



## **Pandit Deendayal Energy University (PDEU)**

### **SCHOOL OF MANAGEMENT (SoM)**

**(Formerly known as School of Petroleum Management-SPM)**

**University is NAAC Accredited with 'A++' grade with CGPA of 3.52 out of 4.00**

**SoM Ranked 89 among the top 100 (out of 876 B-Schools) in NIRF B-School Rankings-2024**

**(Ministry of Education, Govt. of India)**

**PDEU is Only University in Gujarat granted with Graded Autonomy by UGC**

### **SCHOOL OF MANAGEMENT**

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## **M.B.A. Admission Rules 2025\***

**November 2025**

**\*Tentative and subject to final approval and amendment, from time to time, by 'PDEU authority'.**

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In exercise of the powers conferred by the Director General, PDEU, hereby makes the following rules to regulate admissions for academic year 2025-27 at School of Management (SoM) for the Master of Business Administration (MBA) Programme.

The MBA Admission Office of SoM-PDEU shall conduct the MBA Admission process.

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## 1. MBA PROGRAMME

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- 1.1 MBA programme is a two-year full-time residential programme at ‘Pandit Deendayal Energy University’ (PDEU) under “School of Management” (SoM).
- 1.2 SoM offers :
  - a) MBA in General Management with specialization in:
    1. Financial Management
    2. Marketing Management
    3. Human Resources Management
    4. Business Analytics
    5. Operations Management
  - b) MBA in Energy and Infrastructure Management
- 1.3 Each academic year is divided into three trimesters. The MBA programme includes ten to twelve weeks of compulsory apprenticeship embedded summer internship for the students at end of first year (after term 3). This is designed to imbibe functional aspects of business and its challenges.
- 1.4 In addition to Apprenticeship embedded internship, participants also undergo two weeks of Social immersion. There is option to choose either social immersion or international immersion.

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## 2. SEATS

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Total number of Seats available for MBA Admission at SoM-PDEU: 180 (33% seats are reserved through government of Gujarat admission process conducted by ACPC). The selection criteria with respect to entrance test and minimum score through ACPC also remains same.

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## 3. ELIGIBILITY AND SELECTION PROCESS

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- 3.1 Eligibility:
  - 3.1.1 Only Candidates who have appeared at Common Admission Test (CAT) 2024 conducted by IIMs/Xavier Admission Test (XAT) 2025 conducted by XLRI, Jamshedpur /NMAT 2024 conducted by Graduate Management Admission Council (GMAC), are eligible to apply.
  - 3.1.2 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) in aggregate in all semesters/trimesters 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.
  - 3.1.3 A Bachelor’s degree or equivalent qualification obtained by the candidate must contain a minimum of three years of education, as per degree nomenclature approved by the UGC from an institution recognized by the UGC.
  - 3.1.4 In case of the candidates being awarded grades/CGPA instead of marks, the equivalence would be based on the overall equivalence certified by the university/ institution from where they have obtained bachelor's degree.



3.1.5 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 'PDEU-SoM' by dividing earned 'CGPA' (Cumulative Grade Point Average) with the maximum possible CGPA and multiplying the quotient with 100.

3.1.6 A candidate appearing for the final year semester examination of bachelor's degree or equivalent can also apply. Such candidates must have to obtain 50% marks or equivalent in aggregate of all the semesters/years.

a) Such candidates, if selected, will be allowed to join the programme, provisionally with an undertaking to submit the final marks sheet/grade sheet not later than September 30, 2025 and the passing certificate not later than September 30, 2025 to the School.

b) However, the admission shall be cancellable without informing the candidate if the final marks sheet/grade sheet and the degree certificate are not submitted latest by September 30, 2025 and if the candidate has not met the prescribed eligibility criteria, in such case the fees paid will not be refundable except the deposit money.

c) Non-fulfilment of the above conditions/dates will automatically result in the cancellation of the provisional admission, otherwise the admission shall stand cancelled and the fees paid will not be refundable except the deposit money.

### 3.2 Selection Process :

The candidates who appeared at CAT – 2024/XAT – 2025/ NMAT-2024 and seek admission in the MBA Programme have to apply in the prescribed form, which is available on <http://spm.pdpu.ac.in>.

