

**ORDINANCES GOVERNING  
MBA IN ENERGY TRANSITION  
CERTIFICATE IN ENERGY TRANSITION MANAGEMENT  
PG DIPLOMA IN ENERGY TRANSITION MANAGEMENT  
PROGRAMMES**



**Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi**

**(An Institution of National Importance)**

**Academic Year 2024 – 25 and Onwards**

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## **1. INTRODUCTION**

Rajiv Gandhi Institute of Petroleum Technology (RGIPT), Jais has been established by the Government of India and governed through the Ministry of Petroleum and Natural Gas. The Institute has been accorded the status of Institution of National Importance by the Act of Parliament. RGIPT is a premier domain-specific academic and research institution which prioritizes developing efficient human resources to meet the growing requirements of the Petroleum and Energy Sector. The aspiration is to develop India as a global hub for qualified professionals for the entire Petroleum and Energy Sector. The Institute is authorized by the Act of Parliament to award degrees leading to B. Tech., M. Tech./ Ph. D./ MBA/ diploma, and Certificates. The active association of all major energy industries enriches our academic programmes. The Institute is also associated with leading national and international institutions/ universities/ research laboratories in the energy and petroleum sectors across the globe.

Presently, the Institute offers four-year B. Tech Degree Programmes, two-year Master of Technology Programmes, Three Year Diploma Programmes, and two years MBA Programms. All the academic units offer Ph. D. Programmes.

The Institute has a department of Management Studies consisting of faculty members from idverse areas ranging from accounting, economics, finance, marketing, human resource to business development and others. Currently, the Department runs two years MBA Programmes leading to MBA Degree and MBA in Business Analytics Degree. These programs are designed to facilitate students in understanding, developing, integrating, and applying knowledge of both core and specialized areas of management and their concepts and practices in the field of management and energy domain.

## **2. TWO YEAR MBA IN ENERGY TRANISTION PROGRAMME:**

The global energy sector is projected to undergo a revolutionary transition from fossil-based sources to renewable forms of energy such as solar, H<sub>2</sub>, and wind to provide solutions to climate change and global warming. Therefore, the capacity development of existing working professionals in the evolving renewable energy domains is envisaged to fuel this transition and facilitate sustainable development in this sector.

With the above objectives, the Department of Management Studies shall run a two-year MBA in Energy Transition Programme from the academic session 2024 – 25. This is an Executive MBA programme catering to working professionals only. In line with the New Education Policy of Government of India it will have multiple entry and multiple exit options with Certificate and Diploma in Energy Transition Management. The programme is designed to run online with

hybrid course delivery, with a two-week per semester stay on the campus.

The focus of the programme will be on understanding the consumption trends of energy nationally and internationally and how to meet these demands using new sources of energy. The course aims to provide industry professionals, bureaucrats and policymakers with an insight into the future energy resources, energy economics and climate issues and a sustainable energy transition from a carbon- based energy basket. It will also focus on social, economic, and political impacts.

The rules and procedures stated in these ordinances shall govern the MBA in Energy Transition Programmes of the Institute for those admitted in academic years 2024 – 25 and onwards.

### **2.1. Flexible Programme Structure: Multiple Entry and Multiple Exit**

Considering the suitability and requirements of working professionals and to broaden the academic offerings & offer flexibility along the lines of NEP 2020, the programme is designed to provide entry and exit at multiple points, and the candidates joining the programme will have the opportunity to join the programme at different semesters (lateral entry) based on the initial qualification as described below:

#### **Entry points**

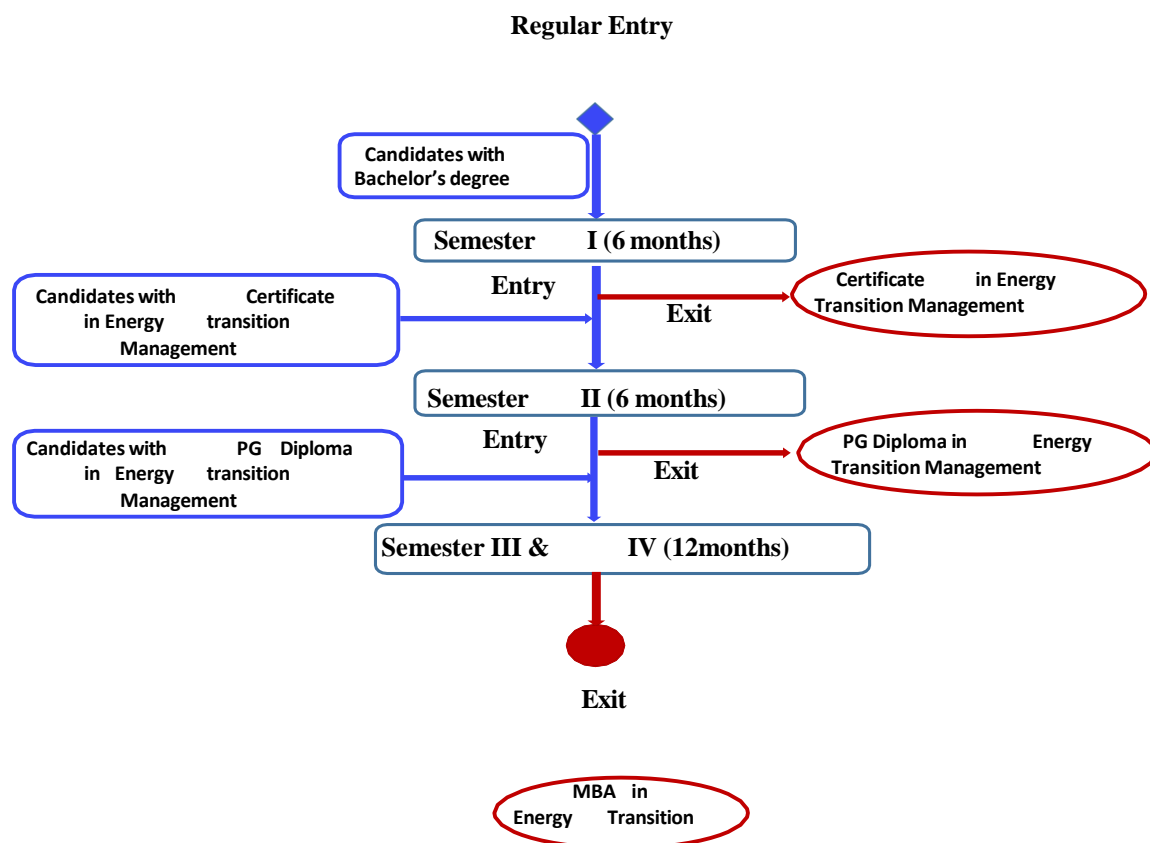
- At the beginning of the first semester for certificate, PG Diploma and MBA Degree programme (qualifications given below)
- At the beginning of the second semester if possessing a certificate in Energy Transition Management offered the Institute for PG Diploma in Energy Transition Management
- At the beginning of the third semester if possessing PG Diploma in Energy Transition Management of the offered by the Institute for MBA in Energy Transition.

#### **Exit Points**

The programme offers multiple exit points to the students, subject to fulfillment of essential academic requirements as given below

- After the first semester with a Certificate in Energy Transition Management.
- After the second semester with a PG Diploma in Energy Transition Management.
- After the fourth semester with a Degree of MBA in Energy Transition Management.

The **following Flow chart** shows all the entry and exit points for the multiple programmes embedded in the MBA in Energy transition.



### 3. WAIVER OF REQUIREMENTS IN SPECIAL CASES

The procedures and requirements stated in these ordinances, other than those related to eligibility for admission and academic performance requirement, may be waived by the Chairman, Senate under special circumstances for cogent reasons on the recommendation of the DPGC and the Dean (Academic Affairs). All such exceptions shall be reported to the Senate in its next meeting.

### 4. ADMISSION

#### 4.1 Academic Session

The academic session begins as the Odd Semester, in the last week of July or first week of August every year and ends in June in the subsequent year and the Even Semester in the first week of January every year. It is divided into two parts as follows:

<b>Odd Semester</b>	<b>1<sup>st</sup> August to 20<sup>th</sup> December</b>
<b>Even Semester</b>	<b>2<sup>nd</sup> January to 15<sup>th</sup> May</b>

Each semester consists of about Twenty (20) weeks including two weeks residence at RGIPT.

#### 4.2 Department Post Graduate Committee

The department Post Graduate Committee (DPGC) advises students in academic matters and makes recommendations to the Dean (Academic Affairs) in all academic matters.

### **4.3 Admission and Academic Calendars**

Admission to the Programmes will be made in the Odd Semester every year. Important announcements, number of seats, fee structure (Refer Annexure II for the Academic Years 2024 – 25), admission calendar etc shall be notified by the Dean (Academic Affairs) in each academic year.

