



**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<sup>1</sup>

Submitted to





## **SUMMARY REPORT OF CERTIFICATE COURSE**

**2022-2023**

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

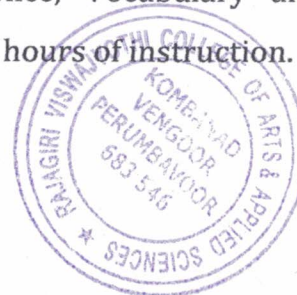
**REPORT ON CERTIFICATE COURSE IN SPOKEN ENGLISH**

COURSE DETAILS	
Name of The Certificate Course	Certificate Course in Spoken English
Course Code	RVLNG22012
Name of Course Coordinator	Ms. Anila Roshan Joy
Year of Offering	2022-2023
Date of Commencement	05-10-2022
Date of Completion	16-11-2022
Duration of Course	30 Hours
Number of Students Enrolled	17
Number of Students Completed	17

**COURSE DESCRIPTION**

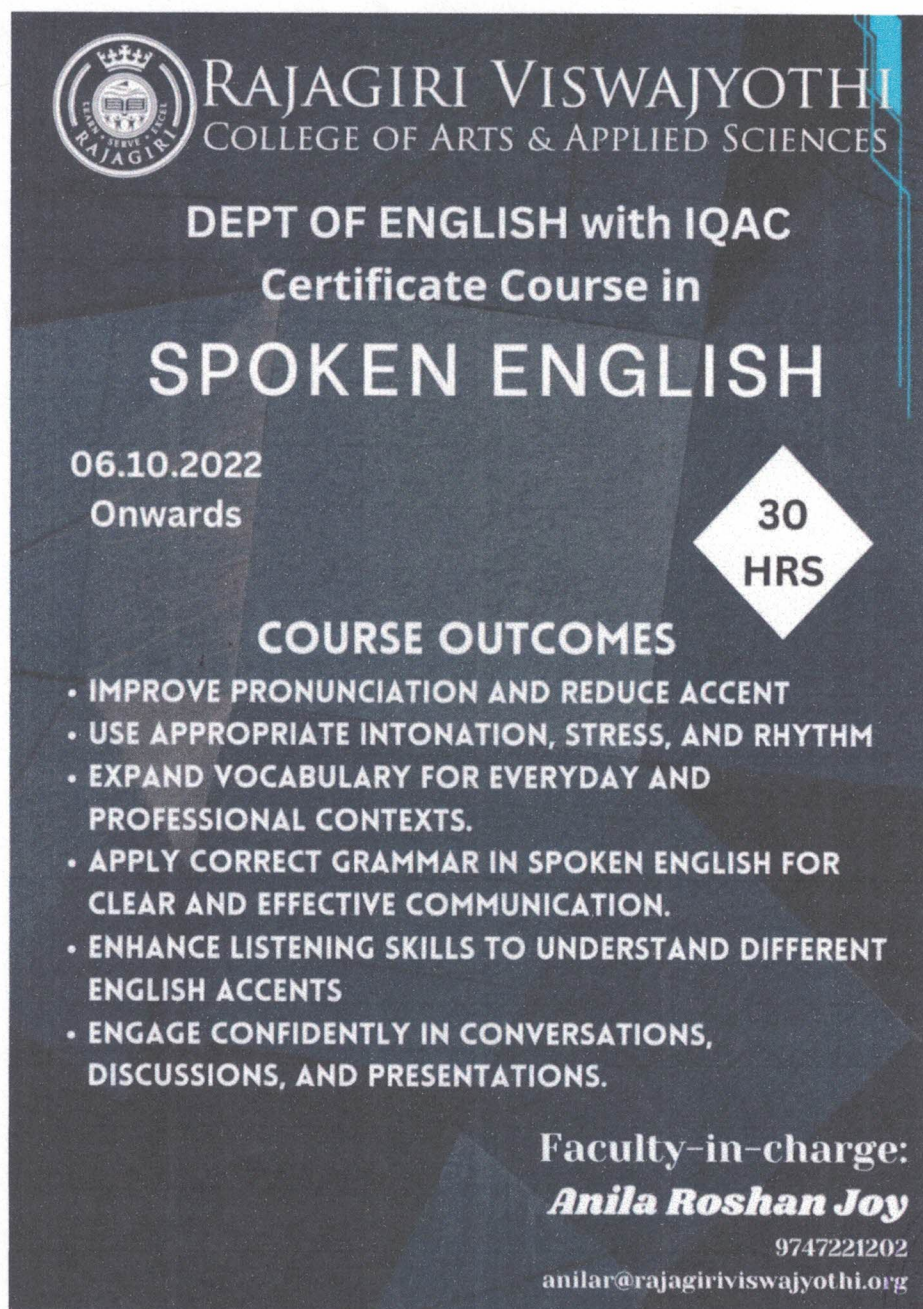
The Department of English offered a Certificate Course in Spoken English (Course Code RVLNG22012) during the academic year 2022-23. Coordinated by Ms. Anila Roshan Joy, this course ran from October 5 to November 16, 2022, comprising 30 hours of instruction. The program attracted 17 students, all of whom successfully completed the course.


This course is designed to enhance students' oral communication skills in English. Participants focus on improving pronunciation, fluency, vocabulary, grammar, and listening comprehension. The course is structured into four main modules: Pronunciation and Accent Training, Fluency and Coherence, Vocabulary and Grammar, and Listening and Comprehension, each allocated 6 hours of instruction.



The curriculum combines theoretical knowledge with practical application, utilizing various teaching methods including phonetic training, role-plays, discussions, and listening exercises. The final 6 hours are dedicated to assessment through group activities, presentations, and debates, allowing students to demonstrate their newly acquired skills. This well-rounded approach aims to boost students' confidence and proficiency in spoken English, preparing them for both every-day and professional communication contexts.