The candidates shortlisted on the basis of aggregate CAT/XAT/NMAT score will be required to appear for group discussion (GD) and personal interview (PI) at SoM, PDEU or may be at other select locations (subject to minimum applications) on the specified date(s).

#### 3.2.1 Group Discussion (GD):

The group discussion (GD) shall be held in a group of about 8-12 students. Students appearing at GD shall be evaluated as per the set criteria.

#### 3.2.2 Written Ability Test (WAT):

Students shall be required to submit a written assignment on the topic announced at the time of GD and PI.

#### 3.2.3 Personal Interview (PI):

Students appearing at PI shall be evaluated on the set criteria. Relevance of work experience, wherever applicable may be assessed at this stage.

### 3.3 Selection Matrix :

It shall be mandatory for the candidates to appear in all components/sort of the selection tests to qualify for the admission, as one of the norms. Selection of students shall be done using the following criteria along with the weightage indicated below:

Criterion	Weights
<i>CAT/XAT/NMAT Score</i>	<i>50%</i>
<i>Group Discussion</i>	<i>10%</i>
<i>Written Ability Test</i>	<i>05%</i>
<i>Personal Interview</i>	<i>20%</i>
<i>Work Experience</i>	<i>10%</i>
<i>Academic Performance+</i>	<i>05%</i>
<b>Total</b>	<b>100%</b>

+ Academic performance at bachelor degree will be appropriately factored in the selection.

#### 4. RESERVATION AND SEAT ALLOCATION

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- 4.1 Seat allocation to the various categories are as given- 15% of the seats are reserved for SC, 7.5% of the seats are reserved for ST and 3% seats are reserved for PwD. Seats not filled-in under any reserved category shall be allotted to the general category.
- 4.2 02 seats are reserved for defense and para-military category as per criteria laid down at the University.

“SC” means Scheduled Caste

“ST” means Scheduled Tribe

“PwD” means Persons with Disabilities

- 4.3 NRI/NRI Sponsored: Admission to this category shall be made as per the relevant rules.

NRI/NRI Sponsored applicants who are offered admission shall have to complete requisite documentation for admissions to these seats, as prescribed by competent authorities.

#### 5. ADMISSION PROCESS

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All eligible candidates eligible have to apply as follows:

**ONLINE APPLICATION PROCESS:** Candidates are required to fill in an Online Application form available on link Apply Online. Candidates shall have to make online payment through the payment options available in the online application process.

- 5.1 The last date of receiving the application form is 16<sup>th</sup> March, 2025.
- 5.2 If one wants to apply for NRI/NRI Sponsored seats, then the appropriate box in ‘online application form has to be tickled.
- 5.3 A candidate has to apply under one category only and in no circumstances, category will be swapped.
- 5.4 Similarly, students selected and admitted through regular admission process are advised not to appear for admission round conducted by ACPC.
- 5.5 The information about candidates’ application status shall be put up on the School's website (<http://spm.pdpu.ac.in/>) within one week from the last date of receiving the application form.
- 5.6 Candidates short-listed on the basis of merit of CAT/XAT/NMAT score will be invited for Group Discussion (GD), Personal Interview (PI) and Written Ability Test (WAT). This information shall be displayed on the SoM website within one week from the last date of receiving the application form for the Admission.
- 5.7 The GD and PI will take place for the MBA programme during last week of March/first week of April 2025, with an approved schedule (the GD/PI schedule will be uploaded in the School’s website). However, these dates are tentative and are subject to change as per requirements. Though, candidates will be informed, well in time.
- 5.8 Candidates have to bear all expenses for attending the GD and PI.
- 5.9 A candidate appearing for the GD and PI is required to report at least one hour in advance as per the schedule and register with the Admission Officials. In case a candidate is late to report, the MBA Admission Office may accommodate him/her in the next session on the same day, if possible, at its sole discretion only.