The dates of all important events, such as orientation, registration, late registration, commencement of classes, Institute festivals and functions, examinations, submission of grades, etc., during the Academic Session are specified in the Academic Calendar of the Institute, approved by the Senate every year.

### **4.4 Eligibility for Admission in the First Semester**

1. Must have studied Mathematics at class 12<sup>th</sup> standard.
2. Must hold a bachelor's degree from a recognized university/college/ institute.
3. Must be working as a regular employee in any industry with a minimum of 2 years' of experience.
4. Government functionaries (bureaucrats and policymakers) at a minimum pay matrix level 10 of 7<sup>th</sup> CPC or equivalent.
5. Must produce a no-objection certificate from the employer at the time of admission.
6. There is no upper age limit.
7. There is no reservation of seats for any category of applicants.

[Letter of appointment and Form 16 for two years of service is required from the employer at the time of interview. In addition, the candidate must submit as undertaking that he/ she will continue to submit Form 16 for the subsequent years till he/ she completes the programme.

### **4.5 Lateral Entry in Subsequent Semesters**

Lateral entry in the second semester and third semester will be permitted to applicants who have Certificate in Energy Transition Management or PG Diploma in Energy Transition of the Institute, respectively.

## **5 SELECTION PROCESS**

1. Applicants must apply for admission when advertised by the Institute.
2. Applicants will be selected on the basis of either their length of service or educational qualification or personal interview or a written test or a combination of the all the aforementioned criteria, based on the recommendation of the Department Admission Committee and duly approved by Chairman, Senate.

3. All admissions will be made on approval by the Chairman, Senate on the recommendations of the duly constituted Admission Committee and the Dean (Academic Affairs). The Admission Committee will consist of all regular faculty members and a faculty member from another department/school as nominee of Dean (Academic Affairs), Chairperson of the Committee shall be appointed by the DPGC. The constitution of the admission committee will be proposed by the DPGC and approved by the Dean (Academic Affairs),
4. Upon approval, the Head of the Department concerned will issue the admission letters to the candidates who will be required to accept the offer of admission by depositing the prescribed fee before a specified date.
5. The offer of admission may stand withdrawn if the candidate who has accepted the offer fails to register by the date for late registration.

## **6 REGISTRATION**

All students are required to register at the beginning of each semester on the dates specified in the Academic Calendar for the courses pursued by them, as per the programme. A student must ensure that he/ she has completed the pre-requisites, if any, for each course to be registered. The sole responsibility for registration rests with the student concerned.

The registration procedure involves:

1. Filling of the registration form, mentioning the courses to be credited in the semester.
2. Payment of fee and clearance of outstanding dues
3. Signing of the registration roll in the office of the Dean (Academic Affairs) as notified.

An overload of one course from the Third Semester onwards is also permitted to clear the backlog of courses with the permission of the DPGC.

## **7 TEACHING**

The programme will be conducted online. However a two-week stay on the campus during each semester as scheduled by the Institute for interaction with faculty shall be mandatory.

### **7.1 Medium of Instruction and Mode of Delivery**

The medium of instruction is English. The classes will be conducted via online mode using virtual platforms. Online lectures can be attended via internet using a computer from any location. One class per day (Monday- Friday), will be scheduled, at a mutually agreed time. Every Saturday one 90 minutes session will be scheduled for Project discussion and recap of the week's learning. Class duration will be 90 minutes.



If a candidate misses a lecture, they can also access the recorded lecture on the dedicated learning management system (LMS) of website of RGIPT. The details of online portals will be communicated to all the students well in advance. The students should ensure a suitable internet connection with adequate speed is available for effective participation in the lectures. Candidates can access learning material at their own place, including recorded lectures from faculty members, course handouts, etc, available on the learning management system (LMS).

## **7.2 List of Courses**

The list of courses to be offered will be finalized by the Department before the beginning of a semester taking into consideration all the requirements and the recommendations of the Senate. List of courses for students admitted in academic year 2024 – 25 is given in Annexure I.

## **7.3 Conduct of Courses**

Each course is conducted by a course coordinator with the assistance of the required number of teachers. The course coordinator and other teachers are responsible for conducting the course, holding the examinations, evaluating the students' performance, awarding grades at the end of the semester and transmitting the grades to the office of Dean (Academic Affairs) within the prescribed time limit.

