

MGU
ONLINE

ROOTED IN EXCELLENCE



**UGC Entitled Full-Fledged
Online Degree Programmes**

PG
Programmes

M.Com: Finance and Taxation
MBA : HRM, Finance & Marketing
M.A English

UG
Programmes

B.Com (Honours)

For Enquiry:

☎ 0481 2731010

✉ mguonline@mgu.ac.in

🌐 cdoe.mgu.ac.in





Message from VICE-CHANCELLOR

"Fully online degrees represent a significant step in India's broader initiative to expand higher education opportunities for diverse groups of learners. In the 2020 Union Budget, it was announced that India would permit the top 100 universities to offer comprehensive online degree programmes. Mahatma Gandhi University's commitment to excellence has garnered both global and national recognition, reflected in various rankings and accreditations (NAAC A++). The university has received approval to launch full-fledged online programmes with a global intake. Online degree programmes leverage educational technology and virtual classes, enabling students to access course materials, communicate with peers and instructors, and complete examinations from any location. This flexibility allows individuals with family responsibilities, full-time jobs, special needs, or those residing far from the University to pursue their desired programmes without the need to relocate. Mahatma Gandhi University is dedicated to providing a diverse range of academic offerings to learners worldwide, utilising its extensive academic and infrastructural resources. This initiative aligns with our vision to broaden access to higher education and empower individuals from all walks of life. I extend my gratitude to the faculty and students of MGU Online for their commitment to our shared journey toward excellence."

Prof. (Dr.) C.T. Aravindakumar
Vice-Chancellor

Message from DIRECTOR

"The Centre for Distance and Online Education (CDOE) at Mahatma Gandhi University is dedicated to extending our academic services beyond traditional boundaries through a state-of-the-art student life cycle management system. This innovative approach facilitates automated learning at an affordable cost, providing students the flexibility to study anytime and anywhere. Our credit-based online degree system enhances convenience for both students and instructors, featuring readily accessible e-course materials complemented by live lectures. With the guidance of esteemed faculty and an online proctored evaluation system aligned with a structured academic calendar, we effectively meet the diverse needs of our learners."



Prof. (Dr.) Noushad P P
Director



Mahatma Gandhi University

Mahatma Gandhi University, one of the major public Universities in the state of Kerala, is a premier institution that strives to fulfil the higher educational needs of the Central Kerala region. University, established on 2nd October 1983 by an Act of Government of Kerala and recognised by the UGC is headquartered in the sprawling 110-acre Priyadarsini Hills Campus at AHIRAMPUZHA, 11 kms off Kottayam town.

The Institution provides a broad spectrum of academic programmes at the Undergraduate, Postgraduate, M Phil, and Doctoral levels through its 30 University Departments, 1 International and Inter-University Centre, 7 Inter-University Centres, 9 Inter School Centres, 1 National centre, 3 International centres, 79 Govt./Aided Affiliated Colleges including 10 Autonomous Colleges, 194 Unaided Affiliated Colleges and 225 Recognised Research Centres.

The institution's educational focus covers a broad spectrum, embracing the interdisciplinary as well as conventional disciplines of Science and Humanities besides professional disciplines.

Why us ?



ज्ञान-विज्ञान विमुक्तये

**The first State University
in Kerala to offer UGC Entitled
Full-Fledged Online Degree
Programmes**



A++
Accredited by NAAC
in the 4th cycle



1ST
World Young University
Ranking 2024
in INDIA



3RD
Asia University
Ranking 2024
in INDIA



31ST
in
Universities



Centre for Distance and Online Education

The Centre for Distance and Online Education was established in 2020 with the primary aim of providing comprehensive online programmes in accordance with the UGC (ODL & OL) Regulations of 2020. These online programmes will adopt a fully digital approach from inception to completion. Degrees conferred upon completion of these programmes will be considered equivalent to undergraduate and postgraduate degrees obtained through traditional means.

The Centre is authorised to admit students in two sessions per calendar year, January and July, through online channels.

Programmes Offered

- **M.Com.**
- **MBA**
- **MA English**
- **B.Com (Honours)**

Programmes in line

- **BBA**
- **BCA**
- **MSc Statistics**
- **MA Sociology**
- **MA Business Economics**
- **MA Journalism and Mass Communication**
- **MA Graphic Design**
- **MA Animation**
- **MA Multimedia**

Programme Mode

The programme will be exclusively offered in a fully online format. All academic engagements will be facilitated through the Learning Management System (LMS) of mguonline, granting students access throughout the duration of the programme. Enrolled students are expected to actively engage in online learning activities, complete assignments and participate in examinations to fulfill the programme's requirements in accordance with University regulations and course specifications.