- 5.10 If a candidate cannot appear for GD and PI on the scheduled date due to unavoidable circumstances, he/she/ guardian may request in prior in writing to the Admission Office at SPM, PDEU (email: [admissions@spm.pdpu.ac.in](mailto:admissions@spm.pdpu.ac.in)) along with documentary evidence showing reason for inability to appear on scheduled date, and seek an alternate arrangement within the stipulated approved GD/PI schedule. The Admission Office will take an appropriate decision on such a request. The decision of the Admission Office shall be final and binding.
- 5.11 The candidates must bring the following documents in original along with one set of self-attested photocopy of the documents for verification at the time of GD and PI:
- 5.11.1 Mark-sheets of 12<sup>th</sup> Standard & Bachelor's Degree or equivalent recognized by the Ministry of HRD, Govt. of India, 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
  - 5.11.2 Certificate of equivalence for conversion of GPA/CPI/CGPA etc. into percentage.
  - 5.11.3 CAT 2024/XAT 2025/NMAT 2024 Score Card
  - 5.11.4 Identity Proof (i.e. Aadhar Card, Driving License etc.)
  - 5.11.5 Experience Certificate, if any
  - 5.11.6 Caste Certificate (from competent authority as notified by the Government, if applied for reservation quota)
- 5.12 The selection of the students and running of the waiting list shall be based on merit and availability of vacant seats.
- 5.13 The information about selected and waitlisted candidates will be available on the School's website on Second week of April 2025. The dates may change, owing to valid reasons, as per decisions taken by admission committee.
- 5.14 On the basis of the merit list of the selected and waitlisted candidates, the candidate will take admission and accordingly inform the Admission office within one week from the date of display of the merit list.
- 5.15 Selected students are required to make payment of fees latest by the deadlines announced as per the details in clause 6.3.1 to secure admission and obtain admission letter.
- 5.16 All candidates should complete admission formalities in all respects latest by the deadlines announced, failing which the admission offer shall stand automatically cancelled and the seat will be offered to the waitlisted candidate.
- 5.17 The School will offer admission to the waitlisted candidates after the 1<sup>st</sup> deadline announced on the seats if any vacant to fill the vacant seats, if any. On receiving the intimation of offer of admission by web notice/email, the waitlist candidate is required to secure his/her admission as per the direction for it. The School reserves the right not to admit candidates to fill up the announced seats.
- 5.18 The final list of the candidates offered the admission will be uploaded on the School's website on the commencement of the programme. The decision of the School will be final and binding.
- 5.19 If at any stage, the information provided by a candidate is found to be false or irrelevant to the admission requirements, his candidature/admission shall be cancelled.
- 5.20 All communication for the admission process will be made through SoM website <http://spm.pdpu.ac.in/> Candidates are strongly recommended to access the School's website on a regular basis for admission updates.



## 6. FEES STRUCTURE AND PAYMENT SCHEDULE

### 6.1 Tentative Fee structure\* for MBA Programme : Batch 2025- 27 (Final Fee Structure will be as approved by Competent authority, Government of Gujarat for Academic Year 2020 Onwards)

		1st Year		2nd Year		(In Rs.)
	Particulars	Tranch 1 (30 June, 2025)	Tranch 2 (31 Dec, 2025)	Tranch -3 (30 June, 2026)	Tranch -4 (31 Dec, 2026)	Total
	Fees: (In Rs.)					
A	Tuition Fees*	2,50,000	2,50,000	2,50,000	2,50,000	10,00,000
	University Enrolment & Examination Fee	5,000	5,000	5,000	5,000	20,000
	Security Deposit (Refundable)	10,000	-	-	-	10,000
	Library Deposit (Refundable)	3,000	-	-	-	3,000
	Sub Total of A	2,68,000	2,55,000	2,55,000	2,55,000	10,33,000
B	Hostel Charges** (AC)	1,10,000	-	1,10,000	-	2,20,000
	Mess Charges**	60,000	-	60,000	-	1,20,000
	Hostel Deposit (Refundable)	5,000	-		-	5,000
	Sub Total of B	1,75,000	-	170,000	-	3,45,000
	Total (A+B)	4,43,000	2,55,000	4,25,000	2,55,000	Rs. 13,78,000/-

\* Subject to revision by competent authority.

