



1st February, 2024

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



ADMISSION POLICY 2024
School of Liberal Studies

School of Liberal Studies, a constituent school of PDEU (Formerly known as PDPU), 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 Policy and Administration, Politics and International Relations, English, Psychology, Mass Communication, Economics and Master of Commerce along with Ph.D. in all the areas are 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 over all 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 2024

1) Programs Offered:

Bachelor of Arts (Honors) / Bachelor of Business Administration (Honors) / Bachelor of Commerce (Honors)

All admitted candidates will follow a common curriculum during the initial two years of the four-year undergraduate B.B.A. / B.A. (Hons.) and B.Com. / 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.) or B.Com (Hons.) Program depending on the selection of the major subjects. Last two years curriculum focuses on major and minor subject selection.

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.A. (Hons.), B.B.A. (Hons.) & B.Com (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.A. (Honors) in Digital Humanities
8. B.A. (Honors) in Indic Studies
9. B.B.A. (Honors) in Marketing
10. B.B.A. (Honors) in Finance
11. B.B.A. (Honors) in Human Resource Management
12. B.Com. (Honors) in Finance & Accounts
13. B.Com. (Honors) in BFSI & FinTech
14. B.Com. (Honors) in Marketing & Management
15. B.Com. (Honors) in Entrepreneurship & International Trade

*Major & Minor subject selection:

- i. Students taking a major subject from B.B.A. (Hons.) basket have to select their minor subject from B.A.(Hons.) basket.
- ii. Students taking a major subject from B.A. (Hons.) basket can select their minor subject from either B.A.(Hons.) basket or BBA(Hons.) basket.
- iii. Students taking major from B.Com. (Hons.) basket can select minor subject either from B.A.(Hons.) basket or from B.Com. (Hons.) basket.

The Admission Process for Bachelor Degree Programme 2024 will be conducted under the direction of the Admission Committee headed by the Director – SLS.

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

3) Reservation:

a) Statutory Reservation Quota: 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 Quota: 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./ B.A.(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) Defense/CAFP Quota (newly introduced): This category is applicable to wards of persons in Defense/CAFP. A candidate can apply in normal category as well as in Defense/CAPF category. There would be no change in the eligibility criteria for admission as described in point no 4 of this document.
- i) 15 seats (general/supernumerary) are provisioned for wards of Defense/CAFP personals in the total UG intake. A candidate allotted admission under this category shall have to fulfill all academic requirements as applicable to others.
 - ii) Ward of serving soldier will upload an undertaking signed by their parent's commanding officer (format as per website). Ward of retired soldier will upload copy of their parent's service book / discharge book. Originals will be checked at the time of document verification.
- e) Admission seats not filled-in under any reserved category will be transferred into the general category.
- f) 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 be an Indian citizen and 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 as per discretion of admission committee.
- (i) Candidate applying for NRI category is the candidate who have completed class XII from a school either outside India or from Indian school or he/she is NRI.
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.
 - (ii) Candidate applying for NRI-Sponsored category is the candidate who have completed class XII from a school in India & he/she is an Indian citizen.
Such students will be offered seat as per merit only after the allocation of seats for NRI category, under the NRI/NRI-Sponsored 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.)/ B.Com. (Hons.), he/she is required to have passed 12th standard examination or equivalent from any discipline.

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) Written Test and Personal Interview(Off-line):

A common merit will be generated, based on the rank obtained from the evaluation of the process and preference given by the candidate in the application form. The candidate has to appear for all the three components as mentioned in the below table to qualify for the Merit List.

