

PANDIT DEENDAYAL PETROLEUM UNIVERSITY

SCHOOL OF LIBERAL STUDIES

www.sls.pdpu.ac.in

Admission Policy And Procedure 2014

FOR

FOUR YEAR UGC RECOGNIZED

A. B.A. (Hons.)/B.B.A. (Hons.) [Four Year] - Maximum Intake - 120

- i. B.A. (HONS.) in ECONOMICS
- ii. B.A. (HONS.) in ENVIRONMENTAL STUDIES
- iii. B.A. (HONS.) in ENGLISH
- iv. B.A. (HONS.) in GOVERNANCE & PUBLIC ADMINISTRATION
- v. B.A. (HONS.) in PSYCHOLOGY
- vi. B.A. (HONS.) in POLITICAL SCIENCE - INTERNATIONAL RELATIONS
- vii. B.B.A. (HONS.) in MARKETING/HR /FINANCE

B. B.Com. (Hons.) [Four Year] -Maximum Intake - 60

The Admission Process for Bachelor Degree Program 2014 will be conducted under the direction of the Admission Committee constituted by the University for the School of Liberal Studies.

1. Total number of Seats available for admission: 120 students A and 60 students in B.

2. Reservation

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

- Scheduled Tribe (ST) 7.5%
- Scheduled Caste (SC) 15 %
- Physically challenged will be provided 3% reservation in each category

Girls Quota: 50% of seats shall be earmarked for girls in A and B each. Seats not filled under girls quota will be opened for other students as per merit .

Candidates are required to produce caste certificate/Physically Challenged certificate from prescribed authorities along with authorized translation (Hindi or English). Physically challenged candidates with disability less than 40% are not eligible for

reservation. The PH candidates shall have to submit certificate of disability issued and duly signed by the Civil Surgeon. This is subject to verification of the disability in person by the Medical Officer of the University.

Explanation : Person with Disability means a person suffering from not less than Forty percent of any disability as certified by a competent medical authority.

Seats not filled-in under any reserved category will be allotted to the general category. All certificates will be verified by authorized PDPU personnel.

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 program 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. PDPU 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.

3.1 BA/BBA (Hons.) Program in Liberal Studies

During the initial two years of the 4-year undergraduate program, the students get exposure to around 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 equips 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 Pandit Deendayal Petroleum University will also award a Diploma in Liberal Arts.**

B. Com. (Hons.) Program

As the global market is becoming volatile and more demanding every day, career opportunities are also expanding and are becoming 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. Economy of a country, Financial issues, Trade Policies, Culture, Demography and Geography of the country influence commercial activities. 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.) Program is in the globally recommended format and pedagogy.

4. Eligibility and Selection Process

4.1 Eligibility Criteria:

- The students seeking admissions to B.A. (Hons.)/B.B.A. (Hons.) are required to have passed 12th standard examination from any discipline, while those who seek admissions to B.Com. (Hons.) are required to have passed 12th standard examination from Commerce stream or should have studied commerce related subjects in 12th standard.
- 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
- High School Certificate Examination of Cambridge University
- International Baccalaureate Diploma Program.
- 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.

4.2 Merit Reckoning and Selection Procedure

4.2.1 Written Test and Personal Interview

Merit for admissions will be total marks obtained in Written Test and Personal Interview. The written test and personal interview will be conducted on Sunday 25th May 2014. The written test 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 be worth 50 marks and will have 100 multiple choice type questions (with ½ mark for each question) to be answered in 90 minutes and Essay writing of 25 marks in 30 minutes. There will be no negative marking. The personal interview will be worth 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.

4.2.2 Test Centers

Written Test and Personal Interview will be conducted at the following cities on 25th May 2014 simultaneously: Gandhinagar, Pune, Kolkata, Mumbai, Bangalore, New Delhi, Surat and Indore. All Candidates are advised to visit the website on regular basis for updates regarding the test centers and other details.

