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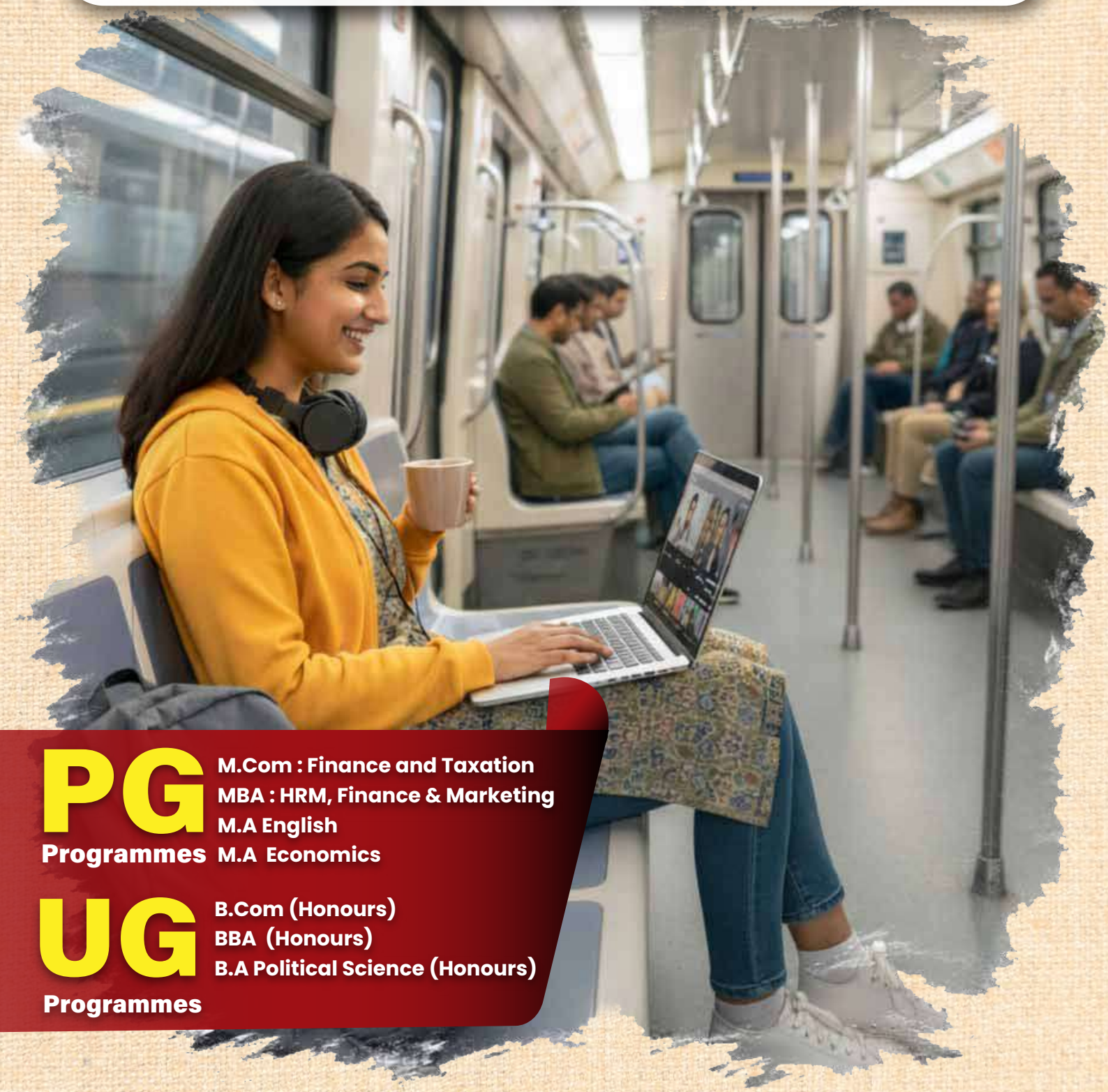
# MAHATMA GANDHI UNIVERSITY

## CENTRE FOR DISTANCE AND ONLINE EDUCATION



**PG Programmes**

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

**UG Programmes**

- B.Com (Honours)
- BBA (Honours)
- B.A Political Science (Honours)

Category 1 Autonomous University

A++ NAAC

nirf

THE World University Rankings

9188918258, 8547852326

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# Message from VICE-CHANCELLOR

"It gives me immense pleasure to introduce the Centre for Distance and Online Education (CDOE), a significant academic initiative of the University committed to expanding access to quality higher education through innovative, flexible, and technology-enabled learning opportunities.