## **7.4 Faculty**

The courses will be taught by core faculty members of the Institute along with faculty members from IIMs, ISB, FMS, IITs, NITs, reputed business schools from abroad, and from industries to maintain a high standard in teaching, learning activity.

## **8. ATTENDANCE AND LEAVE RULES**

Attendance of students in lectures and project work is important for learning process. Participation of students in different virtual classroom, curricular, co-curricular and other activities facilitates interactive process of learning making attendance a very important component of Academic Programme. Students are expected to be present in all the classes, i.e. 100% attendance. However, it is noted that a student may miss few classes due to several exigencies. A grace of 25% in attendance is allowed for minor illness and urgencies, for which no application is required to be submitted. A further leave of absence of seven days shall be granted for any cogent reason or prolonged illness of more than two weeks is approved by the Dean (Academic Affairs) on recommendation of Department Post Graduate Committee (DPGC). If attendance criteria is not fulfilled in any course, a student will be deregistered in that course and a grade Z will be awarded in that course.

## 9. EVALUATION

Evaluation is a continuous process and faculty will conduct quizzes, assignments, and presentations to assess the students learning, along with a Mid Semester Examination and an End semester examination.

In each course a student is registered, he/she earns certain approved credits and is awarded a letter grade indicating his/her overall performance in that course.

### 9.1 Mode of Examination

Both the Mid Semester Examination and End semester examination will be conducted online. The quizzes, class tests, and seminars etc. will also be conducted via online mode.

### 9.2 Distribution of Weightage

The distribution of weightage for each component of theory course shall be as follows:

<b>(a) Component</b>	<b>% Weightage</b>
End Semester Examination	50
Mid Term Examination	20
Quizzes/short tests, tutorials, assignments	20
Project Work	10
<b>Total</b>	<b>100</b>

### 9.3 Capstone project

One Capstone project will be assigned to the students during the programme, which will be in addition to the projects given in every course. For each project, a Project Coordination Committee (PCC) shall be constituted by DUGC in consultation with the respective Head of the Department. Committees will be formed towards the end of the semester before the semester in which the project has to commence. The committee once constituted shall ordinarily remain unchanged till the completion of the project.

The Coordination Committee will invite titles of projects from the faculty towards the end of the semester previous to the semester in which the project has to commence. The list of projects will be communicated to students and a tentative assignment of projects will be completed by the committee before the end of the previous semester. In assigning projects, the interest of

students in working in chosen areas should also be considered. Students may also submit project proposals to the coordination committee with the consent of faculty.

Before assigning supervisor(s), students will be given time to interact with faculty. The maximum number of students permitted with a faculty may be reasonably fixed by the departments/ schools. Normally not more than two supervisors (Supervisor and Co Supervisor) be assigned to a student. The Co-supervisor will be assigned from the employing company and the student will carry out the project work at his/her working place. The final assignment of projects and supervisor(s) be completed by the Department by the First Week of the semester in which the project has to commence.

The Coordination Committee must ensure that once projects are assigned, students in consultation with their supervisors submit synopses/ work plans for the entire duration of projects within THREE WEEKS from the beginning of the semester. After receipt of synopses/ work plans, the Coordination Committee will form Evaluation Panel(s) for all Projects or Group of Projects, as decided by the Committee. The Evaluation Panel once formed will do monitoring and evaluation of projects for the whole duration of projects based on the synopses and work plan. The projects shall be evaluated twice in a semester (Mid Term and End Semester Examination). Supervisor(s) will award marks out of 30 based on performance. The Evaluation Panel(s) will conduct viva - voce/ seminar on specified dates and evaluate in 70 marks on the performance in the mid semester and the end semester examination and the regular monitoring during the semester. Concerned supervisor of the student (if not already a member) shall be invited in the evaluation meeting of the student when he/ she is examined.

#### **9.4 Schedule of Examinations**

Mid Semester and End Semester Examinations shall be held according to the academic calendar of the Semester as announced by the Institute.

**9.5 Make-up Examinations:** If a student, for cogent reasons such as illness, etc., fails to appear in the mid-semester or end- semester examination in one or more course(s), he/she may make a request personally or through someone to Dean (Academic Affairs) through DPGC for a make-up examination within two days of the date of the scheduled examination.

#### **9.6 Ex Student**

If a regular student who have studied courses but fails in one or more courses on the completion of duration of programme, he/she may register as an ex-student in such course(s) and appear in the end semester examination whenever offered by the Institute in the next year academic year. The end semester examination will carry 100 % weightage and the grading will be based on marks secured

n the End Semester Examination and relative grading with the batch of regular students in the course.