Note: Essay can be written in English or Hindi

5 (A) Online Application Process

5 A.1 Candidate may apply on-line on SLS website. (please visit SLS website application procedure.)

5 A.2 For the purpose of registration, a candidate shall be required to make online payment of Rs. 1200.00 through Internet Banking/Debit Card/Credit Card towards the Registration Fee.

5 A.3 A candidate shall be required to upload the colored scan copies of requisite certificates and testimonials as specified in the Application Form.

5 A.4 Those students with Commerce background would be required to indicate their preference of B.A./ 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 higher preference is available, it would be mandatory for the applicant to accept it.

5 A.5 The last date to apply online is **Friday, 23rd May 2014 during office hours - 9.30 am to 5.30 pm.**

5. (B) Offline Application Process

5.B.1 Candidates can download the Application Form from the following link www.sls.pdpu.ac.in/admission.html or can get a copy from SLS office in person.

5.B.2 The duly filled in Application Form must be sent to the following address along with the application fee of **Rs. 1,200/-**

Convener, Admission Committee

School of Liberal Studies, Pandit Deendayal Petroleum University

Raisan (Gandhinagar), Gujarat 382 007

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

5.B.3 Those students with Commerce background would be required to indicate their preference of B. A. / 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 higher preference is available, it would be mandatory for the applicant to accept it.

5.B.4 The duly filled in Application Form must be sent by registered post, or through DTDC courier. *(The University has a tie-up with DTDC courier and application packet sent through DTDC is delivered to the University on daily basis)*

5.B.5 The last date for receiving the applications is **Friday, 23rd May 2014** **during office hours - 9.30 am to 5.30 pm.**

5.B.6 Admit Card:

The application form has two Admit Cards. **Admit Card A** will be enclosed with the application form and **Admit Card B** will 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

5.B.7 Acknowledgement of Application Form:

The receipt of Application form will be notified by email or tele- communication.

5.B.8 The written test will be conducted on **Sunday, 25th May 2014** in Gandhinagar, Pune, Kolkata, Mumbai, Bangalore, New Delhi, Surat and Indore at 10:00 a.m. only. For Gandhinagar center the Personal Interview may be conducted on **26th May 2014**. **For Test Center venues the applicants will have to visit www.sls.pdpu.ac.in.**

6. Test Administration and Merit List

- 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. Further, no extra time will be granted for completing the test.
- Candidates shall bring the following when reporting at the test Center:
 - **Documents:** Admit Cards and Copy of acknowledgement e-mail sent.
 - **Writing Materials:** Ball Point Pen, HB Pencils, Eraser, Sharpener

NOTE (Instructions for Written Test and Essay Writing):

- The candidate shall be provided a sealed Question Booklet and an Answer Sheet.
- Please do not open the Question Booklet until permitted by the invigilator.
- 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 candidates 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 Cards (A & B) of 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.
- The duration of the written test is 90 minutes. There are 100 questions. All questions are compulsory. Each question has four options marked (1), (2), (3) and (4).
- Each question carries 1/2 mark.
- There is no negative marking.
- 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 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.
- The written test is followed by Essay Writing of 25 minutes duration.
- There will also be a Personal Interview worth 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.
- The Personal Interview for all the candidates will be held in their respective centers on **Sunday 25th May 2014.**

For candidates who are from Ahmedabad / Gandhinagar and have their test center on PDPU campus, the Personal Interview will be held on **May 26th 2014** from 10:00 a.m. onwards. Outstation candidates at PDPU center will take their Personal interview on 25th May 2014 itself.

- 6.1 All applicants submitting Application Forms along with payment of fees by the due date will be given Application Roll Numbers.
- 6.2 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 form.
- 6.3 Based on the performances in written test (including Essay Writing), a single merit list (for both B.A./B.B.A – Hons. as well as B. Com. – Hons.) will be put up on the website on **May 29th 2014**. **The merit list will be based on entrance-exam. Cut-off scores, if required, would be decided by the Admission Committee.**
- 6.4 The selected candidates are required to complete Admission formalities, fees payment and enrollment to secure admission between **May 29th 2014 to June 2nd 2014 during office hours 9.30am to 5.30 pm**
- 6.5 If a selected candidate fails to secure admission as per item 6.4, the admission offer will stand cancelled and the seat falling vacant will be offered to the next waitlisted candidate.
- 6.6 **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, June 3rd, 2014**. Wait listed candidates seeking admission should pay fees as notified on the website. No individual communication shall be made in this regard.
- 6.7 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.
- 6.8 All communications by School of Liberal Studies for the admission process will be made through SLS website www.pdpu.ac.in. Candidates are strongly advised to access the School's website on regular basis for admission updates.
- 6.9 **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.**