In an era characterised by rapid technological advancement and evolving educational needs, higher education institutions are entrusted with the responsibility of creating flexible, inclusive, and learner-centric opportunities. The Centre for Distance and Online Education embodies this vision by enabling learners from diverse backgrounds to pursue academic excellence irrespective of geographical, professional, or personal constraints.

The Centre is committed to delivering high-quality educational programmes that uphold the academic standards and values of the University while embracing contemporary pedagogical practices. Through a carefully designed curriculum, qualified faculty support, robust digital infrastructure, and learner-friendly academic services, CDOE strives to provide a meaningful and enriching learning experience to every student.

Our objective extends beyond imparting knowledge. We seek to nurture critical thinking, professional competence, ethical values, and lifelong learning skills that empower individuals to contribute effectively to society and the global knowledge economy. The integration of technology with education has opened new avenues for teaching, learning, assessment, and academic engagement, and CDOE remains committed to leveraging these opportunities for the benefit of learners.

The University continues to strengthen its efforts in promoting accessible, affordable, and quality education in alignment with national educational priorities and emerging global trends. Through its distance and online programmes, the Centre serves as a bridge connecting education with aspiration, enabling learners to achieve their academic and professional goals while balancing other responsibilities.

I congratulate the Director, Faculty Members, Academic Counsellors, Administrative Staff, and all stakeholders associated with the Centre for their dedication and commitment. I also extend my best wishes to all present and prospective learners who are choosing CDOE as their partner in their educational journey.

I am confident that the Centre for Distance and Online Education will continue as a centre of excellence, fostering academic innovation, inclusivity, and lifelong learning."

**Prof. (Dr.) D. Mavoothu**
**Vice-Chancellor**

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# Message from DIRECTOR

"The Centre for Distance and Online Education (CDOE) at Mahatma Gandhi University is dedicated to reshaping the contours of higher education through innovative, inclusive, and accessible online programmes. Our mission is to empower learners from all walks of life to pursue academic excellence anytime, anywhere. With a state of the art student life cycle management system, we ensure a seamless and affordable learning experience. Our credit-based online degrees are thoughtfully designed for flexibility and convenience, offering comprehensive e-materials, live interactive sessions, and a robust online proctored evaluation system.

These features not only support academic rigour but also foster meaningful engagement between students and instructors. To uphold the highest standards of scholarship, we integrate projects, internships, and viva voce into the virtual learning environment. Our programmes are further enriched by mentoring support, discussion forums, and continuous feedback mechanisms ensuring that every learner receives the guidance they need to thrive. At CDOE, we believe in the transformative power of education. With the support of our esteemed faculty and advanced digital tools, we are committed to delivering programmes that cultivate excellence and prepare students to succeed in a dynamic global landscape. Let us move forward together towards a future where education transcends boundaries and empowers every learner to realise their aspirations."

**Prof. (Dr.) Sibu G. Netto**
**Director**

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# 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,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.

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# Why us?

**A++**

Accredited by NAAC in the 4th cycle

The UGC has decided to grade Mahatma Gandhi University as a Category-I University

**2nd**

Rank

GOVERNMENT OF KERALA

**43rd**

Rank

GOVERNMENT OF INDIA

**1st**

World Young University Ranking 2024 in INDIA

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# 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

- MBA
- M.Com
- MA English
- MA Economics
- B.Com(Honours)
- BBA (Honours)
- BA Political Science (Honours)

## Programmes in line

- MSc Statistics
- MA Sociology
- MA Journalism and Mass Communication
- MA Graphic Design
- MA Animation
- MA Multimedia

