

5th March, 2018

**PANDIT DEENDAYAL PETROLEUM UNIVERSITY
SCHOOL OF LIBERAL STUDIES
www.sls.pdpu.ac.in**

ADMISSION POLICY AND PROCEDURE FOR THE 2018 INTAKE OF:-

- A) Bachelor of Arts (Honours) / Bachelor of Business Administration (Honours)
- A1) B.A. (Honours) in Economics
 - A2) B.A. (Honours) in English
 - A3) B.A. (Honours) in Governance & Public Administration
 - A4) B.A. (Honours) in Psychology
 - A5) B.A. (Honours) in Political Science - International Relations
 - A6) B.A. (Honours) in Mass Communication
 - A7) B.B.A. (Honours) in Marketing / Human Resource Management / Finance
- B) Bachelor of Commerce (Honours)
- B1) B.Com. (Honours) in Finance & Accounting
 - B2) B.Com. (Honours) in Banking & Insurance
 - B3) B.Com. (Honours) in Marketing & Management
 - B4) B.Com. (Honours) in Entrepreneurship & International Trade
- C) Bachelor of Science (Honours)
- C1) B.Sc. (Honours) in Physics
 - C2) B.Sc. (Honours) in Chemistry
 - C3) B.Sc. (Honours) in Mathematics

The Admission Process for Bachelor Degree Programme 2018 will be conducted under the direction of the Admission Committee headed by the Director – SLS.

PROCEDURE, TERMS AND CONDITIONS:-

- 1) **Total intake across the programs is 460 seats. The number of proposed seats available for admission: 280 students in A, 120 students in B and 60 students in C.**
- 2) **Reservation:**
 - 2a) 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).
 - 2b) Physically challenged will be provided 3% reservation in each category.
 - i) Definition: 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 reservation.

- ii) A student will be able to claim benefit under Physically Challenged category only once during admission, and will have to fulfill all academic requirements as per curriculum after joining.
 - 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.
- 2c) Girls Quota: 50% of seats shall be earmarked for girls in A, B and C each. Seats not filled under girls quota will be opened for other students (all genders and open category) as per lateral position on merit list.
- 2d) Seats not filled-in under any reserved category will be allotted to the general category. All testimonials will be verified by the University.
- 2e) NRI-Sponsored Quota: 15% seats of the total intake of the school are reserved for NRI-sponsored category (student 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-Sponsored Quota while filling the application form in order to remain eligible for the same. Students have to provide a legal affidavit from a NRI sponsor as per the format available on website at the time of admission. Failure to provide the affidavit will result in cancellation or admission without refund of fees. Vacant seats under NRI-sponsored quota will be offered to students under the same quota on first-come-first-serve basis. Any NRI-sponsored seats still remaining shall be offered to the open merit pool.

3) School of Liberal Studies

The School of Liberal Studies, a constituent School of Pandit Deendayal Petroleum University, was launched in 2009. In its undergraduate Programme in Liberal Studies, students 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. PDU has excellent academic infrastructure and a stimulating environment to support all round development of the students. SLS also conducts Master of Arts in Public Administration, International Relations and English Literature as well as Ph.D. in all the Majors offered.

Liberal Studies is not just about merely teaching the subject to the students but also providing an atmosphere, where students acquire a love for learning a subject and subsequently apply their knowledge creatively. It emphasizes 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.

3a) B.B.A./B.A. (Hons.) Programme in Liberal Studies

All admitted students will follow a common curriculum during the initial two years of the four-year undergraduate B.A. /B.B.A. (Hons.) programme. These students 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 student 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 students with a skill set that enables them to explore multiple career options. Besides the UGC recognized degrees awarded (based on the selection of major areas of study), the University will also award a Diploma in Liberal Studies.

3b) B.Com. (Hons.) Programme

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 students 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 of the students' choice. Exploring Bachelor of Commerce with interdisciplinary focus would expand the horizontal as well as vertical opportunities in career for the students and would enable them to bring applied research aspect to the industry. School of Liberal Studies at Pandit Deendayal Petroleum University offers Four Year B.Com. (Hons.) Programme in the globally recommended format and pedagogy.

3c) B. Sc. (Hons.) Programme

The programme aims at providing diverse growth of knowledge with an opportunity for students to have access to all curricular areas with mobility to other universities in India as well as abroad. The curriculum is based on new knowledge, in response to the needs of the global community at large. During the first year of the four year undergraduate programme, students get exposure to foundational courses. Remaining three years of this program focuses on Physics / Chemistry / Mathematics offered as specialization chosen by the student.

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.

4a) Eligibility Criteria:

i) The student seeking admissions to:

- (1) B.B.A. (Hons.)/B.A. (Hons.) is required to have passed 12th standard examination or equivalent from any discipline.
- (2) B.Com. (Hons.) 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.
- (3) B.Sc. (Hons.) should have passed 12th standard examination or equivalent from science stream or with minimum any 2 of the following subjects – Mathematics, Physics, Chemistry, and Biology.

