



27<sup>th</sup> February, 2023

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



## **ADMISSION POLICY 2023**

### **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 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 2023**

#### **1) Program Offered:**

##### **A) Bachelor of Arts (Honors) / Bachelor of Business Administration (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.) 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. (Hons.) / 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.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

B) Bachelor of Commerce (Honors) / Bachelor of Arts (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 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.) / B.A. (Hons.) Programme in the globally recommended format and pedagogy.

\*B.Com Candidates will be offered option of selecting major or minor subject from either B.Com (Hons.) basket or B.A. (Hons.) basket. However, it is mandatory to select one option from B.Com (Hons.) major or B.Com (Hons.) minor of the B.Com (Hons.) basket. List of major subjects for B.Com. (Hons.) programme are as under:

1. B.Com. (Honors) in Finance & Accounts
2. B.Com. (Honors) in BFSI & FinTech
3. B.Com. (Honors) in Marketing & Management
4. B.Com. (Honors) in Entrepreneurship & International Trade

*The Admission Process for Bachelor Degree Programme 2023 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. / B.A. (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./ 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) 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 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 (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 SCORE / under take the SLS Admission process – Aptitude Test & Creative writing (as mentioned in the below table) / best of two and will have to appear for Personal Interview conducted by SLS, PDEU." The candidate is required to submit the SAT score of the exam taken by him/her between 1<sup>st</sup> April 2022 and 30<sup>th</sup> April 2023.
  - (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.
  - (iii) Candidate applying for NRI-Sponsored category (candidate who have completed class XII from a school in India & he/she is an Indian citizen), is eligible for the admission in SLS, PDEU on the basis of submission of either their SAT SCORE / under take the SLS Admission process – Aptitude Test & Creative writing (as mentioned in the below table) / best of two and will have to appear for

Personal Interview conducted by SLS, PDEU." The candidate is required to submit the SAT score of the exam taken by him/her between 1<sup>st</sup> April 2022 and 30<sup>th</sup> April 2023.

- (iv) 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):

Merit for admissions will be based on the total marks obtained in the process. The candidate has to appear for all the required 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) <b>Aptitude Test (100 MCQs)</b> <span style="float: right;"><b>50 Marks</b></span></p> <ul style="list-style-type: none"> <li>▪ English</li> <li>▪ Verbal Abilities</li> <li>▪ Reading Comprehension</li> <li>▪ Quantitative Aptitude</li> <li>▪ Logical Reasoning</li> <li>▪ General Knowledge</li> </ul> <p style="text-align: center;"><b>&amp;</b></p> <p>(b) <b>Creative Writing (Max. 500 words)</b> <span style="float: right;"><b>25 Marks</b></span></p> <ul style="list-style-type: none"> <li>▪ Language</li> <li>▪ Presentation</li> <li>▪ Creativity &amp; Thought Process</li> </ul> <p style="text-align: center;"><b>OR</b></p> <p>(c) <b>SAT Exam</b> (exam taken between 1.4.2022 &amp; 30.4.2023) <span style="float: right;"><b>75%</b></span></p> <p><b>Note: Mandatory (a) + (b) OR best of two [(a) + (b) &amp;(c)]</b></p>
2	<p><b>Personal Interview</b> <span style="float: right;"><b>25 Marks</b></span></p> <ul style="list-style-type: none"> <li>▪ Communication skills</li> <li>▪ Approach &amp; Attitude</li> <li>▪ Co- achievements in co-curricular &amp; sports activities</li> </ul>
	<b>TOTAL</b> <span style="float: right;"><b>100 Marks</b></span>

\* 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 12<sup>th</sup> standard from any schools outside India but is an Indian citizens/Indian passport holder is required to either submit their SAT score (exam taken by him/her between 1<sup>st</sup> April 2022 and 30<sup>th</sup> April 2023) 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 12<sup>th</sup> standard from any schools in India and is an Indian citizens/Indian passport holder is required to either submit their SAT score (exam taken by him/her between 1<sup>st</sup> April 2022 and 30<sup>th</sup> April 2023) / under take the SLS Admission process – Aptitude Test & Creative writing (as mentioned in the below table) / best of two and 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 12<sup>th</sup> standard from Indian school. He/she is required to either submit their SAT score (exam taken by him/her between 1<sup>st</sup> April 2022 and 30<sup>th</sup> April 2023) / under take the SLS Admission process – Aptitude

Test & Creative writing (as mentioned in the below table) / best of two and 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, 25 May 2023 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](http://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.) 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 12.00 PM (Midnight) of Thursday, 25<sup>th</sup> May, 2023.  
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.
- 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 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 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, \*3<sup>rd</sup> June, 2023. 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, \*13<sup>th</sup> June 2023. 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, \*\*23<sup>rd</sup> June 2023 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)	1,20,000
University Enrollment & Examination Fees (per semester)	3,000
Library Deposit (One time, Refundable)	3,000
Caution Money Deposit (One time, Refundable)	10,000
<b>Total Fees, Enrollment, Examination Fees &amp; Deposits</b>	<b>1,36,000</b>

For NRI / NRI-Sponsored candidates

Particulars	Fees For Candidate (In Rs.)
Tuition Fee for NRI-Sponsored candidates (per semester)	USD 3,000
University Enrollment & Examination Fees (per semester)	3,000
Library Deposit (One time, Refundable)	3,000
Caution Money Deposit (One time, Refundable)	10,000
<b>Total Fees, Enrollment, Examination Fees &amp; Deposits</b>	<b>USD 3000 + Rs. 16000</b>



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 12<sup>th</sup> 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 12<sup>th</sup> 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.

- \* 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 2022-23):

Particulars	Accommodation Rent (in Rs.)
Hostel Fees	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 2022-23):

- i. Rs. 46,000/- 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. 30,500/- 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](mailto: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 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 2023 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 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:

<b>Percentage of Refund of Aggregate Fees*</b>	<b>Point of time when notice of withdrawal of admission is served to the University</b>
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 15<sup>th</sup> July 2023. To apply for a withdrawal/refund, candidates must complete the online withdrawal process from their application dashboard and submit a scanned copy of cancelled cheque via email **notification to [slsadmission@pdu.ac.in](mailto:slsadmission@pdu.ac.in)** .*

- 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	6th February, 2023
Last date of applying for Admission	25th May, 2023
Written Test and Personal Interview in PDU and other listed cities	4th June, 2023
Personal Interview for Ahmedabad / Gandhinagar candidates for PDU center (and other centers if required)	5th June, 2023
*Display of Admission list	13th June, 2023
Admission formalities, fees collection & enrollment up to	19th June, 2023
**Operating Waiting List	23rd June, 2023
*Semester commences on	17th July, 2023

(\*subject to change)

(\*\* would be displayed if required)

(\*Based on COVID 19 Guidelines, there may be minor changes in the admission process / entrance exam conduct.)