## 10. GRADING SYSTEM

### 10.1 Grades and Grade Points

At the end of a semester, a student is awarded a letter grade in each of his/her courses by the concerned course coordinator taking into account his/her level of learning based on performance in the various examinations, quizzes, assignments, laboratory/project work (if any), etc. as per the weightage declared in the beginning of the course. The grading should reflect the level of learning by the student; for such a purpose, a relative grading system will be used for theory courses. In **Relative Grading system**, the grade of a student is awarded based on the student's performance compared to the others in the class.

A student getting **F or Z** grade in a course must repeat it.

The grading systems rules shall be applicable to all participants of Diploma, Certificate, and Degree for MBA in Energy transition programme as given below.

Grade	Grade Point	Description
A*	10	Outstanding (Extraordinarily high level of learning)
A+	10	Excellent
A	9	Very Good
B+	8	Good
B	7	Very Fair
C+	6	Fair
C	5	Average
F	0	Fail (Extremely low level of learning)
Z	0	Deregistered from the Course

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An absolute grading system is followed in case of the projects. The details of Marks secured and the corresponding grade to be awarded is as given below:

<u>Grade</u>		<u>Marks</u>
A+	≥	90
B+	≥	70 and less than 90
C+	≥	50 and less than 70
F	<	50

*(No A, B, C and D grades to be awarded)*

The marks awarded to a candidate may be the average of the marks awarded by the individual members of the committee.

## 10.2 Change of Grade Already Awarded

A letter grade once awarded shall not be changed unless the request is made by the course convener and is approved by the Chairman, Senate. Any such request for change of grade must, however, be made within two weeks of the start of the next semester in the prescribed form available in RGIPT website with all relevant records and justification.

**10.3 Semester Performance Index (SPI)** – The Semester Performance Index (SPI) is a weighted average of the grade points obtained by a student in courses and describes his/her academic performance in a Semester. If the grade points associated with the letter grades awarded to a student are G<sub>1</sub>, G<sub>2</sub>, G<sub>3</sub>, G<sub>4</sub>, and G<sub>5</sub> in five courses and the corresponding credits of courses are C<sub>1</sub>, C<sub>2</sub>, C<sub>3</sub>, C<sub>4</sub>, and C<sub>5</sub>, respectively.

$$SPI = \frac{(C_1 \times G_1) + (C_2 \times G_2) + (C_3 \times G_3) + (C_4 \times G_4) + (C_5 \times G_5)}{C_1 + C_2 + C_3 + C_4 + C_5}$$

**10.4 Cumulative Performance Index (CPI)** - The Cumulative Performance Index (CPI) indicates the overall academic performance of a student in all the courses registered up to and including the latest completed semester/summer term. It is computed in the same manner as the SPI, considering all the courses (say, n), and is given by

$$CPI = \frac{\sum_{i=1}^n C_i G_i}{\sum_{i=1}^n C_i}$$

Whenever a student is permitted to repeat or substitute a course, the new letter grade replaces the old letter grade in the computation of the CPI, but, both the grades appear on his/her Grade

Report. The grade sheet issued at the end of each Semester will reflect the performance of each student in that Semester.

### 10.5 Grade Report

Provisional Semester Grade Report is issued to each student at the end of the semester, having a record of cumulative performance also. Final Grade Report is issued on completion of all requirements of the degree. A duplicate copy, if required, can be obtained on payment of the prescribed fee.

## 11 MINIMUM AND MAXIMUM DURATION OF THE PROGRAMME

The minimum and maximum durations to complete the programmes from the first admission to the programmes are as given below:

<b>Programme</b>	<b>Minimum Duration (Semesters)</b>	<b>Maximum Duration (Semesters)</b>
Certificate in Energy Transition Management	One	Three
PG Diploma in Energy Transition Management	Two	Six
MBA in Energy Transition	Four	Ten

## 12 GRADUATION REQUIREMENTS

A student is deemed to have completed the requirements for graduation if he/ she has obtained grade C or above in all the courses of the curriculum and also obtained a minimum value of CPI 5.0. and accumulated credits at the end of programme as specified below:

<b>Programme Name</b>	<b>Accumulated Credits</b>
Certificate in Energy Transition Management	40
PG Diploma in Energy Transition Management	80
MBA in Energy Transition	162

In addition, he/ she must have paid all dues to the Institute and no case of indiscipline is pending against him/ her.

