



RAJAGIRI VISWAJYOTHI
COLLEGE OF ARTS AND APPLIED SCIENCES
VENGOOR , PERUMBAVOOR KERALA- 683546

An ISO 9001 : 2015 Certified Institution

Affiliated to Mahatma Gandhi University, Kottayam | Approved by AICTE



CRITERION 1 - CURRICULAR ASPECTS

1.2 Academic Flexibility

2019-2024

Submitted to





1.2.1 Institutional Programme Brochure/NoticeforCertificate/Value added Programs with Course Modules and Outcomes

2022-2023

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Vengoor, Perumbavoor, Kerala - 683546

1. CERTIFICATE COURSE IN SPOKEN ENGLISH

Brochure

 **RAJAGIRI VISWAJYOTHI**
COLLEGE OF ARTS & APPLIED SCIENCES

DEPT OF ENGLISH with IQAC
Certificate Course in
SPOKEN ENGLISH

06.10.2022
Onwards

**30
HRS**

COURSE OUTCOMES

- IMPROVE PRONUNCIATION AND REDUCE ACCENT
- USE APPROPRIATE INTONATION, STRESS, AND RHYTHM
- EXPAND VOCABULARY FOR EVERYDAY AND PROFESSIONAL CONTEXTS.
- APPLY CORRECT GRAMMAR IN SPOKEN ENGLISH FOR CLEAR AND EFFECTIVE COMMUNICATION.
- ENHANCE LISTENING SKILLS TO UNDERSTAND DIFFERENT ENGLISH ACCENTS
- ENGAGE CONFIDENTLY IN CONVERSATIONS, DISCUSSIONS, AND PRESENTATIONS.

Faculty-in-charge:
Anila Roshan Joy
9747221202
anilar@rajagiriviswajyothi.org






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2. CERTIFICATE COURSE IN DIGITAL JOURNALISM

Brochure

 **RAJAGIRI VISWAJYOTHI**
COLLEGE OF ARTS & APPLIED SCIENCES

DEPT OF ENGLISH with IQAC
Certificate Course in

DIGITAL JOURNALISM

15/6/22 30 HRS
ONWARDS

COURSE OUTCOMES

- Understand the foundations of digital journalism
- Learn about the possibilities in the field for future
- Develop proficiency in online journalism
- Work on social media journalism effectively

Faculty in-charge
@arundhathiG
9746068309
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3. CERTIFICATE COURSE IN CYBER LAWS

Brochure

 **RAJAGIRI VISWAJYOTHI**
COLLEGE OF ARTS & APPLIED SCIENCES

DEPT OF ENGLISH with IQAC
Certificate Course in

CYBER LAWS

30 HRS

FROM
30/6/22

Course Outcomes

- Gain an in-depth knowledge of cyber laws and their application.
- Analyze and apply key legal principles related to cybercrime.
- Evaluate case studies and real-world scenarios to understand the practical application of cyber laws.
- Gain proficiency in cyber forensic techniques and incident response strategies.
- Adapt to new legal challenges presented by emerging technologies.

Faculty-in-charge:

Arundhathi G

9746588309

arundhathi@rajagiriviswajyothi.org






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4. CERTIFICATE COURSE IN SAHITHYA KA ANUVAAD

Brochure

 **RAJAGIRI VISWAJYOTHI**
COLLEGE OF ARTS & APPLIED SCIENCES

DEPT OF LANGUAGES with IQAC
Certificate Course in
साहित्य का अनुवाद

COURSE OUTCOMES

- ENHANCE TRANSLATION SKILLS
- BETTER UNDERSTANDING OF CULTURAL SENSITIVITY
- IMPROVED ABILITY FOR CRITICAL ANALYSIS
- ENHANCE STUDENTS' ABILITY TO EXPRESS CREATIVELY
- WELL-EQUIPPED FOR CAREERS WITH PROFESSIONAL COMPETENCY

FROM 3/1/23 30 HRS

Faculty-in-charge:
SEENA M PETER
9946577224
seena@rajagiriviswajyothi.org





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5. CERTIFICATE COURSE IN ADVANCED EXCEL

Brochure



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VENGOOR . PERUMBAVOOR KERALA - 683546

Start
10/06/2022

Department of Commerce presents
Certificate Course in Advanced Excel


◆ Course Outcome ◆


1. To equip the students to data manipulation and analysis
2. Visualization and automation enhances their productivity.

**30 Hrs
Duration**

For more details

Sreekala M.M
Assistant Professor
9947557900

 www.rajagiriviswajyothi.org

 9048056118, 8848393398





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5. CERTIFICATE COURSE IN TALLY 9

Brochure



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DEPARTMENT OF COMMERCE IN ASSOCIATION WITH IQAC

CERTIFICATE COURSE IN **TALLY 9**

DURATION 30 HOURS

START ON
1ST NOVEMBER 2022

COURSE OUTCOME

Comprehensive understanding of features and capabilities of tally-9

OBJECTIVES

Foundational understanding of accounting principles
efficient managing financial data in tally-9