<u>Sr. No.</u>	<u>ADMISSION PROCESS</u> <u>Particulars</u>	
1	<p>(a) Aptitude Test (100 MCQs)</p> <ul style="list-style-type: none"> ▪ Verbal Abilities ▪ Quantitative Ability ▪ Logical Reasoning ▪ General Knowledge <p style="text-align: center;">&</p> <p>(b) Creative Writing (Max. 500 words)</p> <ul style="list-style-type: none"> ▪ Language ▪ Presentation ▪ Creativity & Thought Process <p style="text-align: center;">OR</p> <p>(c) SAT Exam (exam taken between 1.4.2023 & 30.4.2024)</p> <p>Note: Mandatory (a) + (b) OR best of two [(a) + (b) &(c)]</p>	<p>50 Marks</p> <p>25 Marks</p> <p>75%</p>
2	<p>Personal Interview</p> <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.
- * 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 Interview if asked by the panelists.
- * The NRI candidate who have passed their 12th standard from any schools outside India but is an Indian citizens/Indian passport holder is required to appear for our off-line mandatory SLS Admission process – Aptitude Test & Creative writing (as mentioned in the above table). If the candidate has taken SAT exam then he can submit the SAT Score of the exam (taken by him/her between 1st April 2023 and 30th April 2024) in the application form and also appear for our off-line mandatory SLS Admission process – Aptitude Test & Creative writing (as mentioned in the above table) where in, best of two would be considered. However, all such candidates will have to appear for Personal Interview conducted by SLS, PDEU.
- *The NRI candidate who have passed their 12th standard from any schools in India and is an Indian citizens/Indian passport holder is required to appear for our off-line mandatory SLS Admission process – Aptitude Test & Creative writing (as mentioned in the above table). If the candidate has taken SAT exam then he/she can submit the SAT Score of the exam (taken by him/her between 1st April 2023 and 30th April 2024) in the application form and also appear for our off-line mandatory SLS Admission process – Aptitude Test & Creative writing (as mentioned in the above table) where in, best of two would be considered. However, all such candidates will have to appear for Personal Interview conducted by SLS, PDEU.
- *A candidate who is an Indian citizen and is applying under NRI-Sponsored quota should have passed his/her 12th standard from Indian school. He/she is required to appear for our off-line mandatory SLS Admission process – Aptitude Test & Creative writing (as mentioned in the above table). If the candidate has taken SAT exam then he/she can submit the SAT Score of the exam (taken by him/her between 1st April 2023 and 30th April 2024) in the application form and also appear for our off-line mandatory SLS Admission process – Aptitude Test & Creative writing (as mentioned in the above table) where in, best of two would be considered. However, all such candidates will have to appear for Personal Interview conducted by SLS, PDEU.

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

ii) Submissions:

Last date for the Submission of SAT score would be as per last date of application form - Thursday, 23rd May, 2024 and the schedule for the Personal Interview would be informed to the candidates on the day of entrance exam. The candidate will have to ensure their availability as per the interview schedule given to them and adhere to the deadlines of submission of SAT score (if applicable) in the application form. All Candidates are advised to visit the website on regular basis for updates regarding the details. The personal 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. 1500.00/- 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 Humanities background would be required to indicate their preference of B.A. (Hons.) / B.B.A. (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) Those candidates with Accounting/Commerce background would be required to indicate their preference of B.A. (Hons.) / B.B.A. (Hons.) OR B.Com. (Hons.) / B.A. (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.

- f) Those candidates with Science background would be required to indicate their preference of B.A. (Hons.) / B.B.A. (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.
- g) The last date to apply online is 11.59 PM (Midnight) of Thursday, 23rd May, 2024.
The candidate will have to produce the printout of the Admit Card/Hall Ticket which could be downloaded from the application dashboard, a week prior to entrance exam date the along with proof of the identity such as original aadhar card/ election card/ driving license during their personal interview conducted which will be examined by the panelists.

6) Test Administration and Merit List:

- a) Candidates are to report at the venue at least 45 minutes before the scheduled time of the commencement of the test at their respective exam center selected in application form. Test centers are: Gandhinagar (PDEU Campus), Surat, Rajkot, Vadodara, Gandhidham, Delhi, Kolkatta, Indore, Udaipur, Varanasi, Mumbai, Bengaluru. Test center may change at the discretion of the admission committee.
- b) 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.
- c) 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
 - iii) Awards/certificates/medals (if any) received for co-curricular activities / sports / etc.
- d) 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 aptitude test of 50 marks for which time duration is 90 minutes. There are 100 questions. All questions are compulsory.
 - vii) Each question has four options marked (a), (b), (c) and (d).
 - 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 (a), (b), (c) or (d) against the relevant question number. Use ball pen (black or blue) / 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 ball pen (black or blue) / HB pencil.

- xii) The written test is followed by Creative Essay Writing of 25 marks and 30 minutes duration. The written test for all the candidates will be held in their respective centers on Saturday, *1st June, 2024.
- xiii) There will also be a Personal Interview of 25 marks and will evaluate the candidates on communication skills / approach and aptitude / understanding of SLS & Liberal Arts / co-curricular activities and sports / overall Impression. 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, *1st June, 2024. 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.
- e) All applicants submitting Application Forms along with payment of fees by the due date will be given Application Roll Numbers on the form itself.
- f) 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.
- g) Based on the performance in written test and the personal interview evaluation, a single merit list will be put up on the website on Tuesday, *11th June, 2024. 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.
- h) Operating waiting list: (it will be displayed only if required): Availability of seat(s), if any, to the waitlisted candidates for the ad on will be posted on the School of Liberal Studies website on Friday, ** 21st June, 2024 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.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 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.
- 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 and processing charges) 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, NRI sponsorship affidavit (in case of NRI / NRI-Sponsored Quota seat) 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)	1,24,500
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	1,40,500

