

Mahatma Gandhi University, Kerala
CENTRE FOR DISTANCE AND ONLINE EDUCATION



M.Com: Finance and Taxation MBA : HRM, FINANCE, MARKETING

PROSPECTUS FOR ADMISSIONS TO JANUARY
2024 SESSION



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

For Enquiry:

☎ 0481 2733293 , 8547992325

☎ 8089600668 , 8089600667

✉ mguonline@mgu.ac.in



Message from VICE-CHANCELLOR

“Fully-online degrees are an extension of India's larger plans to extend higher education opportunities to the different categories of knowledge seekers. In the 2020 Union budget, it was announced that India will allow the top 100 universities to offer full-fledged online degrees. Mahatma Gandhi University's stride for excellence has helped us in receiving global and national acclaims in the form of a number of rankings and accreditations and the University got permission to start full-fledged online programmes with global intake. Online degree programmes use educational technology and online classes allowing students to access course material, communicate with peers and instructors, and complete examinations from any location. This means that students with family responsibilities or full-time jobs or those who with special needs as well as those living far away from the University can study programmes of their choice without having to relocate. Mahatma Gandhi University is keen to offer diverse academic programmes to knowledge seekers around the world using its rich academic and infrastructural resources. I thank the faculty and students of mguonline for being together in our journey towards excellence.”

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

Message from DIRECTOR

“The Centre for Distance and Online Education (CDOE) of Mahatma Gandhi University is keen to offer academic services beyond our traditional boundaries with the help of a state of the art student life cycle management system. It ensures automated learning at low cost with options to study anytime, anywhere. This credit based online degree system allows additional flexibility for both students and instructors in the form of readily available e- course material followed by live lectures. The presence of renowned faculty as well as online proctored evaluation system with academic calendar serves the diverse needs of the knowledge seekers. We want our students interact with each other to build their personal academic network and learning support system through effective engagement with the instructors, course content and their peers, thus making the full-fledged mguonline degree experience fruitful and complete.”



Prof. Noushad PP
Director



About 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.



MAHATMAGANDHI UNIVERSITY ADMINISTRATIVE BLOCK

About Centre for Distance & 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.

UGC Entitled Full-Fledged Online Degree Programmes

Programmes Offered

- # M.Com.
- # MBA

Programmes in line

- # B.Com.
- # BBA
- # BCA
- # MSc Statistics
- # MA Sociology
- # MA English
- # 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 through the Learning Management System (LMS) in a four quadrant approach. It encompasses of :

- Recorded video lectures.
- Downloadable study materials.
- Live interactive classes / discussion forums via a specified Video Conferencing application.
- The assessment components include :
 - > Internal assessments (Assignments, Quizzes, Test papers , etc.)
 - > External assessments (remote proctored online end-semester examination)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 Commerce (M.Com)

Finance and Taxation

Overview of the Programme

The programme spans four semesters and is exclusively offered online. Its design and framework adhere to the UGC (ODL & OL) Regulations 2020. The curriculum mirrors that of the traditional M.Com programme offered by the University. English serves as the medium for both instruction and assessment. The post-graduate degree conferred under the Faculty of Commerce is equivalent to the regular post-graduate degree awarded by the University.

Eligibility

- A candidate who has passed B.Com/BBA/ BBM or any equivalent Degree approved by Mahatma Gandhi University with a minimum of 45% are eligible to the Online M. Com Programme.
- Relaxation in qualifying percentage is allowed for SC/ST, OEC, SEBC and Physically challenged students as prescribed by the University from time to time.



Programme Structure

Semester I

Specialised Accounting
Organisational Behaviour
Marketing Management
Management Optimisation Techniques
Methodology for Social Science Research

Semester II

Advanced Corporate Accounting
Human Resource Management
International Business and Finance
Quantitative Techniques
Strategic Management

Semester III

Strategic Financial Management
Income Tax — Law and Practice
Security Analysis and Portfolio Management
Indirect Tax Laws

Semester IV

Advanced Cost and Management Accounting
Income Tax-Assessment and Procedure
Derivatives and Risk Management
Personal Investment and Behavioural Finance
Project Report / Comprehensive Viva Voce

Fee Structure

Semester	Fee per semester (₹)
Semester -1	20,000/-
Semester -2	20,000/-
Semester -3	20,000/-
Semester -4	20,000/-

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

- * For Foreign students application fee will be \$20 and semester fee will be \$400 per semester
- # Total fee doesn't include
 - Application Fee : ₹1000/- (Other than SC/ST) , ₹500/- (For SC/ST Students)
 - Examination Fee : ₹500/- per course/subject
 - Fee for project : ₹2000/-
 - Fee for viva : ₹1000/-



Master of Business Administration (MBA)

HRM, FINANCE, MARKETING

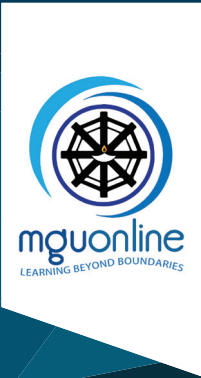
Overview of the Programme

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.

Relaxation of marks and Reservation of seats are based on University/ Government Rules. Admission will be confirmed only after the verification of the credentials uploaded by the student and the remittance of the required fee.



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 (₹)
Semester -1	25,000/-
Semester -2	25,000/-
Semester -3	25,000/-
Semester -4	25,000/-

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

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

Total fee doesn't include

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

Examination Fee : ₹500/- per course/subject



Eligibility criteria for reservation categories

Presently, the applicable relaxation is as follows:

Kerala Scheduled Caste/Scheduled Tribe Category:

The minimum requirement for admission to PG programmes is a pass in the 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:

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

- The eligibility of the candidates who have acquired a 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

- * Registration
- * Login
- * Fill Personal Details
- * Fill Qualification Details & Upload Certificates
- * Upload Scanned Photograph
- * Fee Payment
- * Preview
- * Final Submission

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)



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 www.cdoadmission.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,
 - *the admission portal will be open to all applicants until their application is approved or rejected so that the candidates can make corrections.
 - *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 or the degree granting institution 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 / criminal charges.
- 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 communication to the students shall be made through the LMS and/or website and shall be considered to be adequate communication to the stakeholders.
- 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.
- No candidate is permitted to pursue more than one programme at a time from mguonline.
- The University reserves the right to accept or reject any application with or without stating the reasons whatsoever.



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 (refer Fee Structure).



മഹാത്മാഗാന്ധി സർവ്വകലാശാല, കേരളം
Mahatma Gandhi University, Kerala
महात्मा गांधी विश्वविद्यालय, केरल
PRIYADARSHINI HILLS, KOTTAYAM KERALA , INDIA - 686 560



Ph : 0481 2733293

Email : mguonline@mgu.ac.in

Website : www.mgu.ac.in

