



DIRECTORATE OF DISTANCE & ONLINE EDUCATION

UG DIPLOMA IN COMMERCE & BUSINESS STUDIES

**COURSE BROCHURE
2026-27**

**NAAC A+
GRADE**

INTRODUCTION

Our online Diploma in Commerce & Business Studies is designed to provide students with a strong foundation in key areas such as marketing, accounting, and microeconomics, essential for understanding modern business management. The curriculum spans two semesters and integrates both fundamental and advanced topics, including the Indian economic landscape, human resource functions, logical reasoning, and professional communication. Through modules in effective communication and creative writing, students gain well-rounded knowledge to thrive in dynamic business environments.

MISSION:

- ◆ To equip students with a comprehensive understanding of core business principles, including marketing strategies and the structure of the Indian economy.
- ◆ To develop students' interpersonal and analytical skills to leverage data-driven insights for personalized marketing and improved business decision-making.

OBJECTIVES:

- ◆ To deliver industry-relevant coursework that builds a solid foundation in marketing, management, and commerce.
- ◆ To empower students with the business acumen and entrepreneurial mindset needed to initiate start-ups and evaluate growth potential for broader market scalability.



INSTRUCTIONAL DESIGN

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

SEMESTER - I				
S.No.	Course Code	Course Theory	Credit	Subject Total
1	CMB-1111	Business Organization and Management	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	ENB-1101	English Communication	2	100
6	CSB-1101	Computer Fundamental and Office Automation	2	100
TOTAL			20	600

SEMESTER - II				
S.No.	Course Code	Course Theory	Credit	Subject Total
1	MGB-1211	Human Resource Management	4	100
2	CMB-1211	Cost Accounting	4	100
3	CMB-1212	Business Law	4	100
4	CMB-1213	Indian Economy	4	100
5	ENB-1201	Creative Writing	2	100
6	MMB-1201	Logical Reasoning	2	100
TOTAL			20	600



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 Commerce & Business Studies	UG	1 Years	1000	6000	1000	14000	15000
Total							15000

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

* 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 Commerce & Business Studies	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.





Mangalayatan
ONLINE

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