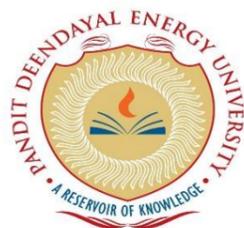


Pandit Deendayal Energy University

SCHOOL OF MANAGEMENT
(Formerly school of petroleum management)

NAAC Accredited; Grade A++ (CGPA of 3.39 out of 4.00)
SOM Ranked 89 (out of 751 B-Schools) in NIRF B-School Rankings-2022
(Ministry of Education, Govt. of India)



Executive M.B.A. Admission Rules 2023*

January 2023

SCHOOL OF MANAGEMENT
(Formerly school of petroleum management)

Raisan, Gandhinagar - 382 426
Phone No. 079-23275103/09/19
www.spm.pdpu.ac.in
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1. THE EXECUTIVE MBA PROGRAMME

The proposed programme shall be Executive MBA, a two-year, part time programme for the working executives. The programme to be conducted through a flipped class room pedagogy in blended mode (mix of on campus and online modules). The two years' programme is divided into four semesters consisting of 6 courses-18 credits per semester. Participants shall be allowed to choose a specialization to build a domain identity as they progress to second year. A participant enrolled in to the programme may choose to exit after first 6 months (Certificate in Management) or first year (Post Graduate Certificate in Management). Executive MBA shall be awarded on the successful completion of the two years programme only.

The objectives of the programme are as follows:

- To build managerial capabilities of participants which allow them to harness maximum out of limited resources through their innovative mind set, entrepreneurial zeal, and understanding of the technological, ecological & political environment.
- To enhance the knowledge base, skills, and competencies of participants to enable them to grow in their career and be leaders in their organizations.
- To build competencies of participants that enable them to respond effectively in a rapidly changing global environment.
- To impart management education to working professionals and entrepreneurs seeking skills and strategies to take their organizations to the next level.
- To develop socially responsible and ethical business leaders who can perform without compromising integrity, honesty, and fairness.

2. ELIGIBILITY

- 2.1 A candidate must hold a Bachelor's Degree, or an equivalent qualification recognized by the Ministry of HRD, Government of India, with at least 50% marks (45% for SC/ST candidates) or equivalent CGPA, of any University incorporated by an act of the central or state legislature in India or other educational institutions established by an act of Parliament or declared to be deemed as a University under section 3 of UGC Act, 1956.
- 2.2 Experience Criteria (as on 30th June 2023) for Executive MBA Candidates:
Candidates with minimum 3 years of relevant work-experience after acquiring the bachelors' degree are eligible to apply.

- 2.3 The Bachelor's degree or equivalent qualification obtained by the candidate must entail a minimum of three years of education after completing higher secondary schooling (10+2) or equivalent.
- 2.4 In case of the candidates being awarded grades/CGPA instead of marks, the equivalence would be based on the equivalence certified by the university/ institution from where they have obtained bachelor's degree.
- 2.5 In case a candidate establishes that the university/ institution from which he/she graduated, does not have any scheme for converting CGPA into equivalent marks, the equivalence would be established by the SOM by dividing earned CGPA with the maximum possible CGPA and multiplying the quotient with 100.

3. SELECTION PROCESS

- 3.1 The eligible candidates shall apply in the prescribed format as available at www.spm.pdpu.ac.in
- 3.2 The short listed candidates will be called for Personal Interview at SOM on specified dates.

3.2.1 Personal Interview :

During the personal interview, a panel will evaluate candidate's understanding of business issues, analytical skills, communication skills and potential to lead.

3.2.2 Seat Matrix :

The selection of the candidates will be based on following selection matrix:

Criteria	Weightage
Application Rating	10%
Experience in Years	20%
Relevance of Experience	20%
Personal Interview	50%

Application rating evaluates candidates on the basis of academic records of 12th, Graduation and Postgraduate, if any, educational performance.

Work experience evaluates candidates on the basis of length and relevance of business experience.

Personal interview: The personal interview shall be aimed at assessing the aptitude, preparedness and motivation of a candidate to pursue the Executive MBA programme.

4. ADMISSION PROCESS

The SOM follows rolling admission process for admission into the Executive MBA programme. The rolling admission means the applications are processed as and when received and benchmarked against the absolute standard for making the admission decision. Therefore, the admissions would conclude when the batch size is met, and subsequent applications shall be considered only for the next batch.

- 4.1 Availability of Admission Forms on www.spm.pdpu.ac.in .

