



**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/notice for Certificate/Value added programs with course modules and outcomes**

**2019-2020**

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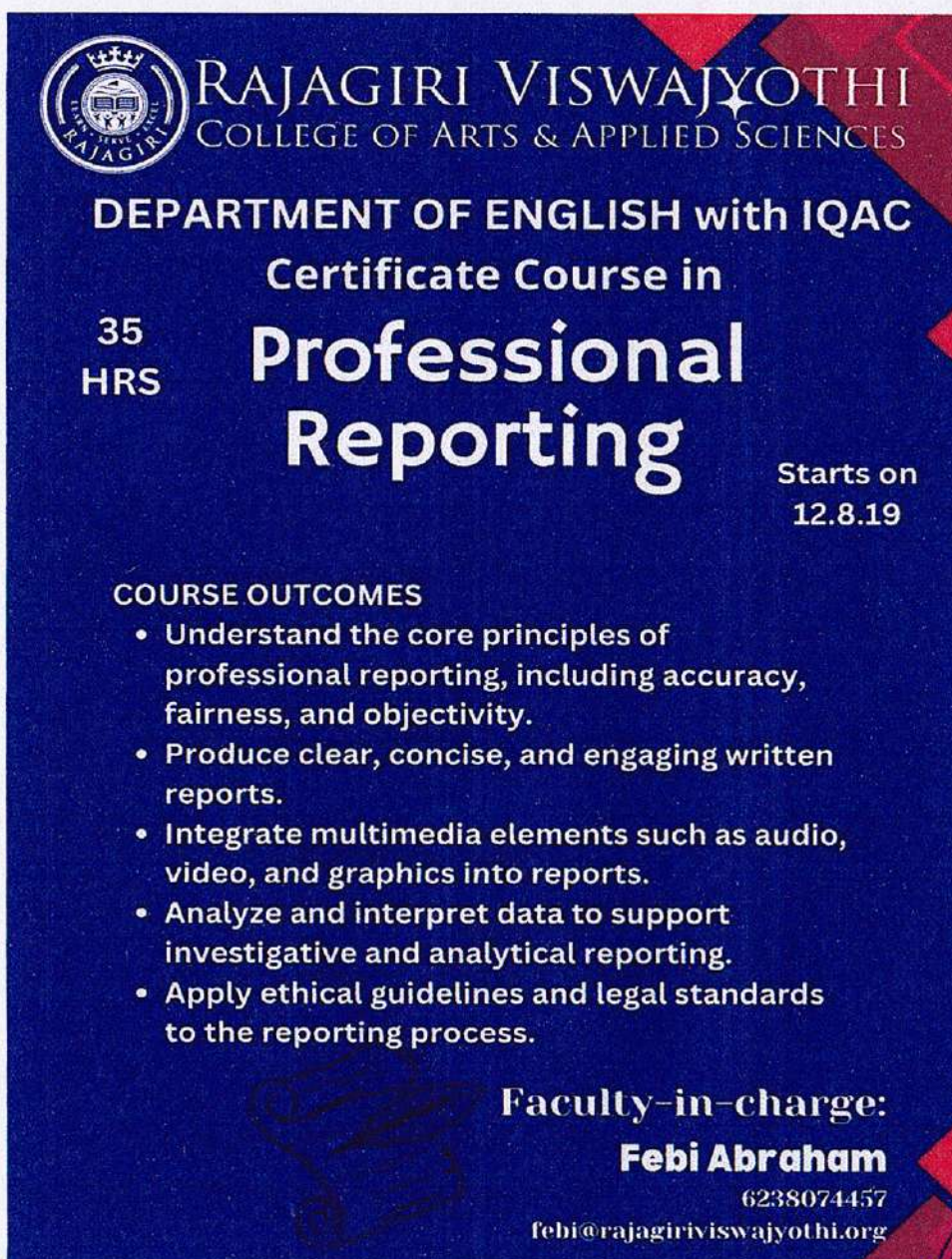



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## 1. CERTIFICATE COURSE IN PROFESSIONAL REPORTING

Brochure



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

DEPARTMENT OF ENGLISH with IQAC  
Certificate Course in  
**Professional Reporting**

35  
HRS

Starts on  
12.8.19

**COURSE OUTCOMES**

- Understand the core principles of professional reporting, including accuracy, fairness, and objectivity.
- Produce clear, concise, and engaging written reports.
- Integrate multimedia elements such as audio, video, and graphics into reports.
- Analyze and interpret data to support investigative and analytical reporting.
- Apply ethical guidelines and legal standards to the reporting process.

