



DIRECTORATE OF DISTANCE & ONLINE EDUCATION

UG DIPLOMA IN BUSINESS ADMINISTRATION

COURSE BROCHURE
2026-27

NAAC
GRADE **A+**



INTRODUCTION

The online Diploma in Business Management provides a comprehensive foundation in essential business functions and ethics, including organizational structure and corporate governance. The curriculum spans key areas such as principles of marketing, microeconomics, and business communication. With semester modules, students will engage with practical management techniques for onboarding, financial data analysis, and understanding both internal and external factors affecting company operations. Additionally, the course covers the legal frameworks necessary for effective business operations in an economic context.

MISSION:

To foster students' interpersonal and business communication skills, enhancing workplace engagement and productivity.

To develop students' management capabilities by cultivating analytical and critical thinking skills essential for effective decision-making.

OBJECTIVES:

- ◆ To equip students with the knowledge and skills that align with their career aspirations in business management.
- ◆ To prepare students with the in-demand competencies required for successful managerial roles in today's dynamic business environment.

INSTRUCTIONAL DESIGN

The program is divided into 2 semesters and minimum credit requirement is 40 to get UG Diploma in Business Administration through OL mode from Mangalayatan University. Minimum time period for acquiring UG Diploma in Business Administration will be one year and maximum time (extended) period is two years.

SEMESTER - I				
S.No.	Course Code	Course Theory	Credit	Subject Total
1	MGB-1111	Principles of Management and Organizational Structure	4	100
2	CMB-1112	Financial Accounting	4	100
3	MGB-1112	Principles of Marketing	4	100
4	CMB-1113	Principles of Micro Economics	4	100
5	CSB-1101	Fundamentals of Computer System and Office Automation	2	100
6	CSB-1151	English Communication	2	100
TOTAL			20	700

SEMESTER - II				
S.No.	Course Code	Course Theory	Credit	Subject Total
1	MGB-1211	Human Resource Management	4	100
2	MGB-1212	Financial Management	4	100
3	MGB-1213	Business Environment	4	100
4	CMB-1213	Indian Economy	4	100
5	MMB-1201	Logical Reasoning	2	100
6	ENB-1201	Creative Writing	2	100
TOTAL			20	700

SYLLABI AND COURSE MATERIALS

Syllabi, PPR and self-learning materials are developed mostly by experienced faculty members of Mangalayatan University in consultation with contents experts and the same will be forwarded to CIQA and Board of Studies/Academic Council/ Executive Council for further suggestions and approval.

STUDY MATERIAL

The study material in digital format (e – content) of the programme shall be supplied to the students unit - wise for every course.

VIDEO LECTURES

The Video lectures as prescribed by the UGC Regulation shall be made available on the LMS portal of the University.

ONLINE COUNSELLING SESSIONS

The online counselling sessions shall be scheduled beforehand by the Subject Coordinator and informed to the learners.

There shall be 6 online counselling sessions / contact classes of 1 hours each for a 4 credit course, held on Saturdays and Sundays. In case of 2 credits course there shall be 4 sessions of 1 hours each and in case of 6 credits course there shall be 8 sessions of 1 hours each.

MEDIUM OF INSTRUCTION

Medium of Course Instruction:	English
Medium of Examination:	English

STUDENT SUPPORT SYSTEMS

The university will appoint programme coordinators, course coordinator and course mentors to facilitate the learners in their learning.

Finally, The university has made appropriate arrangements for various support services including online counselling and resource-oriented-services, evaluation methods for both on and off line modes for easy and smooth services to the students' through online mode.

PROCEDURE FOR ADMISSIONS, CURRICULUM, TRANSACTION AND EVALUATION

FEE STRUCTURE

Name of the Program	Degree	Duration	One Time Reg. Fee	Semester Fee	Exam Fee Per Semester	Full Year Fee	Total Fees
UG Diploma in Business Administration	UG	1 Years	1000	8000	1000	18000	19000
Total							19000

ACTIVITY SCHEDULE

S.NO.	Name of the Activity	Tentative months schedule (specify months) during year			
		From(Month)	To (Month)	From(Month)	To (Month)
1	Admission	Jul	Sep	Jan	Mar
2	Assignment submission (if any)	Sep	Oct	Mar	Apr
3	Evaluation of Assignment	Oct	Nov	Apr	May
4	Examination	Dec	Dec	Jun	Jun
5	Declaration of Result	Jan	Jan	Jul	Jul
6	Re-registration	Jul	Jul	Jan	Jan
7	Distribution of SLM	Jul	Sep	Jan	Mar
8	Contact Programmes (counselling, Practicals.etc.)	Sep	Nov	Mar	May

* These dates are tentative. Final dates will be informed well in advance on your LMS.

CREDIT SYSTEM

Duration of the Programme	Credits	Name of the Programme	Level of the Programme
1 year	40	UG Diploma in Business Administration	Diploma

WHY ONLINE EDUCATION?

- ◆ Comfortable and Flexible
- ◆ Convenience of attending classes from home
- ◆ Cost Effective
- ◆ Time saving
- ◆ No commuting
- ◆ Monetary benefits- No textbooks required
- ◆ Repeated access to the same lecture
- ◆ Study anytime, anywhere
- ◆ Write proctored exam from home

ADMISSION PROCESS

- ◆ Register with Mangalayatan Online Programs
- ◆ Pay Registration fees through our available payment gateways
- ◆ Upload relevant documents and mark sheets
- ◆ Get provisional admission
- ◆ Pay semester fees
- ◆ Get admission confirmation from University
- ◆ Roll number allotted to every student
- ◆ LMS id and password creation



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