Advanced Accounting Features



FACULTY

DHANYA S

ASST. PROFESSOR, DEPT OF
COMMERCE (RVCAS)





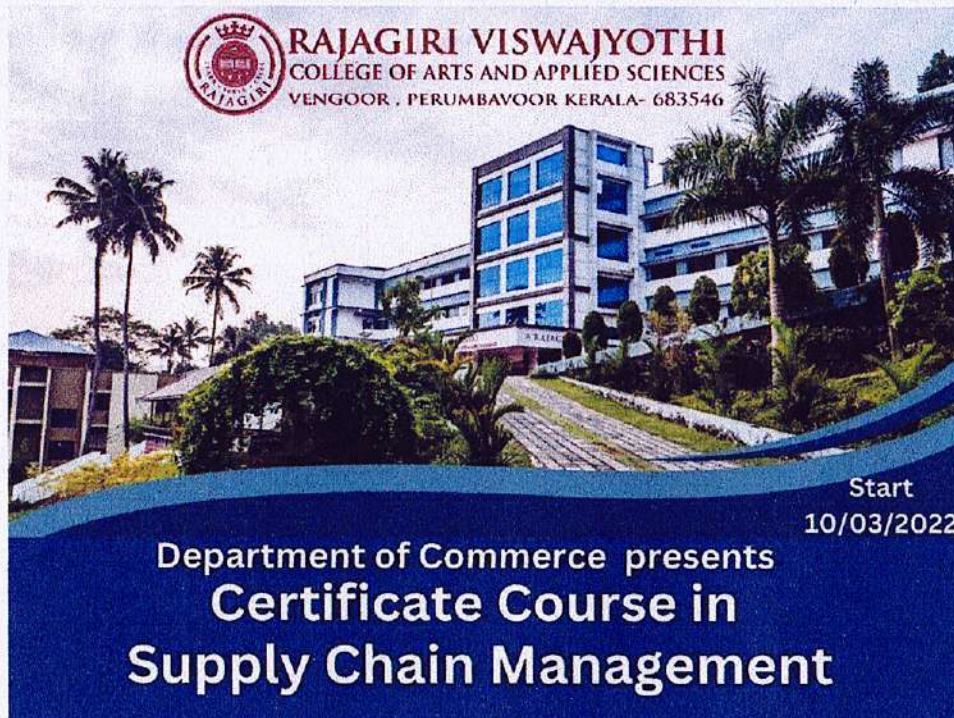
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7. CERTIFICATE COURSE IN SUPPLY CHAIN MANAGEMENT

Brochure



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Start
10/03/2022

Department of Commerce presents
**Certificate Course in
Supply Chain Management**

◆ Course Outcome ◆

1. Understand the fundamentals of supply chain management.
2. To analyse and apply supply chain technologies and information system.
3. To develop skills in supply chain strategy, logistics and procurement.

Duration
30 Hrs

For more details



www.rajagiriviswajyothi.org

Assistant Professor

Sreekala MM 9947557900



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8. CERTIFICATE COURSE IN TOURISM MANAGEMENT

Brochure



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**CERTIFICATE
COURSE IN**

**TOURISM
MANAGEMENT**

Conducted By Department of Business
Administration

Objectives :

- Boosting local economics by creating jobs, increasing income, and stimulating investments.
- Ensuring tourism activities are environmentally sustainable.

Assessment Methods :

1. Written assignments and case studies
2. Group projects and presentations
3. Final examination

START DATE - 08-08-2022

Course Outcome :

Upon successful completion of this course, students will be able to :


1. Understand the fundamental concepts, principles, and practices of tourism management.
2. Analyze the various components of the tourism industry and their interdependencies.
3. Develop effective strategies for marketing and promoting tourism products and services.

Couse Syllabus:

- Module 1 : Introduction to Tourism Management
- Module 2 : Tourism Planning and Development
- Module 3 : Tourism Marketing and Promotion
- Module 4 : Tourism Operations and Management
- Module 5 : Contemporary Issues in Tourism

DURATION - 30 HRS

Faculty incharge - SOLYMON V.L

 solymon@rajagiriviswajyothi.org






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9. CERTIFICATE COURSE IN ENTERPRISE RESOURCE PLANNING

Brochure



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**CERTIFICATE COURSE IN
ENTERPRISE RESOURCE
PLANNING**

*Conducted By Department of
Business Administration*

COURSE OUTCOME

Upon successful completion of this course, students will be able to:

1. Understand the fundamentals of Enterprise Resource Planning (ERP) systems and their role in modern business operations.
2. Analyze business processes and identify areas when ERP system can streamline operations.
3. Evaluate and select appropriate ERP software solutions based on organizational requirements.
4. Implement and configure ERP systems to meet specific business needs.
5. Utilize various modules and functionalities of ERP systems for efficient resource management.