6.10 If, due to any administrative or other reason, the School of Liberal Studies Admission Committee cancels the allotment of seat made to any candidate, the entire fee collected (except application form fee) will be refunded.

6.11 On admission, the candidate will have to deposit one attested copy of *Date of Birth Certificate, 12th standard marks Sheet and Certificate, School Leaving Certificate*, and wherever applicable, *Caste/Tribe/Physically Challenged Certificate* (by a Gazetted Officer/Head of the Institution last attended) required for admission with the SLS Admission Committee for verification. The School of Liberal Studies does not collect or keep any original document with itself.

6.12 The above Rules are subject to modifications from time to time, whenever found necessary by the Convenor, Admission Committee with the approval of Director General of the University.

7. Fee Structure and Payment Schedule

7.1 Fee Structure:

Particulars	Fees For Student (In Rs.)
Tuition Fee (per semester)	60,000
Student Welfare Activities (per semester)	3,000
Registration Fees (per semester)	3,000
Insurance Coverage (per year)	2,000
Library Deposit (One time, Refundable)	3,000
Caution Money Deposit (One time, Refundable)	10,000
Training and Placement Assistance Fees (per semester)	1,000
Total Fees	82,000

* Each academic year is split in two semesters.

* Charges for the Internships shall be levied on the basis of actual expenditure.

NOTE:

a) Limited hostel facilities at the campus are available for girls/boys according to the merit. Students will be notified about the Hostel Fees at the time of admissions.

b) Facility for university canteen for breakfast, lunch, snacks and dinner is available.

Mess charges are subject to revision. For 2013-14 charges were as under :

For Hostel Students Rs.15,000/- (Compulsory)

For Day Scholar Rs.10,000/-

7.2 Payment Schedule:

7.2.1 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.

7.2.2 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.

7.2.3 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

7.3 Modes of Payment:

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

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

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

8 Education loan

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

9 Cancellation of Admission and Refund of fees:

9.2 If Admission Committee is convinced that a certain candidate has been wrongly admitted, the admission shall be cancelled with the approval of the Convener,

Admission Committee. In such an event, the fees shall be refunded. (Except application fee).

9.3 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)

9.4 If a candidate informs the School about his/her withdrawal of admission in writing in the prescribed Admission cancellation Form available through the website , before respective notified date, tuition fees will be refunded after deducting Rs. 1,000/- processing charge.

9.5 If a candidate securing admission cancels the admission after the respective notified date, the refund will be made after the completion of 1st term, provided the vacant position could be filled before the commencement of the Program. 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.

9.6 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. No other communication will be considered except hard copy of the Cancellation Form.

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

Sr. No.	Activities	Date
1.	Forms available from	7 th April 2014
2.	Last date of applying for Admission	23 rd May 2014
3.	Written Test and Personal Interview in PDPU and other listed cities	25 th May 2014

4.	Personal Interview for Ahmedabad / Gandhinagar candidates for PDPU center	26 th May 2014
5.	Display of Admission list	29 th May 2014
6.	Admission formalities, fees collection & enrollment up to	2 nd June 2014
7.	Last day to Cancel Admission w.r.t. Clause 9.4 & 9.5 in Admission Policy(for candidates in the first list)	3 rd June 2014
8.	Operating Waiting List	3 rd June 2014
9	Last day to Cancel Admission w.r.t. Clause 9.4 & 9.5 in Admission Policy(for candidates in the second list only)	6 th June 2014
10.	Classes commence on	2 nd July 2014