## BROCHURE OF CERTIFICATE COURSE IN SPOKEN ENGLISH



 **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



# COURSE COMPLETION CERTIFICATE

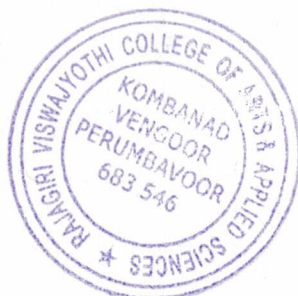



Course Coordinator: 

Head of the Department: 

Principal: 

PRINCIPAL  
Rajagiri Viswajyothi College of  
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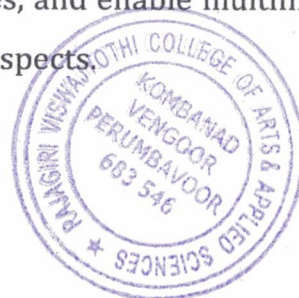
## REPORT ON CERTIFICATE COURSE IN DIGITAL JOURNALISM

COURSE DETAILS	
Name of the Certificate Course	Certificate Course in Digital Journalism
Course Code	RVLNG22013
Name of Course Coordinator	Ms. Arundhathi G
Year of Offering	2022-2023
Date of Commencement	15-06-2022
Date of Completion	29-07-2022
Duration of Course	30 Hours
Number of Students Enrolled	22
Number of Students Completed	22

### COURSE DESCRIPTION

The Department of English offered a Certificate Course in Digital Journalism (Course Code RVLNG22013) during the 2022-23 academic year. Coordinated by Ms. Arundhathi G, this offline course ran from June 15 to July 29, 2022, comprising 30 hours of instruction. The program attracted 22 students, all of whom successfully completed the course.

The Certificate Course in Digital Journalism introduces students to modern journalistic practices in the digital era. It aims to familiarize participants with digital journalism principles, equip them with relevant tools and technologies, and enable multimedia content production while understanding ethical and legal aspects.



The course is divided into three modules totalling 28 hours, with a 2-hour exam for assessment. It covers digital journalism basics, news writing, mobile journalism, multimedia content creation, social media journalism, ethics, laws, and future trends like AI and immersive journalism. This structure provides students with both theoretical knowledge and practical skills essential for the evolving digital journalism landscape.

## BROCHURE OF CERTIFICATE COURSE IN DIGITAL JOURNALISM

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

DEPT OF ENGLISH with IQAC  
Certificate Course in

# DIGITAL JOURNALISM

15/6/22 ONWARDS 30 HRS

**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:  
Arundhati G  
974688300  
arundhati@rajagiriviswajyothi.org



## COURSE COMPLETION CERTIFICATE



Course Coordinator:

[Signature]

Head of the Department:

[Signature]

Principal:

[Signature]

PRINCIPAL

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[Signature]

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## REPORT ON CERTIFICATE COURSE IN CYBER LAWS

COURSE DETAILS	
Name of the Certificate Course	Certificate Course in Cyber Laws
Course Code	RVLNG22014
Name of Course Coordinator	Arundhathi G
Year of Offering	2022-2023
Date of Commencement	30/06/2022
Date of Completion	16/08/2022
Duration of Course	30 hours
Number of Students Enrolled	17
Number of Students Completed	17

### COURSE DESCRIPTION


The Department of English offered a Certificate Course in Cyber Laws (Course Code RVLNG22014) during the 2022-23 academic year. Coordinated by Ms. Arundhathi G, this course ran from June 30 to August 16, 2022, comprising 30 hours of instruction. The program attracted 17 students, all of whom successfully completed the course.

The course objectives include studying cyber laws, engaging in practical exercises, analysing landmark cases, and staying updated with the latest technological and legal developments. The curriculum is structured into eight modules, covering topics such as the introduction to cyber law, legal frameworks, cyber-crimes, data protection, intellectual property rights in cyberspace, e-commerce, cyber forensics, and emerging issues like blockchain and AI.



Each module is allocated 3-4 hours, totalling 25 hours of instruction. The assessment consists of a 3-hour written examination and 2 hours of assignments focusing on the application of laws. This structure provides students with both theoretical knowledge and practical skills essential for understanding and navigating the complex landscape of cyber laws in the digital age.

## BROCHURE OF CERTIFICATE COURSE IN CYBER LAWS



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DEPT OF ENGLISH with IQAC  
Certificate Course in

# CYBER LAWS

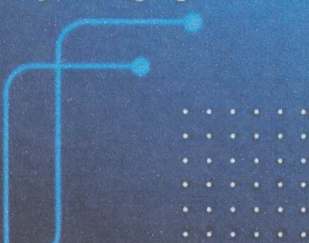
30 HRS

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



# COURSE COMPLETION CERTIFICATE



Course Coordinator: 

Head of the Department: 

Principal :