\*\*Subject to Change

### 6.2 Tentative NRI/NRI Sponsored Fee Structure (in USD):

		1st Year		2nd Year		(In Rs.)
	Particulars	Tranch 1 (30 June, 2025)	Tranch 2 (31 Dec, 2025)	Tranch -3 (30 June, 2026)	Tranch -4 (31 Dec, 2026)	Total
	Fees: (In Rs.)					
A	Tuition Fees*	5,250	5,250	5,250	5,250	21,000/- USD
	University Enrolment & Examination Fee	5000	5000	5000	5000	20,000/-
	Security Deposit (Refundable)	10,000	-	-	-	10,000/-
	Library Deposit (Refundable)	3,000	-	-	-	3,000/-
	Sub Total of A	Rs. 18,000/+ USD 5,250/-	Rs. 5,000/+ USD 5,250/-	Rs. 5,000/+ USD 5,250/-	Rs. 5,000/+ USD 5,250/-	33,000/+ USD 21,000/-
B	Hostel Charges** (AC)	1,10,000	-	1,10,000	-	2,20,000/-
	Mess Charges**	60,000	-	60,000	-	1,20,000/-
	Hostel Deposit (Refundable)	5,000	-		-	5,000/-
	Sub Total of B	1,75,000	-	170,000	-	3,45,000/-
	Total (A+B)	Rs. 1,93,000/- + USD 5,250/-	Rs. 5,000/- + USD 5,250/-	Rs. 1,75,000/- + USD 5,250/-	Rs. 5,000/- + USD 5,250/-	Rs. 3,78,000/- + USD 21,000/-

\* Subject to revision by competent authority.

\*\*Subject to Change

## 6.3 Tentative Payment Schedule\*:

### 6.3.1 Payment for Securing Admission:

The candidates as per the final selected list are required to pay Rs.1,50,000/- (Rupees One Lakh fifty Thousand only) which includes part of Tranch 1 Tuition Fees..

**NRI/NRI Sponsored:** The candidates as per the final selected list are required to pay USD 5,250 Paid in US Dollar or its equivalent in Indian currency as per the Notified Exchange rate prevailing at the time of getting admission, which includes part of Tranch 1 Tuition Fees..

### 6.3.2 Bi-Annual Payment of Fees

The admitted candidates are required to pay the fees every six months as per schedule announced. Students must pay fees one week before the commencement of the trimester. In case of delay, late fees will be charged as per prescribed rules of the University.

\*Subject to the revision based on Finalized Fees structure for the Academic Year 2025-2026.

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## 7. SCHOLARSHIPS

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### 7.1 Merit-cum-Means Scholarships (50% Tuition Fee waiver)

7.1.1 The Merit cum means scholarship is available as per university scholarship policy for M.B.A. Students.

7.1.2 Maximum 05 Merit-cum-Means Scholarships (50% Tuition Fee waiver) are available as per PDEU scholarship policy for School of Management. The policy stipulates that family income (from all sources) of the candidate in the previous financial year should not exceed INR 10 Lakhs. Also, to be considered for the scholarship process, the candidate should have scored a minimum 85 percentile in CAT/XAT/NMAT applicable for admissions for the session 2025-26. Other details shall be shared with candidates during the admission process.

7.1.3. Merit cum Means scholarship will be available for both the years of study.

### 7.2 Merit Scholarships (50% Tuition Fees Waiver)

7.2.1 The Merit scholarship is available as per university scholarship policy for M.B.A. Students as per merit.

7.2.2 There are total of 05 Merit scholarship available. These are pure merit scholarships without any maximum annual income criterion of parents/family. To be eligible for the scholarship, the students are required to fulfill the following criteria:

CAT/XAT/NMAT percentile score should be 85 and above. Five meritorious selected applicants, as per these scores, who are admitted to the MBA Programme (batch 2025-27) after fulfilling all admission eligibility criteria shall be the recipients of this scholarship.

Merit cum Means scholarship will be available for both the years of study.

Eligible students are required to attend classes actively & regularly, should follow School & University discipline norms, and show exemplary behavior during the MBA Programme. If selected and admitted to SoM-PDEU MBA 2025-27 batch, applicants may be eligible to be considered for the Merit Scholarships. The final decision about the four scholarship recipients shall be made purely on merit.

### 7.3 Special Appreciation Certificate for All India rank holders at the time of Induction

7.3.1 A Special Certificate of Appreciation will be given to All India rank holders.



## 8. EDUCATION LOANS

The University is having tie-ups with several banks including, The State Bank of India, Punjab National Bank, Union Bank of India, Bank of Baroda and Axis Bank etc. for providing education loans to the students of School of Management, PDEU.