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 Defense 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

4b) Merit Reckoning and Selection Procedure

i) Written Test and Personal Interview:

Merit for admissions will be based on the total marks obtained in the entrance exam. The candidate has to appear for all the three sections - Written Test: comprising of Aptitude test + creative writing, and Personal Interview to qualify for the Merit List.

<u>Test</u>	<u>Particulars</u>	<u>Marks Weightage</u>
Aptitude Test 100 MCQs (90 minutes)	<ul style="list-style-type: none"> • English • Verbal Abilities & • Reading Comprehension • Quantitative Aptitude • Logical Reasoning • General Knowledge 	50 Marks
Creative Essay (30 minutes)	<ul style="list-style-type: none"> • Language • Presentation • Creativity & Thought Process 	25 Marks
Personal Interview	<ul style="list-style-type: none"> • Communication skills • Approach & Attitude • Co-achievements in co-curricular & sports activities 	25 Marks
TOTAL		100 Marks

* There will be no negative marking.

* Essay can be written in English, Hindi or Gujarati; as well as in prose or in poetry.

* The candidates must bring all certificates for achievements in co-curricular and sports at the time of the Interview.

The written test and personal interview will be conducted on 26th May 2018.

ii) Test Centers:

Written Test and Personal Interview will be conducted at the following cities on 26th May 2018: Gandhinagar, Kolkata, Mumbai, Bangalore, New Delhi, Surat, Rajkot, Bhavnagar, Vadodara and Indore. All Candidates are advised to visit the website on regular basis for updates regarding the test centers and other details. Test centers are subject to change at the discretion of the university. The interview may be conducted on next days after the entrance test, depending on the number of applicants at respective centers.

5) Online Application Process:

- 5a) Candidate should apply on-line on SLS website. (Please visit SLS website: - sls.pdpu.ac.in for the application procedure.)
- 5b) 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.
- 5c) A candidate shall be required to upload the colored scan copies of requisite certificates and testimonials as specified in the Application Form.
- 5d) Those candidates with Accounting/Commerce background as per section 4a(i)2 would be required to indicate their preference of B.B.A. (Hons.) / 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.
- 5e) Those candidates with Science background as per section 4a(i)3 would be required to indicate their preference of B.B.A. (Hons.) / B.A. (Hons.) OR B.Sc. (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.
- 5f) The last date to apply online is 12.00 PM (Midnight) of Saturday, 19th May, 2018.
- 5g) The candidate will carry the printout of the Admit Card/Hall Ticket as a proof of the identity to the venue of examination, and get it signed by the supervisor.

6) Test Administration and Merit List:

- 6a) Candidates are to report at the venue at least 45 minutes before the scheduled time of the commencement of the test.
- 6b) Candidate will not be allowed to the exam venue after 15 minutes to commencement of the test. Further, no extra time will be granted for completing the test.
- 6c) Candidates shall bring the following when reporting at the test Center:
 - i) Documents: Admit Card and Copy of acknowledgement e-mail sent.
 - ii) Writing Materials: Ball Point Pen, HB Pencils, Eraser, Sharpener

6d) Instructions for Written Test and Essay Writing:

- i) The candidate shall be provided a sealed Question Booklet and an Answer Sheet.
- ii) Please do not open the Question Booklet until permitted by the invigilator.
- iii) 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.
- iv) The candidates have to sign the attendance sheet during the test duly endorsing the Question Booklet series as given on the Question Booklet and other details.
- v) The printout of the Admit Card / Hall Ticket of the candidate (to be brought by the candidate) shall be signed by the Test Center–In charge/Invigilator during the test. This will serve as the proof of the candidate's appearance in the test.
- vi) The duration of the written test is 90 minutes. There are 100 questions. All questions are compulsory.
- vii) Each question has four options marked (1), (2), (3) and (4).
- viii) Each question carries 1/2 mark.
- ix) There is no negative marking.
- x) 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) or (4) against the relevant question number. Use only HB Pencil to darken the circle for answering.
- xi) 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 circle with an HB pencil.
- xii) The written test is followed by Essay Writing of 30 minutes duration.
- xiii) There will also be a Personal Interview of 25 marks and will evaluate the candidates on communication (10 marks), approach and aptitude (10 marks) and co-curricular activities and sports (05 marks). The candidates must bring all certificates for achievements in co-curricular and sports at the time of the Interview.
- xiv) The Personal Interview for all the candidates will be held in their respective centers on Saturday, 26th May, 2018. In case of a larger number of applicants at a particular center, the interviews may go on the next day/days as well. The same would be informed to you immediately after the test.

6e) All applicants submitting Application Forms along with payment of fees by the due date will be given Application Roll Numbers on the form itself.