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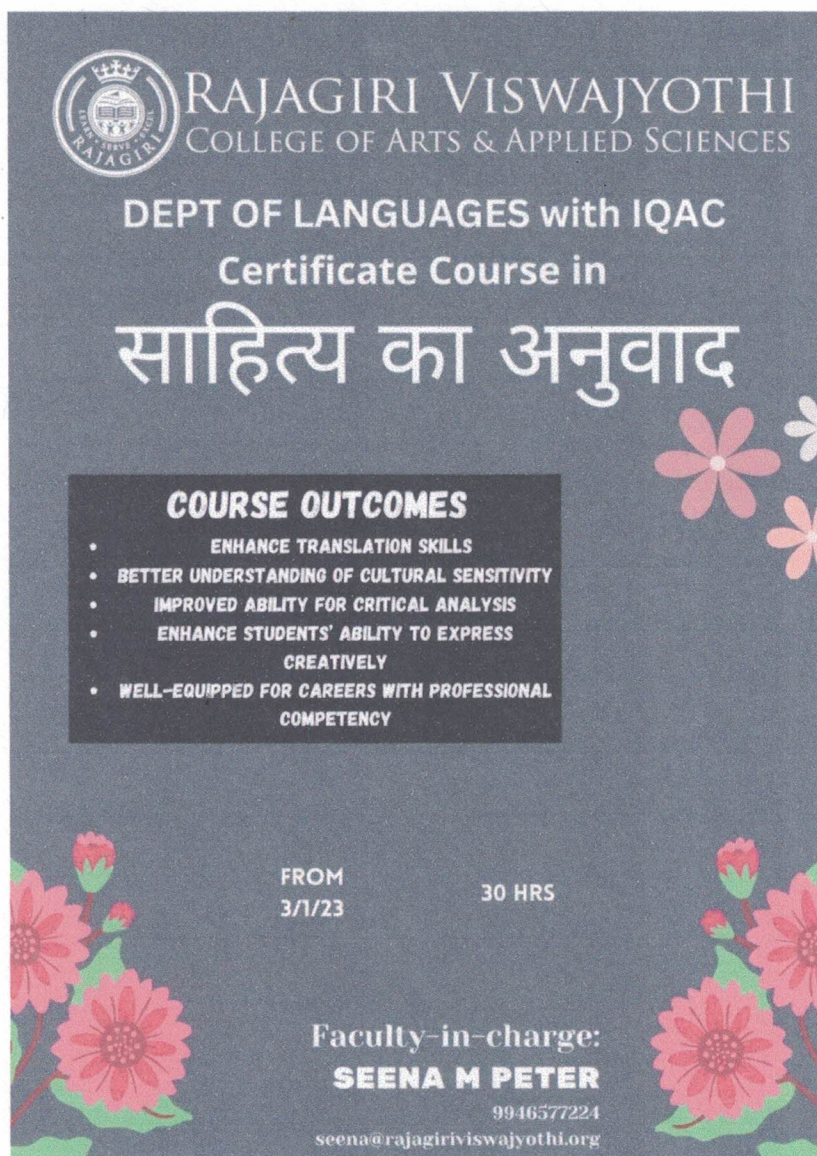
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practical techniques and strategies, and essential tools and resources for translators. The course concludes with a 6-hour assessment period where students apply their learning by translating a literary text, engaging in peer review, and presenting their work, discussing their translation choices and challenges faced. The curriculum balances theoretical knowledge with practical application, addressing various genres of literature including prose, poetry, and drama.

## BROCHURE OF CERTIFICATE COURSE IN SAHITHYA KA ANUVAAD



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

DEPT OF LANGUAGES with IQAC  
Certificate Course in  
**साहित्य का अनुवाद**

**COURSE OUTCOMES**

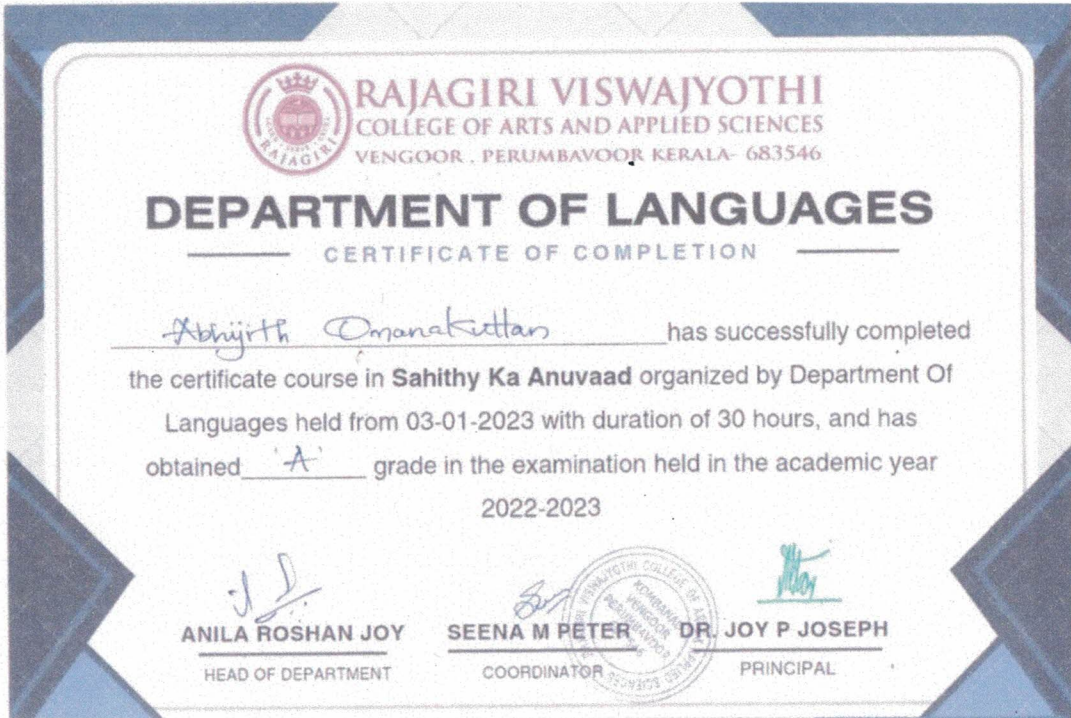
- ENHANCE TRANSLATION SKILLS
- BETTER UNDERSTANDING OF CULTURAL SENSITIVITY
- IMPROVED ABILITY FOR CRITICAL ANALYSIS
- ENHANCE STUDENTS' ABILITY TO EXPRESS CREATIVELY
- WELL-EQUIPPED FOR CAREERS WITH PROFESSIONAL COMPETENCY

FROM 3/1/23 30 HRS

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



# COURSE COMPLETION CERTIFICATE



Course Coordinator: 

Head of the department: 

Principal: 

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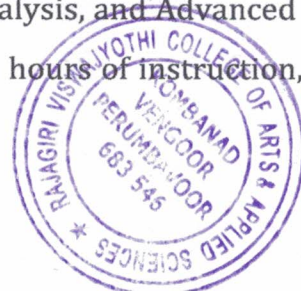
## REPORT ON CERTIFICATE COURSE IN ADVANCED EXCEL

COURSE DETAILS	
Name of The Certificate Course	Certificate Course in Advanced Excel
Course Code	RVBFL22011
Name of Course Coordinator	Ms. Sreekala M M
Year of Offering	2022-2023
Date of Commencement	10/06/2022
Date of Completion	12/08/2022
Duration of Course	30
Number of Students Enrolled	30
Number of Students Completed	30

### COURSE DESCRIPTION

The Certificate Course in Advanced Excel (Course Code: RVBFL22011) was offered by the Department of Commerce for the 2022-23 academic year. Coordinated by Ms. Sreekala M M, the offline course ran from June 10 to August 12, 2022, with a duration of 30 hours. All 30 enrolled students completed the course successfully.