For NRI / NRI-Sponsored candidates

Particulars	Fees For Candidate (In Rs.)
Tuition Fee for NRI-Sponsored candidates (per semester)	USD 3,500
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 3500 + Rs. 16000

SCHOLARSHIP SCHEMES: For B.A/ B.B.A and B.Com (Hons) program students

1. Merit cum means – (No of scholarship - 20): Half tuition fees waiver for students
Eligibility criteria: Based on SLS admission test merit rank and subject to minimum 80% marks obtained in 12th board examination and family income not more than 10 Lakh per annum in the previous financial year.
The same student would carry the scholarship in succeeding semesters if the SPI/CPI does not go below 8/10 and the student does not have any backlog or disciplinary actions on her/him.
2. Merit Scholarship (No of scholarship - 20): Half tuition fees waiver for students
Eligibility criteria: Based on SLS admission test merit rank and subject to minimum 80% marks obtained in 12th board examination.
The same student would be eligible for scholarship based on his/her SPI in succeeding semesters and also the student should not have any backlog or disciplinary actions taken on her/him.
3. Sports Scholarship – (No of scholarship - 3) – 40% of Tuition fee waiver for students
Eligibility criteria: Based on an excellent track record in sports at the national/international level at the entry point, duly validated with documents of achievements and then in the succeeding semester minimum participation in 3 National/international competitions.
4. Earn while you Learn (No of scholarship - 8) – This entails the scholarship to students to intern with the school in assisting documentation/data collection/admission. Selection every semester would be area wise, independent and based on the academic records of the students.
5. Defense/CAFP Quota – In order to honour the sacrifices made by our Defense persons/ CAFP towards our nation, respect the fallen heroes and also serve as a means of support for their families, following scholarship is proposed:
 - a) 100% waiver of tuition fees to wards of Gallantry Award winner or those who made supreme sacrifice for the nation i.e. fatal battle causality on providing a proof of award from respective organization

- b) 50% waiver of tuition fees to wards of war injured / war disabled soldiers of Defense forces and CAFP on providing a war injury / disability certificate from respective medical organization
- c) 50% waiver of tuition fees to wards of soldiers whose annual income is less than 8 lakhs on providing an income certificate
- * Scholarship benefits will be passed on to those students only who has not applied for/received any other scholarship assistance under any other state/central government scheme. No action has been taken against serious mischief in accordance with the policy rules or moral standards of the educational institution.
- * 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 2024-2025):

Particulars	Accommodation Rent (in Rs.)
Hostel Fees	96,000/-

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 2024 - 2025):

- i. Rs. 52,000/- 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. 34,250/- 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 Mr. Ashutosh Vyas may be contacted on **email:** ashutosh.vyas@spt.pdpu.ac.in. *Hostel and mess charges are subject to upward revision from time to time.

b) **Payment Schedule:**

- i) **Payment for getting provisional Admission:** The candidates who are offered admission can secure the admission only upon online 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) Modes of Payment for securing the offered provisional admission for 2024 intake will be online.
- ii) 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 offered provisional admission / enrolled, the institution concerned shall inform the school by sending an email on slsadmission@pdp.ac.in about cancellation / withdrawal request. Refunds for withdrawal of admission will be as per the **UGC Circular No. F.2-71/2022 (CPP-II) Dated 3rd July 2023**.
- g) Refund of Admission Fees deposited by Candidates shall be done strictly as per UGC Notification as mentioned in below table.

Scenario	Refund Amount
Admission Cancellation request received up to 30th September, 2024	Full refund of fees without any deduction
Admission Cancellation request received after 30th September, 2024 and up to 31st October, 2024	Deduction of Rs. 1000/- as processing charges
Admission Cancellation request received after 31st October, 2024	Only deposits will be refunded

- 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	Dates
Forms available from	26th January 2024
Last date of applying for Admission	23rd May, 2024
Written Test and Personal Interview in PDEU and other listed cities	1st June, 2024
Personal Interview for Ahmedabad / Gandhinagar candidates for PDEU center (and other centers if required)	2nd June, 2024
*Display of Admission list	11th June, 2024
Admission formalities, fees collection & enrollment up to	18th June, 2024
**Operating Waiting List	21st June, 2024
*Semester commences on	15th July, 2024

(*subject to change)

(** would be displayed if required)

(*In case of any unavoidable/unforeseen circumstances, there may be changes in the admission process / entrance exam conduct.)