## 9. INELIGIBILITY FOR ADMISSION

During verification of documents or subsequently, if the University finds that any certificate or testimonial or information submitted by any candidate is incorrect or false or irrelevant/non-compliant to the requirement, the admission of such candidate shall be cancelled and he shall be permanently disqualified for admission at the University.

All the fees paid by such candidates will be forfeited, and only the deposit may be refunded by 30<sup>th</sup> September, 2025.

## 10. CANCELLATION OF ADMISSION AND REFUND OF FEE

### Cancellation of admission\*:

- 10.1 For withdrawal of admission (withdrawal form is available at School's website) and seeking the 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.
- 10.2 With reference to UGC Circular No. F.2-71/2022 (CPP-II) (C-114546) dated 12<sup>th</sup> June, 2024 and the PDEU Circular dated 19<sup>th</sup> September, 2024 the fee refund is to be executed for the admission cancellations as follows:

Scenario (*Subject to revision by competent authority)	Refund Amount
Admission Cancellation received up to 30th September 2025	Full Refund of fees without any deductions
Admission cancellation request received between 01 October, 2025 and up to 31st October, 2025	Deduction of Rs. 1,000/- as a processing fees
Admission cancellation request received after 31 <sup>st</sup> October, 2025	Only deposits will be refunded

## 11. ANTI RAGGING CODE

Ragging is completely banned on the campus. As directed by the UGC also under the instructions of the Supreme Court, students are prohibited from indulging into any kind of ragging inside and outside the University campus. The Anti-Ragging Committee of the University is authorized to take very strict actions against the students indulging into Ragging; including expulsion from the University. The students shall have to submit an undertaking in the prescribed proforma along with the signature of their parent/guardian to the effect that they are aware of the severity of the offences related to the Ragging.

## 12. COMMUNICATIONS

All communications by the School/University for the Admission Process will be made through the website [www.spm.pdpu.ac.in](http://www.spm.pdpu.ac.in). Candidates are advised to go through the University's website on a regular basis for admission updates. The School/University will not be responsible for non-receipt of any communication, if any made additionally through email/sms. No individual communication will be entertained.

The aspiring candidates, their parents and well-wishers are advised to check the website of the University from time to time for all the latest information updates on the admission process.

These rules are subject to change due to several reasons. The change(s) in any of these rules including modalities of admission process shall be announced and made available on the official website of the University i.e. <http://spm.pdpu.ac.in>. The candidates are advised and are responsible for checking and verifying the latest information on the modalities and specifics of the admission including, but limited to rules, processes, criterion, schedule, fee and alike.

### 13. INTERPRETATION

In the matter of interpretation of MBA Admission Policy and Procedure, the decision of MBA Admission Office shall be final and binding on the candidates. In the matter of such issues as are not covered in the MBA Admission Policy and Procedure mentioned above, the MBA Admission Office is authorized to resolve these special issues on the merit of the case and implement the same.

### 14. KEY DATES (SCHEDULE)

#### TENTATIVE SCHEDULE OF ADMISSION PROCESS

Sr. No.	Particulars	Date
1.	Availability of Application Forms	You may apply on <a href="http://spm.pdpu.ac.in">http://spm.pdpu.ac.in</a>
2.	Last date of receiving Application Forms	16 <sup>th</sup> March, 2025
3.	GD/PI dates for short listed candidates	Last week of March/first week of April, 2025
4.	Display of information about shortlisted candidates for Admissions	Second week of April, 2025
5.	Completion of Admission formalities, fees collection and enrolment	Third week of April, 2025
6.	Operating waiting list	To be announced on staggered basis
7.	Payment of balance fees and charges	31st May, 2025
8.	Commencement of the academic session	12th June, 2025

GD/PI Centres *	
New Delhi	Lucknow
Mumbai	Shillong
Kolkata	Shimla
Bangalore	Leh
Patna	Jaipur
Hyderabad	Chandigarh
Indore	Udaipur
Ranchi	Gandhinagar

\*: The dates are subject to change and same will be notified in website

\*: The centers are subject to change and due information will be given to applicants through email/ message.

- The above rules are subject to modification(s) whenever found necessary by the MBA Admission Office.
- The Admission Policy & Procedures are subject to the jurisdictions 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.