This course is designed to enhance students' Excel skills. The course covers five modules: Advanced Formulas and Functions, Data Analysis and Visualization, Data Management and Automation, Financial and Statistical Analysis, and Advanced Excel Integration and Collaboration. Each module is allocated 6 hours of instruction,



focusing on topics such as array formulas, text functions, statistical analysis, data import/export, financial functions, and Excel integration with Power BI.

Upon completion, students are expected to demonstrate proficiency in using various Excel functions, executing advanced sorting and filtering techniques, applying conditional functions, and utilizing collaborative tools. Assessment methods include theory and practical examinations, as well as class participation, presentations, and seminars, ensuring a well-rounded evaluation of students' acquired skills.

## BROCHURE OF CERTIFICATE COURSE IN ADVANCED EXCEL



**RAJAGIRI VISWAJYOTHI**  
COLLEGE OF ARTS AND APPLIED SCIENCES  
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](http://www.rajagiriviswajyothi.org)

 9048056118, 8848393398





## COURSE COMPLETION CERTIFICATE



Course Coordinator: Binitha P S

Head of the Department: Binitha P S

Principal: Dr. Joy P Joseph

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Dr. Joy P Joseph PRINCIPAL  
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## REPORT ON CERTIFICATE COURSE IN TALLY 9

COURSE DETAILS	
Name of The Certificate Course	Certificate Course in Tally 9
Course Code	RVBFL22012
Name of Course Coordinator	Ms. Dhanya S
Year of Offering	2022-2023
Date of Commencement	01/11/2022
Date of Completion	10/01/2023
Duration of Course	30
Number of Students Enrolled	21
Number of Students Completed	21

### COURSE DESCRIPTION

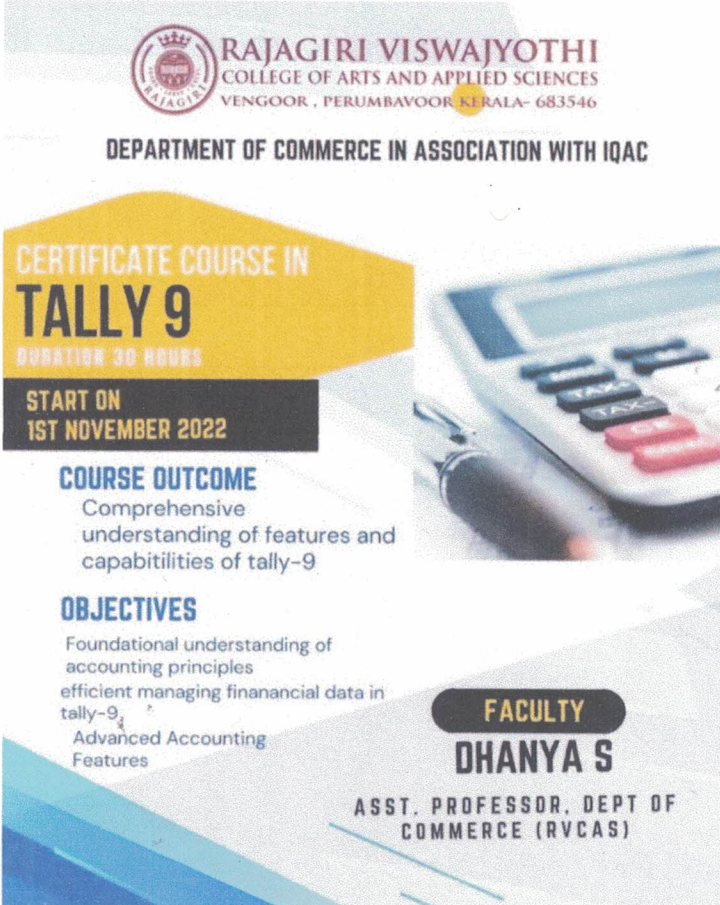
The Department of Commerce offered a Certificate Course in Tally 9 (Course Code: RVBFL22012) during the 2022-23 academic year. Coordinated by Ms. Dhanya S, this offline course ran from November 1, 2022, to January 10, 2023, with a total duration of 30 hours. All 21 enrolled students successfully completed the course.


The course aims to equip learners with a thorough understanding of Tally 9 for effective accounting and financial management. The course covers the basics of Tally 9, including company creation, accounting parameters, ledger setup, and voucher management. Participants will learn to record various transactions, manage inventory, and generate essential financial reports such as the Balance Sheet and Profit & Loss Account.



The course is structured into five modules, each dedicated to specific aspects of Tally 9. The assessment includes interactive components such as quizzes, a practical project, and a final examination to assess understanding and application of the skills learned. By the end of the course, participants will be proficient in using Tally 9 for comprehensive accounting, inventory control, and financial reporting.

## BROCHURE OF CERTIFICATE COURSE IN TALLY 9

The brochure features a header with the college logo and name, followed by the department name. A yellow banner highlights the course title and duration. Below this, the start date is listed. The 'COURSE OUTCOME' and 'OBJECTIVES' sections describe the learning goals. The 'FACULTY' section identifies the instructor. A background image of a calculator is visible on the right side.

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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)



# COURSE COMPLETION CERTIFICATE




Course Coordinator: 

Head of the Department: 

Principal: 

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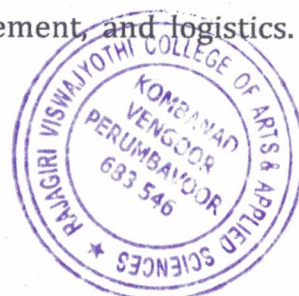
**REPORT ON CERTIFICATE COURSE IN SUPPLY CHAIN  
MANAGEMENT**

COURSE DETAILS	
Name of The Certificate Course	Certificate Course in Supply Chain Management
Course Code	RVBFL22013
Name of Course Coordinator	Ms. Sreekala M M
Year of Offering	2022-2023
Date of Commencement	10/06/2022
Date of Completion	30/08/2022
Duration of Course	30
Number of Students Enrolled	24
Number of Students Completed	24

**COURSE DESCRIPTION**

The Certificate Course in Supply Chain Management (Course Code: RVBFL22013), offered by the Department of Commerce and coordinated by Ms. Sreekala M M, was conducted offline from June 10, 2022, to August 30, 2022. The course spanned 30 hours and successfully enrolled 24 students, all of whom completed the program.

