

**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](mailto:mguonline@mgu.ac.in)

🌐 [cdoe.mgu.ac.in](http://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 Athirampuzha, 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 mguonline ?



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



**1<sup>ST</sup>**

**World Young University**  
Ranking 2024  
in INDIA



**3<sup>RD</sup>**

**Asia University**  
Ranking 2024  
in INDIA



**31<sup>ST</sup>**

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**
- **BA Political Science**
- **MSc Statistics**
- **MA Sociology**
- **MA 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.



# Master of Business Administration (MBA)

## HRM, FINANCE, MARKETING

## Overview of the Programme

The online Master of Business Administration (MBA) Programme of Mahatma Gandhi University (MGU) is designed to deliver a high quality business education that is on par with traditional, on-campus MBA programme and to develop students into leaders and entrepreneurs who are ready to take on the challenges of an ever changing global business landscape. This online programme offers flexibility and accessibility to learners seeking advanced business and management education while accommodating their professional and personal commitments. This objective is accomplished through a combination of affluent instructional resources as well as infrastructural facilities involving various digital tools and technologies that are specifically designed to map the entire student life-cycle and to deliver the programme in a panoptical mode.

## Eligibility

A Bachelor's Degree of a minimum of 03 years duration in any stream recognised by Mahatma Gandhi University with not less than 50% marks taken together in all the subjects including languages in all the years of the degree examination OR a Masters Degree in any subject. Only a pass in the qualifying examination is required for SC/ST candidates and Persons with Disability.

# Programme Structure

## Semester I

- Principles and Practice of Management
- Business Economics
- Business Communication and Soft Skills
- Accounting for Managers
- Quantitative Methods
- Environmental Management
- Business Law
- Corporate Governance and Ethics

## Semester II

- Human Resource Management
- Financial Management
- Marketing Management
- Operations Management
- Management Information System
- Organisational Behaviour
- Management Science
- Entrepreneurship Development and
- Project Management Internship and
- Comprehensive viva voce

## Semester III

- Research Methodology
- Enterprise Resource Planning and Business Analytics
- Elective I
- Elective II
- Elective III
- Elective IV
- Elective V
- Elective VI

## Semester IV

- Strategic Management
  - Elective I
  - Elective II
  - Elective III
  - Elective IV
  - Elective V
- Problem Centred Project Work and Comprehensive viva voce

The Elective Courses are offered on following domains or functional areas:

- # HRM
- # MARKETING
- # FINANCE



# Fee Structure

Semester	Fee per semester (₹)
I	25,000/-
II	25,000/-
III	25,000/-
IV	25,000/-

Total fee doesn't include

Application Fee : ₹1000/- (Other than SC/ST) , ₹500/- (For SC/ST Students of Kerala)

Examination Fee : ₹500/- per course/subject

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

For Foreign students application fee will be \$30 and semester fee will be \$650

\*Application 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.



## Application Process

1. Visit [cdoe.mgu.ac.in](http://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.)



## 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)
- \*SEBC students shall upload their non-creamy layer certificate.



## 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, 2025 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](http://www.mgu.ac.in) and [cdoe.mgu.ac.in](http://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](mailto: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  
Mahatma Gandhi University, Kerala  
महात्मा गांधी विश्वविद्यालय, केरल  
PRIYADARSHINI HILLS, KOTTAYAM KERALA , INDIA - 686 560

**MGU**  
**ONLINE**  
ROOTED IN EXCELLENCE

Ph : 0481 2731010

Email : [mguonline@mgu.ac.in](mailto:mguonline@mgu.ac.in)

Website : [cdoe.mgu.ac.in](http://cdoe.mgu.ac.in)