OBJECTIVES

1. Ensure that all departments and teams work towards common organizational goals and strategic priorities
2. Efficiently allocate financial, human, and material resources to maximize productivity and achieve business objectives
3. Provide accurate and timely data to support informed decision-making and strategic planning
4. Develop strategies to expand market share, enter new markets, and increase revenue and profitability

COURSE DURATION - 30 HRS

START DATE-01-12-2022

FACULTY IN-CHARGE- SWETHA K.S
swethaks@rajagiriviswajyothi.org





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10. CERTIFICATE COURSE IN DATA ANALYSIS USING SPSS

Brochure



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**Certificate Course in
Data Analysis using SPSS**

Conducted by Department of Business Administration

Objectives :

- Summarizing and describing the main features of a dataset using measures such as mean, median, mode, standard deviation and frequency distributions.
- Identifying patterns, anomalies, and relationships in data through visualization and other analytical techniques.

Course Outcome :

Upon successful completion of this course, students will be able to :

1. Understand the fundamental concepts and applications of statistical data analysis.
2. Gain proficiency in using SPSS software for data management, manipulation, and analysis.
3. Perform descriptive statistical analyses using SPSS.
4. Interpret and communicate the results of statistical analyses effectively.
5. Apply statistical techniques to real-world data analysis problems in various domains.

Course Syllabus :

- Module 1: Introduction to Data Analysis and SPSS
- Module 2: Descriptive statistics Data Exploration
- Module 3: Data Management and Manipulation in SPSS
- Module 4: Reporting and Presenting Data Analysis Results

Faculty incharge - Karthika Balachandran

karthikabalachandran@rajagiriviswajyothi.org



START DATE-06/06/2022

DURATION -35 HRS





11. MOOC COURSE IN ORGANIC FARMING

Guidelines for implementing the organic farming project,
as part of MOOC course for Under Graduate students of
Mahatma Gandhi University

Objective

To enable the Under Graduate students of Mahatma Gandhi University to understand the know-how of organic farming activities and thereby acquiring the related skill sets.

Implementation Team

Affiliated Colleges shall nominate one Faculty member as Coordinator for the purpose of conducting MOOC course. For each department/course in a college, one faculty member shall be the Mentor of the course. The committee comprising of Coordinator and Mentors shall be responsible for the conduct of MOOC course, including the Project work and the online examination to be conducted using the computer lab facility of the college. Mentors have the immediate responsibility to guide the students regarding the implementation of the project work as well assessing the performance of students, subject to the guidelines put forward by the University.

Beneficiaries

All UG Students in the 240 plus affiliated colleges, from 2020 admission onwards.

Location

The location of the project shall either be the colleges concerned or the homestead of the beneficiaries. A 20 square meter (half a cent) land area with abundant sunshine and good drainage is to be selected for the project work.

Crops

The students may select five crops from the following crop cafeteria:
Vegetable crops: Amaranthus, ladies finger, cowpea, brinjal and chillies
Annual spices: Ginger, turmeric
Tuber crops: Amorphophallus, tapioca.

Season

Crop season of February-March to July- August is desirable. Period during which farming to be done must be based on the prevailing climatic conditions. Rainfall and atmospheric temperature are to be considered while selecting the season. Cultivation in grow bags is possible irrespective of the season, if timely irrigation is assured.

Agricultural implements

Spade, hand hoe, scythe, hand sprayers, baskets and knapsack sprayers are the implements required.





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12. CERTIFICATE COURSE IN SAP ERP

Brochure



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Certificate Course in SAP -ERP Bcom Logistics Management students

Department of Commerce In Association with CLAIMS Academy Kallamassery

RESOURCE PERSON

Objective

- ✓ Proficiency in Navigating SAP ERP MM Interface
- ✓ Integration with Other SAP Modules and External Systems

★ Course Outcome ★

Proficiency in SAP MM Modules
Practical Application Skills
System Configuration and Customization
Integration with Other SAP Modules



JOSE ZACHARIAS
Consultant-SAP MM,
LE-WM, PM and PS

Start 01/06/2022

40 Hrs
Duration

For more details
ANJU ANTONY
Assistant Professor
9995069453



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13. ADD ON COURSE IN DIGITAL MARKETING

Brochure

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COLLEGE OF ARTS & APPLIED SCIENCES

CONDUCTED BY DEPARTMENT OF BUSINESS ADMINISTRATION

ADD ON COURSE IN
DIGITAL
MARKETING

DURATION: 70 HOURS

START DATE ON:
29/07/2022

FACULTY IN CHARGE:
KARTHIKA BALACHANDRAN



PRINCIPAL
Rajagiri Viswajyothi College of
Arts & Applied Sciences
Vengoor, Perumbavoor-683 546