This course is designed to equip participants with essential skills in supply chain management. The course covers fundamental topics including supply chain principles, demand planning, inventory management, procurement, and logistics. It also



addresses the integration of technology and risk management strategies within supply chains.

Participants will explore key areas such as forecasting techniques, inventory control, supplier relationship management, and logistics optimization. The course includes practical assessments through theory examinations, case studies, assignments, and class participation. By the end, students will be adept at analysing and optimizing supply chain processes, implementing inventory strategies, and leveraging technology and risk management techniques effectively.

## BROCHURE OF CERTIFICATE COURSE IN SUPPLY CHAIN MANAGEMENT



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

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](http://www.rajagiriviswajyothi.org)

Assistant Professor  
Sreekala MM 9947557900

 9048056118, 8848393398



## COURSE COMPLETION CERTIFICATE



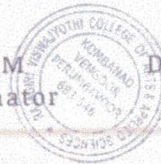
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### DEPARTMENT OF COMMERCE CERTIFICATE OF COMPLETION

Angel Jay has successfully completed the certificate course in **Supply Chain Management** organized by the Department of Commerce held from 10-06-2022 with duration of 30 hours, and has obtained 'A' grade in the examination held in the academic year 2022-2023

Binitha  
Binitha PS  
Head of the Department

Sreekala M.M  
Sreekala M.M  
Course Coordinator



Dr. Joy P Joseph  
Dr. Joy P Joseph  
PRINCIPAL

Course Coordinator:

Sreekala M.M

Head of the Department:

Binitha

Principal:

Dr. Joy P Joseph

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Dr. Joy P Joseph

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## REPORT ON CERTIFICATE COURSE IN TOURISM MANAGEMENT

COURSE DETAILS	
Name of The Certificate Course	Certificate Course in Tourism Management
Course Code	RVBBA22017
Name of Course Coordinator	Mr. Solymon V L
Year of Offering	2022-2023
Date of Commencement	08/08/2022
Date of Completion	30/12/2022
Duration of Course	30
Number of Students Enrolled	20
Number of Students Completed	20

### COURSE DESCRIPTION

The Certificate Course in Tourism Management (Course Code: RVBBA22017), offered by the Department of Business Administration and coordinated by Mr. Solymon V L, was conducted offline from August 8, 2022, to December 30, 2022. This 30-hour course enrolled 20 students, all of whom successfully completed the program.

This course aims to provide a thorough understanding of tourism management. Students will gain insights into fundamental concepts, industry components, marketing strategies, sustainable development, and customer service in tourism. The course covers various modules including an introduction to tourism, planning and






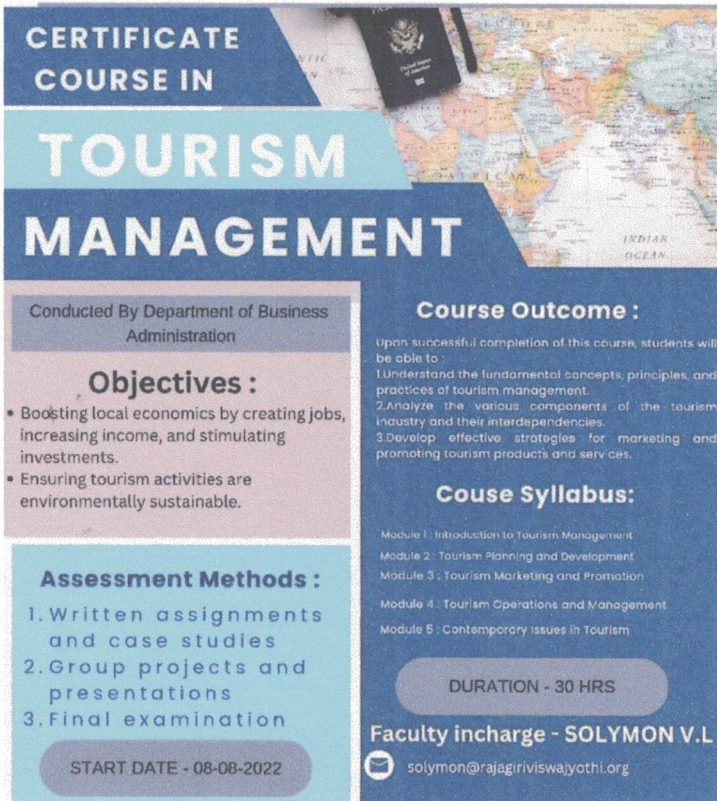
development, marketing and promotion, operations and management, and contemporary issues affecting the industry.

Participants will engage in written assignments, case studies, group projects, and a final examination to assess their grasp of the subject. The program addresses key topics such as tourism policy, product development, digital marketing, risk management, and the impact of tourism on sustainability and climate change, preparing students to navigate and contribute effectively to the tourism sector.

## BROCHURE OF CERTIFICATE COURSE IN TOURISM MANAGEMENT



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VENGOOR, PERUMBAVOOR KERALA- 683546



**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

**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.

**Course 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](mailto:solymon@rajagiriviswajyothi.org)

**START DATE - 08-08-2022**




# COURSE COMPLETION CERTIFICATE



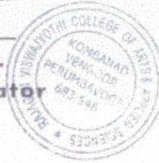
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## DEPARTMENT OF BUSINESS ADMINISTRATION Certificate of Completion

----- ALEENA LINJOY ----- has successfully completed the certificate course in **Tourism Management** organized by the Department of Business Administration held from 08-08-2022 with duration of 30 hours, and has obtained ----- 'B' ----- grade in the examination held in the academic year 2022-2023

  
Solymon V L  
Head of the Department

  
Solymon V L  
Course Coordinator

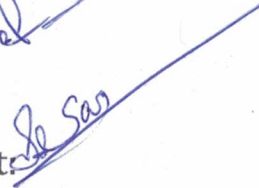


  
Dr. Joy P Joseph  
Principal

Course Coordinator:



Head of the Department:



Principal:

  
PRINCIPAL

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# RAJAGIRI VISWAJYOTHI

## COLLEGE OF ARTS AND APPLIED SCIENCES

VENGOOR, PERUMBAVOOR KERALA- 683546

### REPORT ON CERTIFICATE COURSE IN ENTERPRISE RESOURCE PLANNING

COURSE DETAILS	
Name of The Certificate Course	Certificate Course in Enterprise Resource Planning
Course Code	RVBBA22018
Name of Course Coordinator	Ms. Swedha K S
Year of Offering	2022-2023
Date of Commencement	01/12/2022
Date of Completion	30/03/2023
Duration of Course	30
Number of Students Enrolled	19
Number of Students Completed	19

### COURSE DESCRIPTION

The Certificate Course in Enterprise Resource Planning (Course Code: RVBBA22018), offered by the Department of Business Administration and coordinated by Ms. Swedha K S, took place offline from December 1, 2022, to March 30, 2023. The 30-hour course had 19 students enrolled, all of whom successfully completed the program.

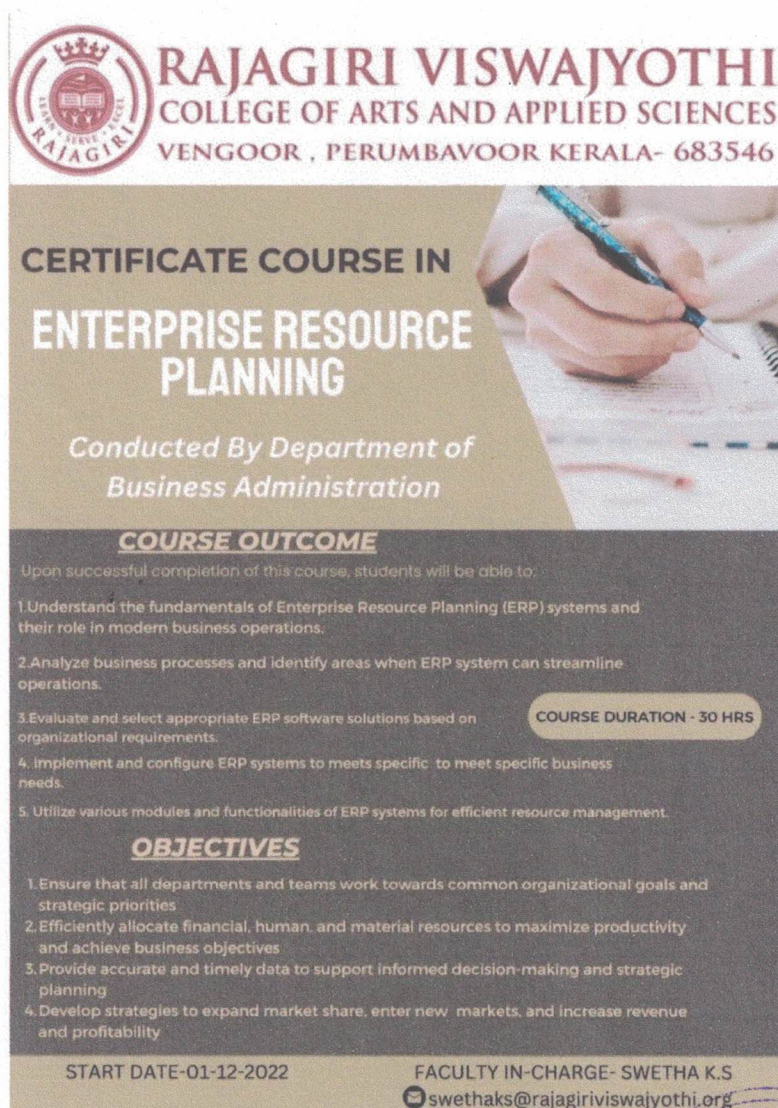
This course provides a comprehensive overview of ERP systems. Students will gain an understanding of ERP fundamentals, including system architecture, benefits, and



challenges. Key modules include an introduction to ERP, business process analysis, system selection and implementation, configuration and customization, and exploring various ERP functionalities.

Assessment for the course includes case study analysis, written assignments, and a final theory examination. The program equips participants with the skills to streamline operations, evaluate ERP software, and utilize different ERP modules for efficient resource management, preparing them for effective ERP system deployment in modern business environments.

## BROCHURE OF CERTIFICATE COURSE IN ENTERPRISE RESOURCE PLANNING



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

**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:

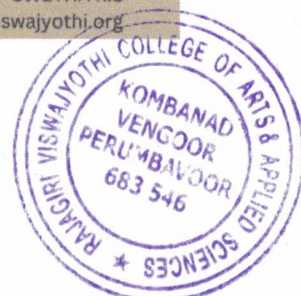
- 1.Understand the fundamentals of Enterprise Resource Planning (ERP) systems and their role in modern business operations.
- 2.Analyze business processes and identify areas when ERP system can streamline operations.
- 3.Evaluate and select appropriate ERP software solutions based on organizational requirements.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

**COURSE DURATION - 30 HRS**

**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

START DATE-01-12-2022      FACULTY IN-CHARGE- SWETHA K.S  
✉ swethaks@rajagiriviswajyothi.org



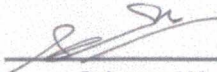
# COURSE COMPLETION CERTIFICATE

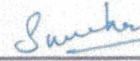


**RAJAGIRI VISWAJYOTHI**  
COLLEGE OF ARTS AND APPLIED SCIENCES  
VENGOOR, PERUMBAVOOR KERALA- 683546


**DEPARTMENT OF BUSINESS ADMINISTRATION**  
Certificate of Completion

CALVIN THOMAS has successfully completed the certificate course  
In **Enterprise Resource Planning** organized by the *Department of Business Administration*  
held from 01-12-2022 with duration of 30 hours, and has obtained 'B'  
grade in the examination held in the academic year 2022-2023