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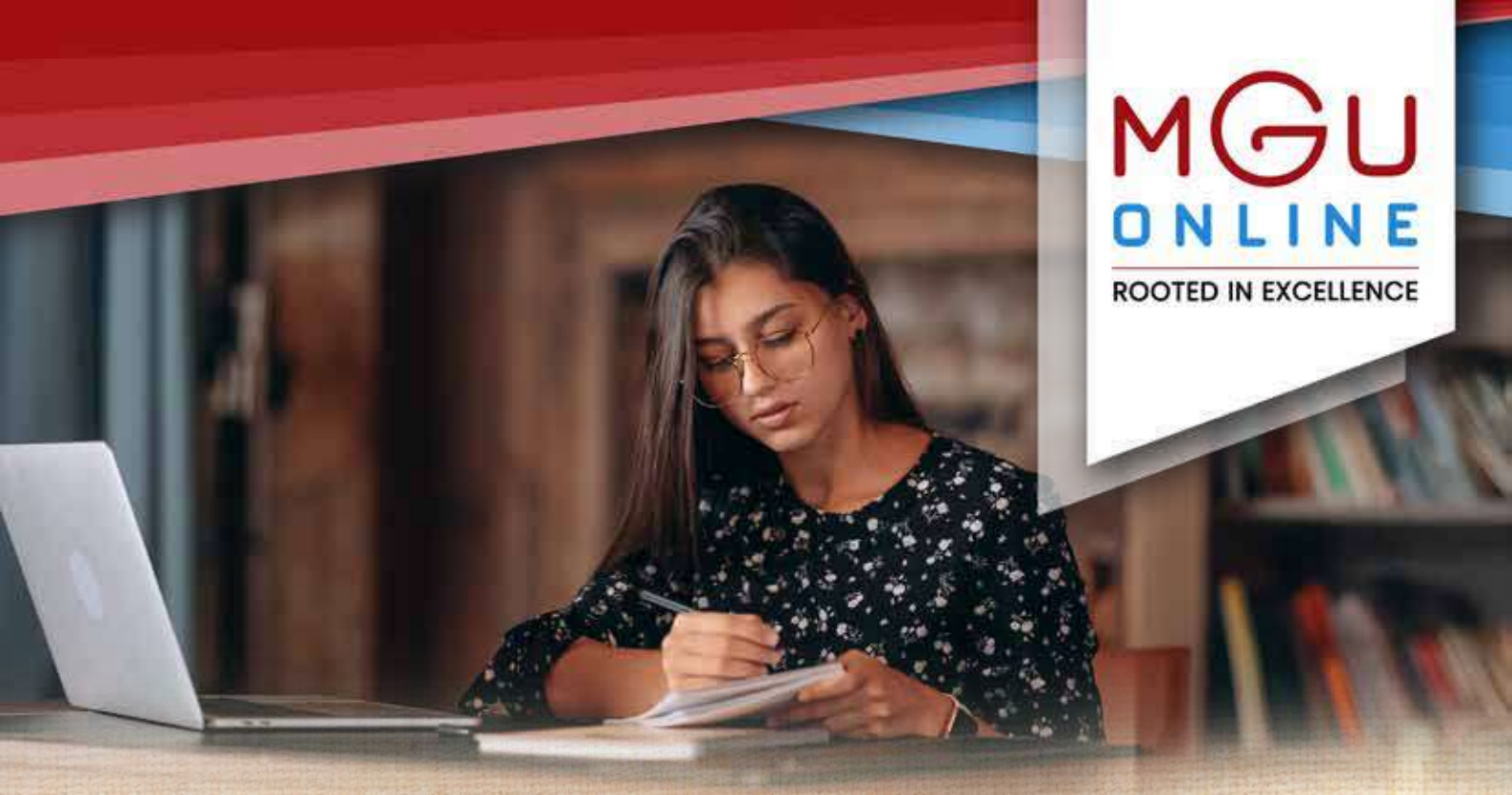
# Programme Highlights

1. Equivalent to Regular Degree
2. No Age Limit
3. Can pursue two Degrees at a Time
4. Recorded Video Classes & Self Learning E-materials
5. Interactive Sessions for Effective Learning
6. Remotely Proctored Online Examinations



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# 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 MGU Online, 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 fulfil 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 :

1. Recorded video lectures.
2. Self learning materials.
3. Live interactive sessions / discussion forums
4. 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.