**Faculty-in-charge:**  
**Febi Abraham**  
6238074457  
febi@rajagiriviswajyothi.org






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## 2. CERTIFICATE COURSE IN STORY-TELLING THROUGH MYTH

Brochure

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VENGOOR, PERUMBAVOOR KERALA- 683546

**DEPARTMENT OF ENGLISH with IQAC**

**Certificate Course in**

# STORY-TELLING THROUGH MYTH


**30 HOURS** **01/11/19 ONWARDS**

**COURSE OUTCOMES**

- Understand the Evolution of Fantasy Literature
- Develop Critical Thinking and Analytical Skills
- Engage with Fantasy Literature in Popular Culture

**FREE REGISTRATION**

Faculty-in-charge:  
**Tennyson Thomas**  
9061615005  
tennyson@rajagiriviswajyothi.org






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### 3. CERTIFICATE COURSE ON SAHITHYA KA ITHIHAS

Brochure

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**DEPARTMENT OF LANGUAGES with IQAC**  
**Certificate Course in**

**साहित्य का इतिहास**

**COURSE OUTCOMES**

- UNDERSTAND THE ORIGINS OF CLASSIC HINDI LITERATURE
- UNDERSTAND THE EVOLUTION OF HINDI LITERATURE
- LEARN HINDI AS PART OF A PAST AS WELL AS CONTEMPORARY WORLD

**FROM 15/2/20**      **30 HRS**

**FACULTY-IN-CHARGE:**  
**SEENA M PETER**  
9946577224  
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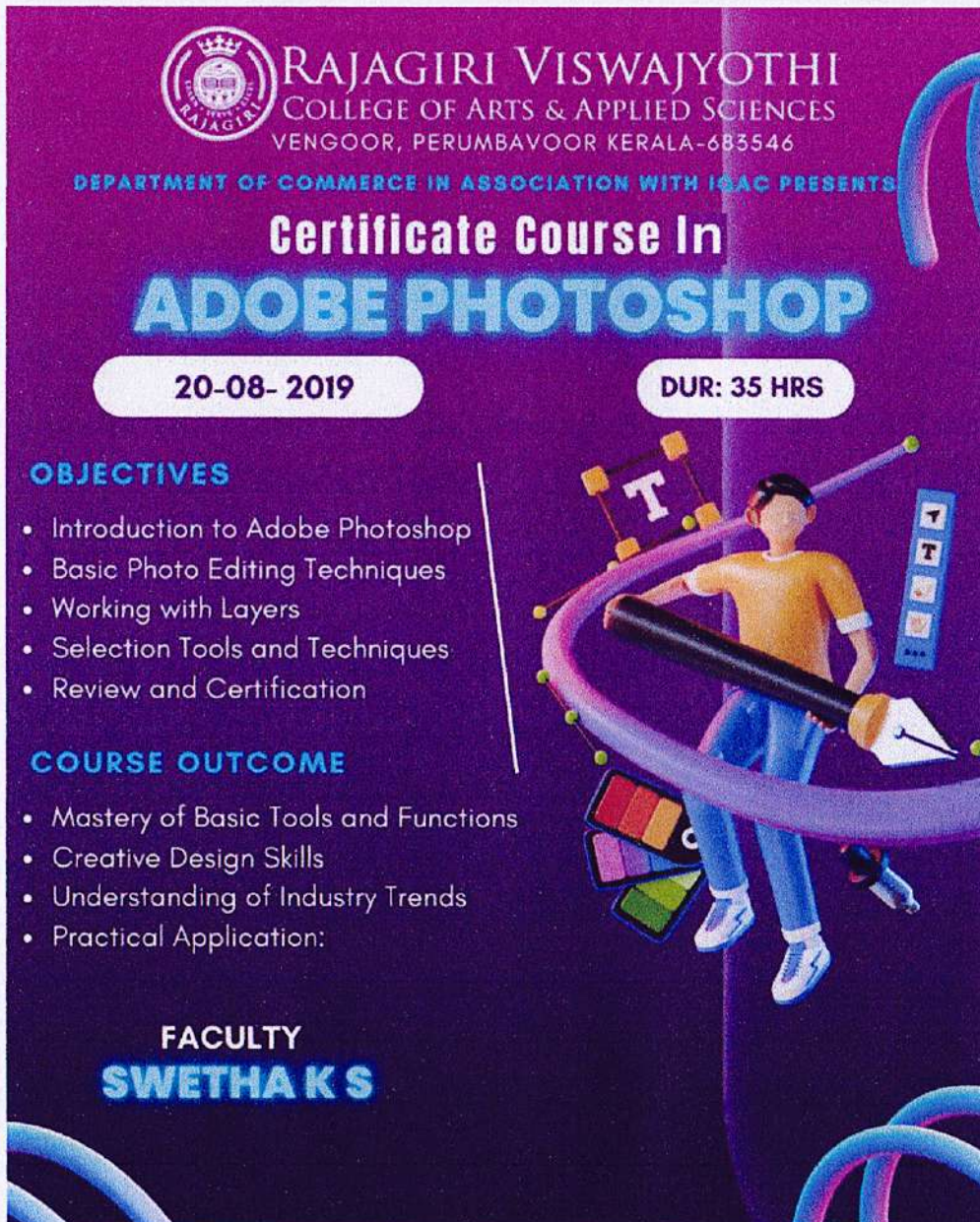