Programme Delivery System

The entire teaching-learning process shall be conducted online through the Learning Management System (LMS) in a four quadrant approach. It encompasses of :

- Recorded video lectures.
- Self learning materials.
- Live interactive sessions / discussion forums
- Assessment
 - > Internal assessments (Assignments, Quizzes, Test papers, Seminars, etc.)
 - > External assessments (remote proctored online end-semester examination)

Online programmes shall also include components like projects, viva and internships according to the syllabus, and these shall also be undertaken and completed by the students on a virtual mode as per the topics assigned to them.

To be eligible to appear for the end-semester examination, the students shall have a minimum participation of 75 % in all the activities of the online programme.



B.Com

Bachelor of Commerce (Honours)

Overview of the Programme

The Bachelor of Commerce (Hons.) is a prestigious Four-year undergraduate program designed for students aspiring to excel in commerce, business, and finance. It offers a specialized curriculum that delves deeper into subjects such as accounting, economics, and business management, preparing students for leadership roles and entrepreneurship. The program emphasizes both theoretical and practical skills, aiming to develop competencies necessary for careers in accounting, banking, finance, and insurance.

Eligibility

Have passed Plus Two or equivalent examination recognized by this University with 45% of the aggregate marks for Part III optional subjects

OR

Admission to the B.Com Honours Degree Programmes shall be open to candidates who have passed the Plus Two or equivalent examination recognized by this University with Book Keeping and Accountancy and any two of the following subjects

- Commerce
- Commercial Correspondence and Commercial Geography
- Economics
- Life Insurance with Salesmanship
- Banking with Secretarial Practice
- Business Studies
- Mathematics
- Computer Science/Computer applications
- Informatics Practice & Management
- Informatics Practice
- Management
- Accountancy as optional under Part III of the Examination.



Programme Structure

The MGU-UGP consists of the following categories of courses and the minimum credit requirements for pathway option-one shall be as follows;

Sl.No	Categorisation of Courses for all Programmes	Minimum No. of Credit Required	
		3 year UG	4 year UG
1	Major	68	88
2	Minor	24	24+12*
3	Multi Disciplinary Courses (MDC)	9	9
4	Skill Enhancement Courses (SEC)	9	9
5	Ability Enhancement Courses (AEC)	12	12
6	Value Addition Courses (VAC)	9	9
7	Summer Internship, field based learning etc.	2	2
8	Research Project/Dissertation		12/8**
Total Credits		133	177

* The students can acquire advanced/ capstone level courses with 12 credits from their DSC/ DSE/ Minor courses depending up on their pathway choice.

The Minor courses can be of level 300 or above.

** The students perusing the 4-year honours with research have to complete a project with 12 credits and for the 4-year honours degree students have to complete a project with 8 credits and DSC/ DSE capstone/ advanced level course in the 8th semester.

Fee Structure

Semester	Fee per semester (₹)
I	15,000/-
II	15,000/-
III	15,000/-
IV	15,000/-
V	15,000/-
VI	15,000/-
VII	15,000/-
VIII	15,000/-

20 % concession on fee per semester for SC/ST Candidates.

For Foreign students registration fee * will be \$15 and semester fee will be \$270 per semester

Total fee doesn't include

Registration Fee* : ₹1000/- (Other than SC/ST) , ₹500/- (For SC/ST Students)

Examination Fee : ₹200 per course/subject (\$5 for foreign students)

*Registration Fee is non refundable

Eligibility criteria for reservation categories

The eligibility for admissions and reservation of seats to the Programmes shall be in accordance with the norms/ rules made by the Government/ University from time to time.

Presently, the applicable relaxation is as follows:

Kerala Scheduled Caste/Scheduled Tribe Category:

The minimum requirement for admission to UG/PG programmes is a pass in the plus two/eligible degree or equivalent for the Kerala Scheduled caste Scheduled tribe category.

Kerala SEBC Category:

A relaxation of 3% marks in the eligible degree or equivalent from the prescribed minimum is allowed.

Kerala OEC Category:

A relaxation of 5% marks in the eligible degree or equivalent from the prescribed minimum is allowed.