- 4.2 **ONLINE APPLICATION PROCESS:** Candidates are required to fill in Online Application form available on link Apply Online. Candidates applying online shall have the facility to make online payments through the payment options available in the online application process.
- 4.3 The candidates are advised to apply earliest for being considered for the 2023 admissions.
- 4.4 Based on the review of application packet a candidate may or may not be invited for the Personal Interview (PI). For the shortlisted candidates, mutually convenient dates on a rolling basis shall be determined. Video Conferencing/Tele -Conference based PI option may be explored for candidates who are based abroad/offshore.
- 4.5 All expenses for attending PI shall be borne by the candidates.
- 4.6 The candidate appearing for PI shall report at least one hour in advance as per the schedule and register with Admission Office.
- 4.7 The candidate reaching late on the same day is required to report to the Admission Office. An attempt will be made to accommodate the candidate on the same day if possible.
- 4.8 Before appearing at PI, verification of all the documents of the candidate including mark sheets, degree certificate, experience certificate, etc. will be undertaken by the Admission Committee.
- 4.9 The selected students shall make payment as per the clause No 8.1/8.2 to secure admission by paying initial fees of Rs. 25,000/- before the deadlines mentioned in their admission letters.
- 4.10 All candidates must complete admission formalities as prescribed; failing which admission offered shall stand cancelled without any intimation and the seat will be offered to the waitlisted candidate.
- 4.11 The candidates will be informed about the selection results in about 10 days of interview, and the final information of candidates admitted in the programme shall be displayed on the School website on the commencement of the programme.
- 4.12 If at any stage, the information provided by the candidate is found to be false, his/her candidature/ admission shall stand summarily cancelled and he/she will not be eligible to apply for admission for the next two years.
- 4.13 All communication by SOM for the Admission Process shall be made through SOM website www.spm.pdpu.ac.in. Candidates are strongly recommended to access the School website on regular basis for admission updates.

5. FEES STRUCTURE AND PAYMENT SCHEDULE

5.1 Fee Structure:

Fee structure for Executive MBA: Batch 2023-25

Particulars	Year I	Year II	TOTAL
Tuition Fee	1,25,000	100000	2,25,000*
Caution Money Deposit (Refundable)	10,000	-	10,000

Total	1,35,000	100000	2,35,000
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*Tuition fee includes reading material fees, and library fee. PDEU has Executive Hostel wherein lodging and boarding is offered to outstation candidates.

5.2 Payment Schedule:

Particulars	Year 1		Year 2		(In Rs.)
	Semester 1	Semester 2	Semester 3	Semester 4	Total
Initial Tuition Fee Upon Admission (INR)	25,000*				25,000
Tuition Fee (INR)	50,000	50,000	50,000	50,000	2,00,000
Caution Money Deposit (INR):Refundable	10,000				10,000
Total	85,000	50,000	50,000	50,000	2,35,000
Last Date for Depositing Fees	15th June	10th December	15th June	10th December	

*To be deposited within 7 days of receiving admission offer.

6. EDUCATION LOANS

If required, Education Loan facility shall be availed by eligible Executive MBA students. Some banks have agreed to provide study loans to the Executive MBA students. However kindly note that such loans are at sole discretion of banks and the Executive MBA students shall have to fulfil all norms of respective banks towards this. SOM-PDPU shall facilitate the process by providing requisite admission offer related documents/other documents as per need to the admitted candidates/banks.

7. CANCELLATION OF ADMISSION AND REFUND OF FEE

- 7.1 For withdrawal of admission and seeking the refund, a candidate is required to submit withdrawal application along with the fee receipt, admission letter and the letter of refund request duly signed by him/her.
- 7.2 If a candidate informs the School about his/her withdrawal of admission in writing on or before the commencement of the first module, the entire payment will be refunded after the deduction of Rs. 2,000/- as processing fee.

7.3 No refund shall be made if candidate wishes to withdraw admission after the commencement of the first module.

8. WITHDRAWAL FROM THE PROGRAMME AND REFUND OF FEES

8.1 For withdrawal of admission and seeking the refund, a candidate is required to submit withdrawal application along with the fee receipt, admission letter and the letter of refund request duly signed by candidate.

8.2 If a candidate informs the School about his/her withdrawal of admission in writing on or before the commencement of the first module, the entire payment shall be refunded after deducting INR 2000 as processing fee.

8.3 No refund shall be made if candidate wishes to withdraw admission after the commencement of first module.

9. INTERPRETATION

In the matter of interpretation of Admission Rules, the decision of the Chairman, Admission Committee shall be final and binding on the candidates. In the matter of such issues as are not covered in the Rules of Admission mentioned above, the Admission Committee is authorized to resolve these special issues on the merit of the case.

10. KEY DATES (SCHEDULE)

TENTATIVE SCHEDULE OF ADMISSION PROCESS

Sr. No.	Particulars	Date
1.	Availability of Application Forms on http://spm.pdpu.ac.in/	15 th January, 2023
2.	Last date for application	Applications shall be accepted from the admission announcement date onwards and the admission process shall be carried out on a rolling basis. Last date for application: 30 th May, 2023
3.	Admission Interview for short-listed candidates	For all applications received from the admission announcement date, the interview shall be scheduled as per mutual convenience.
4.	Communication of Results	Within ten days of Admission Interview
5.	Admission process Completion	30 th May, 2023
6.	Registration and Commencement of Academic Session	01 st July, 2023

- The above rules are subject to modification(s) whenever found necessary by the Admission Office.

- The Admission Policy & Procedures are subject to the jurisdiction of Hon'ble Court at Ahmedabad.
- The above rules should be read as a whole, for the purpose of any interpretation. In case of any doubt or ambiguity in the interpretation of the rules, the decision of the Director – School of Management, PDEU shall be final.
- If needed, the Executive MBA Admissions 2023 policy may be subject to suitable tweaking/interpretation in light of uncertainties prevailing due to COVID 19 situation.

DISCLAIMER:

The Executive MBA programme is a purely part-time programme meant for working executives and in no case shall be considered as equivalent with full time MBA programme.