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Vengoor, Perumbavoor, Kerala - 683546

#### 4. CERTIFICATE COURSE IN ADOBE PHOTOSHOP

Brochure



The brochure features a dark purple background with a central illustration of a person in a yellow shirt and blue pants holding a large black pencil, surrounded by various Photoshop tools like the text tool (T), selection tools, and a color palette. The text is in white and light blue.

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DEPARTMENT OF COMMERCE IN ASSOCIATION WITH IGAC PRESENTS

## Certificate Course In ADOBE PHOTOSHOP

**20-08-2019**      **DUR: 35 HRS**

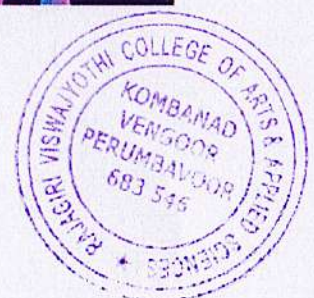
**OBJECTIVES**

- Introduction to Adobe Photoshop
- Basic Photo Editing Techniques
- Working with Layers
- Selection Tools and Techniques
- Review and Certification

**COURSE OUTCOME**

- Mastery of Basic Tools and Functions
- Creative Design Skills
- Understanding of Industry Trends
- Practical Application:

**FACULTY**  
**SWETHA K S**





**5. CERTIFICATE COURSE IN COMPUTERISED ACCOUNTING**

**Brochure**



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

DEPARTMENT OF COMMERCE

**CERTIFICATE COURSE IN  
COMPUTERISED ACCOUNTING**



**Course  
OUTCOME**

- Help to manage and maintain financial records accurately and efficiently.
- Students will learn to create company, enter accounting voucher entries.
- Students will gain both academic and practical knowledge on computerized accounting.

☎ Binitha.P.S  
8594098775

🕒 30 HOURS  
DURATION

📅 20/11/2019  
START DATE





**6. VALUE ADDED COURSE IN EMOTIONAL INTELLIGENCE**

**Brochure**

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In association with IQAC

**Value added course in Emotional Intelligence**

**Duration: 30 hours**

Course Outcome

1. Define and understand the concept of emotional intelligence
2. Develop self-awareness of your own emotions and triggers
3. Improve your ability to manage your emotions effectively

Venue: LINDAZA  
Date of Commencement: 19/8/2019

Course Coordinator  
Ms Anju Antony  
Assistant Professor  
8547261663  
Dept of Commerce  
RVCAS

Module 1: Introduction to Emotional Intelligence (EQ)

- What is EQ and why is it important?
- The difference between EQ and IQ
- The science behind EQ: The brain and emotions
- Models of emotional intelligence (e.g., Goleman's model)

Module 2: Self-Awareness

- Identifying your emotions
- Recognizing your emotional triggers
- Understanding your strengths and weaknesses
- Building self-confidence

Module 3: Self-Regulation

- Managing your emotions effectively
- Coping with stress and difficult situations
- Developing a growth mindset
- Building self-discipline

Module 4: Social Awareness

- Recognizing emotions in others
- Understanding nonverbal cues
- Building empathy and compassion
- Active listening skills

Module 5: Social Skills

- Building and maintaining healthy relationships
- Effective communication skills
- Conflict resolution
- Assertiveness and negotiation

Module 6: Applying EQ in Your Life

- Using EQ for personal growth
- Building stronger relationships (personal and professional)
- Leading with emotional intelligence
- EQ for effective communication







## 7. CERTIFICATE COURSE IN WORKING WITH SPREAD SHEETS

Brochure



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### CERTIFICATE COURSE IN WORKING WITH SPREADSHEETS

Conducted By Department of Business Administration

#### OBJECTIVES

- Input and arrange data into cells, rows, and columns. Use headings and labels to keep data organized
- Utilize built-in functions and create custom formulas to perform calculations and data analysis
- Apply filters, sorts, and conditional formatting to analyze and highlight important data points