  
Solymon V L  
Head of the Department

  
Swedha KS  
Coordinator




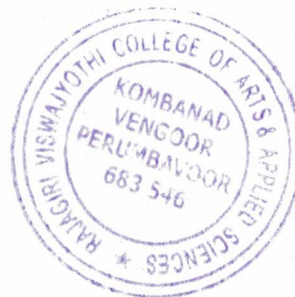
  
Joy P Joseph  
Principal

Course Coordinator: 

Head of the Department: 

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

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





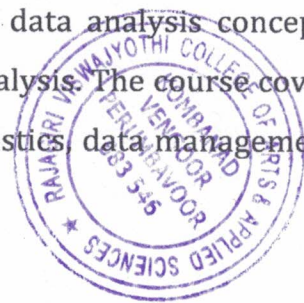
## REPORT ON CERTIFICATE COURSE IN DATA ANALYSIS USING SPSS

COURSE DETAILS	
Name of The Certificate Course	Certificate Course in Data Analysis using SPSS
Course Code	RVBBA22019
Name of Course Coordinator	Ms. Karthika Balachandran
Year of Offering	2022-2023
Date of Commencement	06/06/2022
Date of Completion	30/11/2022
Duration of Course	35
Number of Students Enrolled	19
Number of Students Completed	19

### COURSE DESCRIPTION

The Certificate Course in Data Analysis using SPSS (Course Code: RVBBA22019), offered by the Department of Business Administration and coordinated by Ms. Karthika Balachandran, was conducted offline from June 6, 2022, to November 30, 2022. This 35-hour course had 19 students enrolled, all of whom successfully completed the program.

This course is designed to impart essential skills in statistical data analysis using SPSS software. Students will gain a solid understanding of data analysis concepts and become proficient in SPSS for data management and analysis. The course covers key topics such as an introduction to SPSS, descriptive statistics, data management, and effective data presentation.



The syllabus includes modules on data entry, visualization techniques, and practical data manipulation, culminating in training on how to report and communicate analysis results effectively. Assessments include practical assignments, a 2-hour theory exam, and a 2-hour practical exam, ensuring that participants can apply statistical techniques to real-world problems and present their findings professionally.

## BROCHURE OF CERTIFICATE COURSE IN DATA ANALYSIS USING SPSS



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

### 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 :

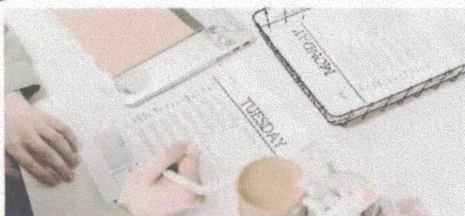
1. Understand the fundamental concepts and applications of statistical data analysis.
2. Gain proficiency in using SPSS software for data management, manipulation, and analysis.
3. Perform descriptive statistical analyses using SPSS.
4. Interpret and communicate the results of statistical analyses effectively.
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](mailto:karthikabalachandran@rajagiriviswajyothi.org)

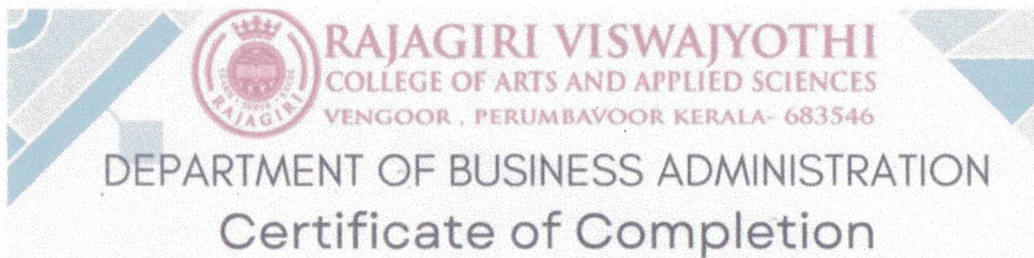


START DATE-06/06/2022

DURATION -35 HRS



## COURSE COMPLETION CERTIFICATE



----- *Elizabeth Joseph* ----- has successfully completed the Certificate Course In **Data Analysis Using SPSS** Organized by the Department of Business Administration held from 06-06-2022 with duration of 35 hours, and has obtained ----- *A* ----- grade in the examination held in the academic year 2022-2023

*Solymon V L*  
Solymon V L  
Head of the Department

*Karthika*  
Karthika Balachandran  
Course Coordinator



*Dr Joy P Joseph*  
Dr Joy P Joseph  
PRINCIPAL

Course Coordinator :

*Karthika*

Head of the Department :

*Solymon V L*

Principal :

*Dr Joy P Joseph*

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



*Dr Joy P Joseph*  
PRINCIPAL  
Rajagiri Viswajyothi College of  
Arts & Applied Sciences  
Vengoor, Perumbavoor-683 546





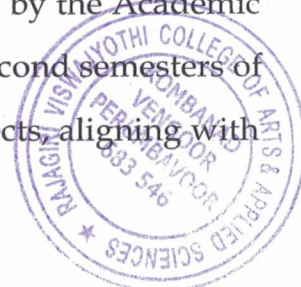
## REPORT ON MOOC COURSE ON ORGANIC FARMING

COURSE DETAILS	
Name of The Certificate Course	MOOC Course on Organic Farming
Course Code	RVMOC22014
Name of Course Coordinator	Ms. Anju Antony
Year of Offering	2022-2023
Date of Commencement	06/06/2022
Date of Completion	31/03/2023
Duration of Course	1 year
Number of Students Enrolled	104
Number of Students Completed	104

### COURSE DESCRIPTION

The MOOC Course on Organic Farming (Course Code: RVMOC22014), a compulsory program offered by Mahatma Gandhi University for students across all departments and coordinated by Ms. Anju Antony, ran from June 6, 2022, to March 31, 2023. This year-long course, designed to provide comprehensive knowledge in organic farming, enrolled 104 students, with 104 successfully completing the program.

Mahatma Gandhi University, Kottayam, mandates that all UG students in affiliated colleges complete a MOOC Course on Organic Farming, as decided by the Academic Council on September 7, 2020. This course, spanning the first and second semesters of the UG program, is structured to include 14 modules and two projects, aligning with



UGC regulations for online courses. It carries 4 additional credits towards the UG degree. Students must register, access course content online, and complete projects, which can be conducted on campus or at home if necessary.

