Admission committee is authorized to cancel any admission that has been given inadvertently by the Admission Committee or admission taken by the candidate on the basis of incorrect/ insufficient information.
- l. If, due to any administrative or other reason, the University cancels the allotment of seat made to any candidate, the entire fee collected (except application form fee) will be refunded.
- m. On admission, the candidate will have to deposit one copy of Aadhar Card (optional), Date of Birth Certificate, 12th standard marks Sheet and Certificate, School Leaving Certificate, and predicted grade sheet (for candidate whose result is awaited), SC / ST / Physically Challenged Certificate (by competent authority) for verification. The University does not collect or keep any original document with itself.
- n. The above rules are subject to modifications from time to time, whenever found necessary.

7) Fee Structure and Payment Schedule

a) Fee Structure:

For All Candidates (*Except NRI / NRI-Sponsored candidates*)

Particulars	Fees For Candidate (In Rs.)
Tuition Fee (per semester)	1,18,000
University Enrollment & Examination Fees (per semester)	3,000
Library Deposit (One time, Refundable)	3,000
Caution Money Deposit (One time, Refundable)	10,000
Total Fees, Enrollment, Examination Fees & Deposits	1,34,000

For NRI / NRI-Sponsored candidates

Particulars	Fees For Candidate (In Rs.)
Tuition Fee for NRI-Sponsored candidates (per semester)	USD 2,950
University Enrollment & Examination Fees (per semester)	3,000
Library Deposit (One time, Refundable)	3,000
Caution Money Deposit (One time, Refundable)	10,000
Total Fees, Enrollment, Examination Fees & Deposits	USD 2,950 + Rs. 16000

- * Each academic year is split in two semesters.
- * Limited hostel facilities at the campus are available for girls/boys according to hometown (outstation candidates get preference) and merit.
- * Hostel accommodation is available on first come first serve basis, subject to its availability. To secure the hostel accommodation, following non-refundable fees are required to be paid:
- * **Hostel charges** are as under (FY 2020-21):

Particulars	Accommodation Rent (in Rs.)
Double / Tripe Occupancy AC Room	85,000

Utilities are charged extra. Hostel Deposit (Refundable): 5,000/- to be paid at the time of confirming the hostel facility. Electricity charges would be levied (calculated) extra on actual consumption basis.

*** Mess Charges (FY 2020-21):**

- i. Rs. 44,000/- per year for breakfast, lunch, dinner and snacks as per canteen schedule. This is compulsory for candidates opting for hostel facility of the University.
- ii. Rs. 29,000/- per year for breakfast, lunch and snacks for day scholars as per the canteen schedule. (Monday to Friday)

The above mentioned Hostel Fees / Mess Charges are to be paid through a Demand Draft drawn in favor of 'Pandit Deendayal Energy University', payable at Ahmedabad at the start of academic year.

For hostel facility Shri Ashutosh Vyas Ground Floor (Block-C) email: ashutosh.vyas@spt.pdpu.ac.in may be contacted. *Hostel and mess charges are subject to upward revision from time to time.

b) Payment Schedule:

- i) Payment for getting Admission: The candidates who are offered admission can secure the admission only upon payment of the full fees of the first semester.
- ii) Payment of the remaining charges: The admitted candidates are required to pay the mess charges and energy charges for the first semester before the prescribed date.
- iii) Semester wise Payment: The admitted candidates 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.

c) Modes of Payment:

- i) Payment by Demand Draft: Fees may be paid by demand draft drawn in favour of "Pandit Deendayal Petroleum University," payable at Ahmedabad, Gujarat.
- ii) 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 Kotak Mahindra Bank, SWIFT/BIC (IFSC) Code: KKBK0000958, Branch: Mumbai.

Candidates are required to send fee payment receipt slip of the bank in scan copy to slsadmission@pdpu.ac.in & Nilesh.thaker@spt.pdpu.ac.in before the last date.

- iii) Cash Payment is not accepted.

8) Education Loan

Education loan facility will be available to the eligible candidates from the leading banks at preferred rate of interest. The candidates are required to provide supporting documentation as required by the bank.

9) Cancellation of Admission and Refund of fees:

- a) If Admission Committee is convinced that a certain candidate has been wrongly admitted, the admission shall be cancelled at any time. In such an event, the fees shall be refunded. (Except application fee).
- b) If the candidate has not passed in class XII standard examination (irrespective of any boards), he/she shall not be eligible to get admission in spite of him/her having applied/registered for the admission process.

- c) A Provisional admission is granted to the candidates waiting for their result. However, if the candidate after receiving the final grade sheet / result does not meet the eligibility requirement the admission given to him/her will automatically stand cancelled.
- d) All the candidates who are granted admission have to strictly abide by all the rules and regulations of the university and have to maintain a thorough discipline/decorum during their trips/visits/study tours/internships/workshops/IEP programs/exchange programs/etc. within or outside the campus, failing which the university holds the final right to cancel the admission granted at any point of time.
- e) Candidate will have to submit a handwritten letter of request of cancellation of admission duly signed by the candidate and parent/guardian, along with cancellation form provided by SLS office.
- f) If a candidate chooses to withdraw from the program of study in which he/she is enrolled, the institution concerned shall follow the five-tier system for the refund of fees remitted by the candidate as per the UGC fee refund notification (UGC-Notice-reg-Fees-refund-Eng) dated October 2018.
- g) Refund of Admission Fees deposited by Candidates shall be done strictly as per UGC Notification for refund of fees as follows:

Percentage of Refund of Aggregate Fees*	Point of time when notice of withdrawal of admission is served to the University
100%**	15 days or more before the formally-notified last date of admission
90%	Less than 15 days before the formally-notified last date of admission
80%	15 days or less after the formally notified last date of admission
50%	30 days or less, but more than 15 days after formally-notified last date of admission
00%	More than 30 days after formally notified last date of admission

***In this case, the University will deduct Rs. 5000/- towards a processing charges. Last date of admission is 31st July 2021*. To apply for a withdrawal/refund, candidates must send an email notification to slsadmission@pdupu.ac.in in order to receive the withdrawal / refund application form and instructions. Please include your name, application no., merit no., programme name & mobile no. in all communications.*

- h) For withdrawal of admission and seeking refund, a candidate is required to submit the original fee receipt, admission letter, handwritten cancellation application and the letter of request for withdrawal duly signed by him and counter signed by his parent/guardian. No other communication will be considered except hard copy of the Cancellation Form. If Candidate cancels admission after commencement of the program, the candidate shall also have to submit a No-Objection Certificate signed by various departmental / sectional heads of the University.

10) 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.

11) Important Dates

Particulars	Activities
Forms available from	4 th February, 2021
Last date of applying for Admission	12 th June, 2021
Last date for Submission of SOP & Creative Writing	17 th June, 2021
Online/Offline Personal Interview	19 th June 2021 to 24 th June 2021
*Display of Admission list	*1 st July, 2021
Admission formalities, fees collection & enrollment up to	5 th July, 2021
**Operating Waiting List	**10 th July, 2021
*Semester commences on	*2 nd August, 2021

(*subject to change)

(** would be displayed if required)