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# Bachelor of Commerce (Honours)

## Overview of the Programme

The Bachelor of Commerce (Hons.) is a prestigious Four-year undergraduate programme 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.

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# Eligibility

Admission to the B.Com Honours Degree Programme 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, viz.

(1) Commerce
(2) Commercial Correspondence and Commercial Geography
(3) Economics
(4) Life Insurance with Salesmanship
(5) Banking with Secretarial Practice
(6) Business Studies
(7) Mathematics
(8) Computer Science/Computer applications
(9) Informatics Practice& Management
(10) Informatics Practice
(11) Management
(12) Accountancy as optional under Part III of the Examination.

OR

Have passed Plus Two or equivalent examination recognised by this University with other subjects under Part III optional subjects provided they have secured 45% of the aggregate marks.

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# 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 pursuing 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.

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# 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.**

Total fee doesn't include
Registration Fee* : ₹1000/- (Other than SC/ST) ,₹500/-(For SC/ST Students)
Examination Fee : ₹300 per course/subject ($5 for foreign students)

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# Fee Concessions and Advance Fee Payment Discounts

The following fee concessions shall be applicable to candidates admitted to Online UG and PG programmes, subject to eligibility verification as stipulated by the University.

## Fee Concessions and Required Documents

- **40% Fee Concession** – Regular (ongoing) students (other than Ph.D. scholars) of Mahatma Gandhi University are eligible for the fee concession, in accordance with the UGC regulations permitting students to pursue two academic programmes simultaneously—one in regular mode and the other in online or distance learning mode. In the case of students enrolled in the final semester of a regular programme, the fee concession shall be admissible only if the application is submitted at least thirty (30) days prior to the completion of the academic classes of the final semester.
  Document Required: Certificate from the Principal confirming that the student is pursuing a regular programme under Mahatma Gandhi University. Applications submitted without this certificate will not be considered eligible for fee concession.

- **20% Fee Concession** – Regular (ongoing) students (other than Ph.D) of other universities and Government/Aided institutions. If a student is completing their final semester, they are eligible for the fee concession only if the application is submitted at least 30 days before the completion of their final semester academic classes.
  Document Required: Certificate from the Principal confirming regular student status during the period of study. Applications submitted without this certificate will not be considered eligible for fee concession.

- **10% Special Scholarship** – Women / Transgender candidates.
  Document Required: SSLC Certificate (for gender proof) or Transgender Certificate issued by the competent authority.

- **10% Scholarship** – Economically Weaker Section (EWS).
  Document Required: Valid EWS Certificate issued by the competent authority.

- **20% Scholarship** – Differently Abled Persons.
  Document Required: Disability Certificate (40% or above) issued by a competent medical authority.

## Advance Fee Payment Discounts

- **10% discount** on the total programme fee if fees for all semesters are paid in advance.
- **5% discount** if fees for two semesters are paid in advance.

Note: Fee concessions and discounts are subject to verification of documents and approval by the University. Only one concession will be granted at a time.

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# 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.

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# Application Process

- Visit cdoe.mgu.ac.in.
- Apply using your email, phone number, and other required details.
- Log in with the credentials received via email.
- Fill out the application form, including personal and academic details.
- Pay the application fee
- DEB id Validation, Documents upload & submit
- Approval of admission will be intimated.

# Documents to be Uploaded

- HSE / 12th level Certificate (Mark List)
- Passport Size Photograph
- Scanned Copy of Signature
- Scanned Copy of Photo ID card
- 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)

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# 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.

| Category | Percentage of Refund of fees | Point of time when notice of withdrawal of admission is received in the HEI |
|---|---|---|
| 1 | 100% | 15 days or more before the formally notified last date of admission |
| 2 | 90% | Less than 15 days before the formally notified last date of admission |
| 3 | 80% | 15 days or less after the formally notified last date of admission |
| 4 | 50% | 30 days or less, but more than 15 days after formally notified last date of admission |
| 5 | 0% | More than 30 days after formally notified last date of admission |

# 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, 2026 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 offcial 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.

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- 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 offcial communication from the University shall be through E mail and 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 Under Graduate programmes 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.

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