6f) The candidates must make their own arrangements for reaching the test centers in respective cities given as their preference. All expenses for attending examinations are to be borne by the candidates. There will be no consideration to change the test center once confirmed in application 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 entrance test.

6g) Based on the performance in written test and the personal interview evaluation, a single merit list will be put up on the website on Monday, 4th June, 2018. The merit list will be based on the entrance-exam. 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.

6h) Operating the waiting list: Availability of seat(s), if any, to the waitlisted candidates for the admission will be posted on the School of Liberal Studies website on Tuesday, 12th June, 2018. Wait listed

candidates seeking admission should pay fees as notified on the website. No individual communication shall be made in this regard.

- 6i) 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.
- 6j) All communications for the admission process will be made through SLS website [www.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.
- 6k) Admission committee is empowered 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.
- 6l) 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.
- 6m) 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.
- 6n) The above rules are subject to modifications from time to time, whenever found necessary.

7) Fee Structure and Payment Schedule

7a) Fee Structure:

For All Students (*Except NRI-Sponsored students*)

Particulars	Fees For Student (In Rs.)
Tuition Fee (per semester)	93,000
Students' Welfare Fund (per semester)	-
University Enrollment Fees (per semester)	3,000
Insurance Charges (per year)	-
Library Deposit (One time, Refundable)	3,000
Caution Money Deposit (One time, Refundable)	10,000
Total Fees	1,09,000

For NRI-Sponsored students

Particulars	Fees For Student (In Rs.)
Tuition Fee for NRI-Sponsored students (per semester)	USD 2,200
Students' Welfare Fund (per semester)	-
University Enrollment Fees (per semester)	3,000
Insurance Charges (per year)	-
Library Deposit (One time, Refundable)	3,000
Caution Money Deposit (One time, Refundable)	10,000
Total Fees	USD 2,200 + 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 charges for AY 2017-18 were as under:

Particulars	Accommodation Rent (in Rs.)
Single Occupancy Non AC Room	1,62,000
Single Occupancy AC Room	1,72,000
Double Occupancy Non AC Room	89,500
Double Occupancy AC Room	1,01,000
Triple Occupancy Non AC Room	67,000
Tripe Occupancy AC Room	72,000

Utilities are charged extra and Rs. 5000/- deposit will have to be paid at the time of confirming the hostel facility.

- * Facility for university canteen for breakfast, lunch, snacks and dinner is available. Mess charges for 2017-18 are Rs. 40,425 for the hostilities and Rs. 26,950 for day scholars.
- * Hostel and mess charges are subject to upward revision from time to time.
- * Alumni fees of Rs. 2,500 is payable in the final semester.
- * Convocation fees of Rs. 4,000 is payable during the final year.

7b) 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 students are required to pay the mess charges and energy charges for the first semester before the prescribed date.
- iii) 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.

7c) 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 Oriental Bank of Commerce (OBC) A/C No. 09332151005094, SWIFT/BIC (IFSC) Code: ORBC0100933, Branch: Gandhinagar.

Students are required to send fee payment receipt slip of the bank in scan copy to slsadmission@pdp.ac.in before the last date.

- iii) Cash Payment is not accepted.

8) Education Loan

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

9) Cancellation of Admission and Refund of fees:

- 9a) 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).
- 9b) If the candidate has a compartment irrespective of any boards, in class XII, he/she is not eligible to apply/register for the admission process.
- 9c) A Provisional admission is granted to the candidates waiting for their result (only in cases of the IB Board and CIE A-Levels). However, if the candidate after receiving the final gradesheet/result does not meet the eligibility requirement the admission given to him/her will automatically stand cancelled.
- 9d) Candidate will have to submit a handwritten letter of request of cancellation of admission duly signed by the student and parent/guardian, along with cancellation form available on sls.pdp.ac.in or in SLS office.
- 9e) 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).
- 9f) If a candidate informs the School about his/her withdrawal of admission in writing in the prescribed Admission cancellation Form available on sls.pdp.ac.in or in SLS office, on or before 13th July 2018, tuition fees will be refunded after deducting Rs. 1,000/-processing charge.

9g) If a candidate withdraws from admission process after depositing the fees and after 13th July 2018, the refund will be made after the completion of 1st term, provided the vacant position could be filled according to university's selection criteria before the commencement of the semester and due acceptance of admission by waitlisted student/s. 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 refundable.

9h) 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 Student cancels admission after commencement of the program, the student 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	15th March, 2018
Last date of applying for Admission	19th May, 2018
Written Test and Personal Interview in PDPU and other listed cities	26th May, 2018
Personal Interview for Ahmedabad / Gandhinagar candidates for PDPU center (and other centers if required)	27th May, 2018
Display of Admission list	4th June, 2018
Admission formalities, fees collection & enrollment up to	8th June, 2018
Operating Waiting List	12th June, 2018
Semester commences on	23rd July, 2018