Colleges are required to appoint a Faculty Coordinator and Mentors to oversee the course's implementation. Responsibilities include student registration, fee collection, project supervision, and conducting online exams. The Monitoring Committee at each college must maintain records, facilitate projects, and ensure all students complete the course requirements to receive their certificates.

## GUIDELINES FOR IMPLEMENTING ORGANIC FARMING PROJECT

**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.





## REPORT ON CERTIFICATE COURSE IN SAP-ERP

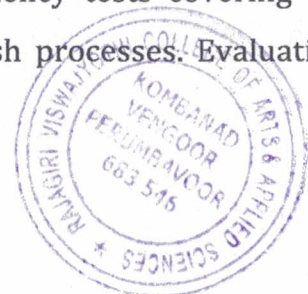
COURSE DETAILS	
Name of The Certificate Course	Certificate Course in SAP-ERP
Course Code	RVBLM22015
Name of Course Coordinator	Ms. Anju Antony
Year of Offering	2022-2023
Date of Commencement	01/06/2022
Date of Completion	09/06/2022
Duration of Course	40
Number of Students Enrolled	18
Number of Students Completed	18

### COURSE DESCRIPTION

The Certificate Course in SAP-ERP (Course Code: RVBLM22015), offered by the Department of Commerce and coordinated by Ms. Anju Antony, was conducted offline from June 1, 2022, to June 9, 2022. This 40-hour course enrolled 18 students, all of whom successfully completed the program.

This course was conducted over 8 days, with each session lasting 5 hours. The course is divided into five modules covering key aspects of SAP ERP. The syllabus covers key topics like SAP and its integration with logistics, supply chain management, and procurement processes, warehousing processes, order-to-cash cycle, sales processes, stock management and reverse logistics.

The assessment includes theoretical and practical proficiency tests covering the procure-to-pay cycle, stock management, and order-to-cash processes. Evaluation



involves individual practical tests and viva sessions spread across the course duration, ensuring comprehensive understanding and application of SAP ERP concepts.

## BROCHURE OF CERTIFICATE COURSE IN SAP-ERP



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

### Certificate Course in SAP-ERP Bcom Logistics Management students

Department of Commerce In Association with CLAIMS Academy Kallamassery

#### 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

40 Hrs  
Duration

#### RESOURCE PERSON



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

**For more details**  
ANJU ANTONY  
Assistant Professor  
9995069453



[www.rajagiriviswajyothi.org](http://www.rajagiriviswajyothi.org)



9048056118, 8848393398

Start 01/06/2022



# COURSE COMPLETION CERTIFICATE



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

**DEPARTMENT OF COMMERCE**  
**Certificate of Completion**

Mishal Ahmed has successfully completed the certificate course in **SAP-ERP** organized by the Department of Commerce held from 01-06-2023 of 40 hours, and has obtained A grade in the academic year 2022-2023

Anju Antony  
Course Coordinator

Dr. Joy P Joseph  
Principal


Binitha PS  
Head of the Department

Course Coordinator 

Head of the Department: 

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



  
PRINCIPAL  
Rajagiri Viswajyothi College of  
Arts & Applied Sciences  
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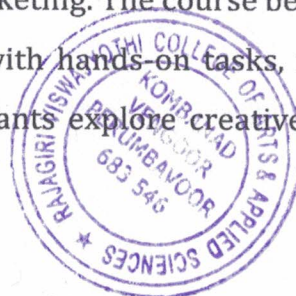
## REPORT OF ADD-ON COURSE IN DIGITAL MARKETING

COURSE DETAILS	
Name of The Certificate Course	Add-on Course in Digital Marketing
Course Code	RVBBA22020
Name of Course Coordinator	Ms. Karthika Balachandran
Year of Offering	2022-2023
Date of Commencement	29/07/2022
Date of Completion	10/12/2022
Duration of Course	70
Number of Students Enrolled	31
Number of Students Completed	31

### COURSE DESCRIPTION

The Add-on Course in Digital Marketing (Course Code: RVBBA22020), offered by the Department of Business Administration and coordinated by Ms. Karthika Balachandran, was conducted offline from July 29, 2022, to December 10, 2022. This 70-hour course successfully enrolled and completed 31 students.

The program provided by ICT Academy of Kerala, conducted in July 2022, spans multiple days and covers various aspects of digital marketing. The course begins with an introduction to digital marketing and continues with hands-on tasks, including website and blog creation using WordPress. Participants explore creative content



design using tools like Canva, content marketing strategies, and the intricacies of Facebook, Instagram, LinkedIn, and YouTube marketing. Each day focuses on different platforms and strategies, culminating in practical tasks to reinforce learning.

The latter part of the program includes advanced topics such as Google Ads creation, PPC campaigns, Google Analytics, affiliate marketing, and email marketing. SEO techniques are covered in two parts, focusing on both on-page and off-page strategies. The program concludes with a project, an assessment test, and an internship to provide real-world experience.

## BROCHURE OF ADD ON COURSE IN DIGITAL MARKETING

**RAJAGIRI VISWAJYOTHI**  
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

# COURSE COMPLETION CERTIFICATE



RAJAGIRI VISWAJYOTHI  
COLLEGE OF ARTS & APPLIED SCIENCES

## Certificate of Completion

*Congratulations!*

**Gautham Shaji**

**Rajagiri Viswajyothi College of Arts & Applied Sciences**

This certificate is in recognition of your completion of the two-hundred-hour training on **Certified Specialist in Digital Marketing** offered by the ICT Academy of Kerala between 2022 Jul 29 and 2023 Mar 13.

Mr. Santhosh Kurup  
CEO  
ICT Academy of Kerala

Dr. Joy P. Joseph  
Principal  
Rajagiri Viswajyothi College of  
Arts & Applied Sciences



Course Coordinator:

Head of the Department:

Principal :

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



PRINCIPAL  
Rajagiri Viswajyothi College of  
Arts & Applied Sciences  
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