### **13 AWARD OF CERTIFICATE, PG DIPLOMA AND MBA DEGREE**

A student who completes all the requirements specified in the clause 12 is recommended to the Senate of RGIPT, for the award of the Certificate, PG Diploma and MBA degree in the ensuing convocation.

#### **13.1 Withdrawal of the Certificate, PG Diploma and MBA Degree**

Under extremely exceptional circumstances, where gross violation of the graduation requirements is detected at a later stage, the Senate may recommend to the withdrawal of a Certificate, PG Diploma and MBA degree already awarded.

### **14 CONDUCT & DISCIPLINE**

Each student shall conduct himself/herself in a manner befitting his/her association with an Institute of national importance. He/she is expected not to indulge in any activity which is likely to bring down the prestige of the Centre/Institution. The Code of Conduct rule of the Institute will be applicable to all the students enrolled in the programme.

### **15 INTERPRETATION OF ORDINANCE AND REMOVAL OF DIFFICULTIES**

In case of any dispute, difference of opinion in interpretation of these regulations or any other matter not covered in these ordinances, the decision of the Chairperson, Senate shall be final and binding. Notwithstanding anything contained in this manual, the Senate of the Rajiv Gandhi Institute of Petroleum Technology, Jais reserves the right to modify/amend without notice, the curricula, procedures, requirements, and rules pertaining to its undergraduate programmes.

## 16 ANNEXURE I: COURSE STRUCTURE FOR STUDENTS

### Annexure I

#### Course structure for Students Admitted in Academic Year 2024 - 25

Course Code	Semester I	Credit
MET5202	Introduction to Energy Transition and Energy Policy	8
MET5101	Energy Economics and Markets & Geopolitics	8
MET5315	Financial-Markets-and Energy Transition	8
MET5210	Introduction to Renewable Energy and CCUS	8
MET5212	Business Fundamentals for Energy Professionals	8
<b>Total Credits of Semester I</b>		<b>40</b>
MET5204	Energy Transition Pathways for Diverse Industries	8
MET5803	Sustainable Supply Chain Management	8
MET5801	Quantitative Methods & Risk Analysis I	8
MET5205	Renewable Energy Marketing and Sustainable Branding	8
MET5211	Advanced Concepts in Renewable Energy and CCUS	8
<b>Total Credits of Semester II</b>		<b>40</b>
MET5501	Leadership & Public Engagement for Energy Transition	8
MET5314	Advanced Renewable Energy Finance	8
MET5102	Circular Economy and Sustainability	8
MET5802	Quantitative Methods & Risk Analysis II	8



MET5213	Strategic Management in Energy Companies	8
<b>Total Credits of Semester III</b>		<b>40</b>
MET5315	Derivatives & Energy Trading	8
MET5601	Artificial Intelligence for Energy Management	8
MET5201	Contracts and Procurement Management	8
MET5103	Government Policy & Interventions in Energy Transition	8
MET5000	Project	10
<b>Total Credits of Semester IV</b>		<b>42</b>
<b>Total Course Credit</b>		<b>162</b>

**17 FEES STRUCTURE for MBA in Energy Transition (For Students admitted in 2024-2025)**

<b>A. ONE TIME PAYMENT AT THE TIME OF ADMISSION (NON-REFUNDABLE)</b>		
<b>S. No.</b>	<b>Particulars</b>	<b>Rs</b>
<b>1</b>	Admission Fee	4000.00
<b>2</b>	Alumni Membership Fee	1000.00
	<b>Total (A)</b>	<b>5000.00</b>

<b>B. Semester fee (each semester) non-refundable</b>		
<b>1</b>	Tuition Fee*	2,00,000.00
<b>2</b>	Examination	5000.00
<b>3</b>	Registration/ Enrolment	1000.00
<b>4</b>	Academic Activities Fee	15000.00
	<b>Total (B)</b>	<b>2,21,000.00</b>

<b>Amount payable as institute's dues at the time of admission (first semester)</b>		
<b>1</b>	<b>TOTAL OF 'A', &amp; 'B'</b>	<b>2,26,000.00</b>
<b>Amount payable as institute's dues at the time of registration in subsequent semesters</b>		
<b>1</b>	<b>TOTAL OF 'B'</b>	<b>2,21,000.00</b>

\*Total (B) Rs. 2,21,000.00 will be payable in the subsequent semesters.