#### ASSESSMENT METHODS

- MULTIPLE CHOICE EXAMINATION
- PRACTICAL EXAMINATION
- ASSIGNMENTS AND CLASS PARTICIPATION


DURATION  
30 HRS

#### COURSE OUTCOMES

1. UNDERSTAND THE FUNDAMENTALS OF SPREADSHEET SOFTWARE AND ITS APPLICATION
2. CREATE, FORMAT, AND MANAGE WORKBOOKS EFFECTIVELY
3. PERFORM DATA ENTRY, MANIPULATION, AND ANALYSIS USING VARIOUS FUNCTIONS AND FORMULAS
4. UTILIZE ADVANCED FEATURES SUCH AS PIVOT TABLES, CHARTS, AND DATA VISUALIZATION TOOLS
5. COLLABORATE AND SHARE SPREADSHEET DATA SECURELY WITH OTHERS
6. APPLY SPREADSHEET SKILLS TO REAL-WORLD SCENARIOS AND PROBLEM-SOLVING TASKS

START DATE-01-08-2019

Faculty In-charge - Sreeka Chandran

 [sreekachandran@rajagiriviswajyothi.org](mailto:sreekachandran@rajagiriviswajyothi.org)





**8. CERTIFICATE COURSE IN FRONT OFFICE  
MANAGEMENT**

**Brochure**



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CERTIFICATE COURSE IN  
**FRONT OFFICE MANAGEMENT**

**OBJECTIVES**

- Provide exceptional service to ensure customer satisfaction and positive experiences
- Drive sales and revenue through upselling, cross-selling, and optimizing pricing strategies.
- Ensure that staff adhere to high standards of conduct, presentation, and communication

*Conducted By Department of Business Administration*

**COURSE DURATION**

**35 HRS**

**ASSESEMENT METHODS**

- THEORY EXAMINATIONS
- PRACTICAL ASSIGNMENTS
- CLASS PARTICIPATION

**COURSE OUTCOMES**

- UNDERSTAND THE ROLE AND FUNCTIONS OF THE FRONT OFFICE DEPARTMENTS IN THE HOSPITALITY INDUSTRY.
- DEMONSTRATE PROFICIENCY IN GUEST SERVICE AND COMMUNICATION SKILLS.
- MANAGE GUEST ARRIVALS, DEPARTURES AND ROOM ASSIGNMENTS EFFICIENTLY.
- APPLY KNOWLEDGE OF REVENUE MANAGEMENT AND YIELD STRATEGIES

**START DATE**

**01/01/2020**

**FACULTY IN-CHARGE**

**SOLYMON V L**

[solymonvl@rajagiriviswajyothi.org](mailto:solymonvl@rajagiriviswajyothi.org)





**9. CERTIFICATE COURSE IN LOGISTICS MANAGEMENT**

**Brochure**

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**COLLEGE OF ARTS & APPLIED SCIENCES**

**CERTIFICATE COURSE IN**  
**LOGISTICS MANAGEMENT**  
 CONDUCTED BY DEPARTMENT OF BUSINESS ADMINISTRATION

DURATION: 30 HOURS      START DATE: 03/06/2019

**COURSE OUTCOMES**

1. DEMONSTRATE A THOROUGH UNDERSTANDING OF LOGISTICS CONCEPTS AND COMPONENTS
2. ENABLE STUDENTS TO ANALYZE AND INTERPRET LOGISTIC SCENARIOS
3. DEVELOP SKILLS IN KEY LOGISTIC OPERATIONS, INCLUDING INVENTORY MANAGEMENT, WAREHOUSING, TRANSPORTATION AND PROCUREMENT
4. ACQUIRE THE ABILITY TO CREATE AND IMPLEMENT EFFECTIVE LOGISTIC STRATEGIES TO ENHANCE ORGANIZATIONAL EFFICIENCY AND COMPETITIVENESS
5. GAIN KNOWLEDGE IN UTILIZING MODERN LOGISTICS INFORMATION SYSTEMS
6. CULTIVATE AN UNDERSTANDING OF GLOBAL LOGISTICS CHALLENGES, TRADE COMPLIANCE AND SUSTAINABLE PRACTICES

**OBJECTIVES**

1. TO PROVIDE A SOLID FOUNDATION IN THE PRINCIPLES OF LOGISTICS, INCLUDING SUPPLY CHAIN MANAGEMENT, INVENTORY CONTROL AND DISTRIBUTION PROCESSES.
2. TO EDUCATE STUDENTS ABOUT THE LEGAL AND REGULATORY ASPECTS OF LOGISTICS, INCLUDING INTERNATIONAL TRADE REGULATIONS, CUSTOMS COMPLIANCE, AND SAFETY STANDARDS.
3. TO BUILD LEADERSHIP AND MANAGEMENT SKILLS SPECIFIC TO LOGISTICS, INCLUDING TEAM MANAGEMENT, STRATEGIC PLANNING AND PROJECT MANAGEMENT.

**FACULTY IN-CHARGE:**  
**AKHIL RAJU**      [akhilraju@rajagiriviswajyothi.org](mailto:akhilraju@rajagiriviswajyothi.org)



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