Persons with Disability category:

The minimum requirement for admission to UG/PG programmes is a pass in the plus two/eligible degree.

- The eligibility of the candidates who have acquired a plus two from other states/qualifying degree from other Universities (for students outside India as well) shall be verified by the University and the admission shall be regularized thereafter.
- There shall be no age limit for applying to the programmes offered by the Centre for Distance and Online Education.



Documents to be Uploaded

- * SSLC /10th level Certificate (Mark List)
- * HSE / 12th level Certificate (Mark List)
- * Qualifying Degree Certificate
- * Qualifying Degree Consolidated Mark List
- * Passport Size Photograph (to be printed on Degree Certificate)
- * Caste Certificate issued by competent authority
(for students claiming fee concession or eligibility marks concession - SC/ST/SEBC/OEC)
- * Certificate issued by Govt. Medical Board (for Physically Challenged) Identification Document
(Aadhaar for Indian Nationals and Passport for Foreign Students)



Application Process

1. Visit cdoe.mgu.ac.in
2. Register with email and phone number.
3. Login with the credentials received via email
4. Fill the application form – Personal, Academic details etc. & upload supporting documents
5. Upload Scanned Photograph
6. Application fee payment.
7. Preview & Submit your application.
(On verification of the application, if candidate found eligible he/she will be provisionally admitted to the programme.)
8. Login to the portal to pay the first semester fee.
(Application is successfully submitted and the candidate is admitted.)

Fee Refund Policy

If any candidate decides to withdraw from the programme in which the candidate took admission, then the university shall follow the UGC and University norms for Fee refund.

General Regulations

- This Prospectus has been issued in concurrence with the Admission Process for online Programme by Centre for Distance and Online Education, Mahatma Gandhi University, 2024 sessions and shall not be valid for any past or future programmes offered by the University.
- Conditions in this prospectus are subject to amendments as may be deemed necessary by the University.
- Candidates are required to go through the current prospectus carefully and acquaint themselves with all the relevant information relating to the admission process.
- Candidates are requested to visit the official website of the University www.mgu.ac.in and cdoe.mgu.ac.in for all relevant information.
- Any communication from the part of mguonline will be made via the candidate's registered email id.
- The candidate shall submit the application only after proper scrutiny of all information furnished. If the application received from the student is not complete in any respect, the student may be given provisional admission at the discretion of the University. Such students will have to submit the required eligibility documents at the earliest, upon the receipt of which their admission may be confirmed, subject to eligibility fulfilment.
- In case of any mistakes / omissions, you may request a correction in your application with relevant supporting documents via the email id mguonline@mgu.ac.in at any time.

- If required, the University may conduct online meetings with the candidate at any point of time during the course of study for the verification of the eligibility documents. Non-compliance of the same may result in cancellation of admission. Any discrepancies in the certificates furnished or claims made in the application shall lead to rejection of candidature and may subsequently lead to blacklisting of the candidate / initiate criminal proceedings.
- Hard copies of the application form and enclosures need not to be sent to the University
- Payment of fee during the admission process and in subsequent semesters shall be undertaken by the candidates within the timelines announced by the University and failure to complete the same may invalidate the admission / registration at any point. Fee payment via offline modes shall not be entertained.
- The University reserves the right to amend the syllabus, programme structure, rules and regulations whenever considered necessary and appropriate for the smooth conduct of the programme without any prior notice.
- All sort of official communication from the University shall be through LMS after getting admission to the programme.
- If the application is complete in all respects and mguonline is satisfied with the applicant's eligibility and suitability for admission into the respective online programme, the student will be granted admission to that programme.



Validity of the Admission / Registration

- Similar to the offline programmes, the online Post Graduate programmes shall have a 2 year / 4 semester duration. If a student does not complete all programme requirements within the specified duration, the student is expected to complete the programme within 4 years from the date of admission. Additional examination fee shall be applicable for every additional attempts.
- The online B.Com (Hons) programme shall have a 4 year / 8 semester duration. If a student does not complete all programme requirements within the specified duration, the student is expected to complete the programme within 7 years from the date of admission. Additional examination fee shall be applicable for every additional attempts.



മഹാത്മാഗാന്ധി സർവ്വകലാശാല, കേരളം
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PRIYADARSHINI HILLS, KOTTAYAM KERALA , INDIA - 686 560

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