



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





SUMMARY REPORT OF CERTIFICATE COURSE

2021-2022

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REPORT ON CERTIFICATE COURSE IN PHONETICS IN PRACTICE

Name of the Certificate Course	Certificate Course in Phonetics in Practice
Course Code	RVLNG21008
Name of Course Coordinator	Ms. Febi Abraham
Year of Offering	2021-22
Date of Commencement	04/06/2021
Date of Completion	09/07/2021
Duration of Course	30 Hours
Number of Students Enrolled	23
Number of Students Completed	23

Course Description

The Certificate Course in Phonetics in Practice (Course Code RVLNG21008) offered by the Department of English during the academic year 2021-22. Coordinated by Ms. Febi Abraham, the course ran from June 4 to July 9, 2021, in both offline and online modes. It had a duration of 30 hours and saw full participation, with all 23 enrolled students completing the course successfully.

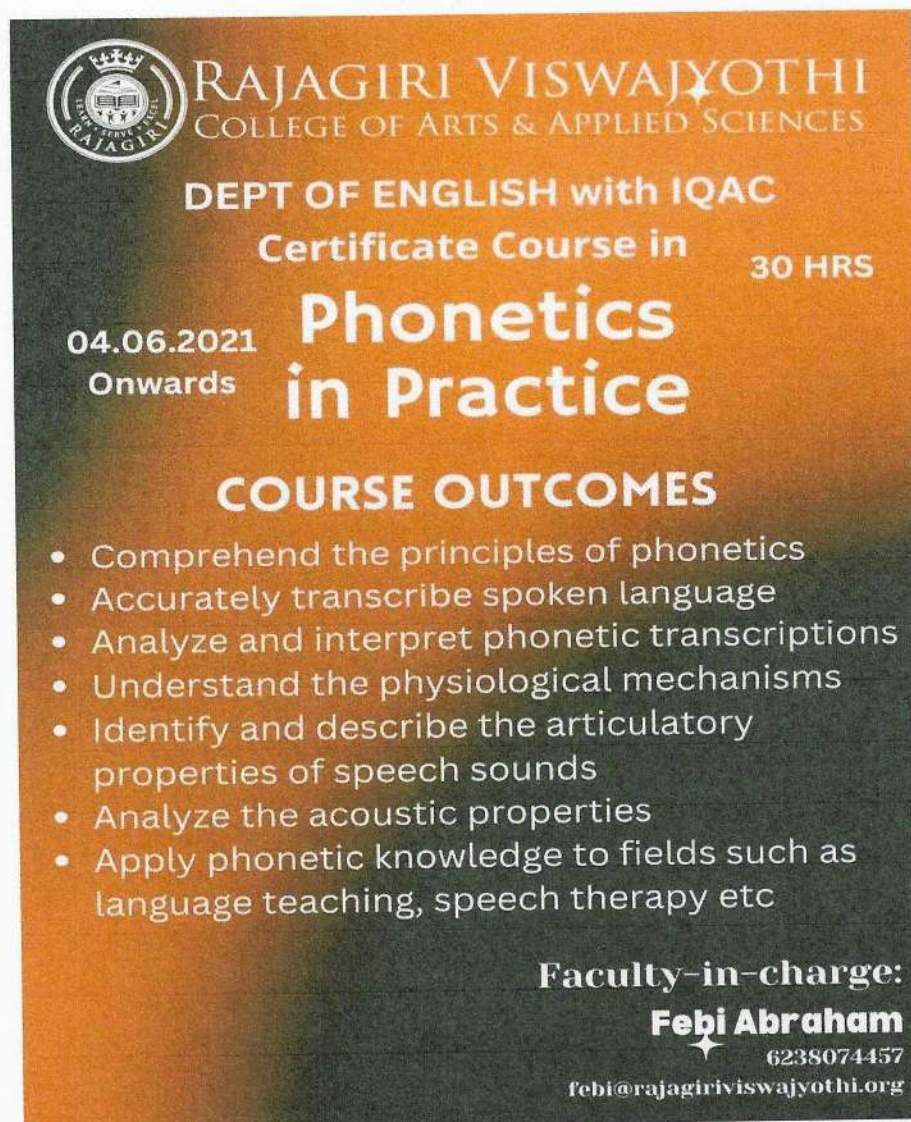
The course aims to equip students with key phonetic concepts, transcription skills, knowledge of speech production mechanisms, and acoustic analysis abilities. It is




structured into five modules covering various aspects of phonetics, from basic concepts to practical applications.

The syllabus begins with an introduction to phonetics and the International Phonetic Alphabet (IPA), followed by in-depth study of phonetic transcription. It then explores speech production and articulation, delving into acoustic phonetics with hands-on experience using analysis tools. The course concludes with practical applications in language teaching and speech therapy, along with an assessment of students' practical understanding through speeches and transcription exercises. Throughout the modules, students are expected to develop skills in understanding phonetic terminology, transcribing spoken language, analysing speech sounds, and applying phonetic knowledge in real-world contexts.

BROCHURE OF CERTIFICATE COURSE IN PHONITICS IN PRACTICE



The brochure features a dark orange background with white and light orange text. At the top left is the Rajagiri Viswajyothi logo, a circular emblem with a crown and the college name. To its right, the college name 'RAJAGIRI VISWAJYOTHI' is written in a large, serif font, with 'COLLEGE OF ARTS & APPLIED SCIENCES' in a smaller font below it. The text 'DEPT OF ENGLISH with IQAC' is centered, followed by 'Certificate Course in' and '30 HRS' on the right. The main title 'Phonetics in Practice' is in a large, bold, sans-serif font. Below it, '04.06.2021 Onwards' is written on the left. The section 'COURSE OUTCOMES' is followed by a bulleted list of seven points. At the bottom right, the faculty information is provided: 'Faculty-in-charge: Febi Abraham', with a star icon, the phone number '6238074457', and the email 'febi@rajagiriviswajyothi.org'.

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

DEPT OF ENGLISH with IQAC
Certificate Course in **30 HRS**

04.06.2021
Onwards **Phonetics
in Practice**

COURSE OUTCOMES

- Comprehend the principles of phonetics
- Accurately transcribe spoken language
- Analyze and interpret phonetic transcriptions
- Understand the physiological mechanisms
- Identify and describe the articulatory properties of speech sounds
- Analyze the acoustic properties
- Apply phonetic knowledge to fields such as language teaching, speech therapy etc

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



COURSE COMPLETION CERTIFICATE



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DEPARTMENT OF ENGLISH

Certificate Of Completion

Aksha Alexander has successfully completed the certificate course in *Phonetics in Practice* organized by Department of English held from 04-06-2021 with duration of 30 hours, and has obtained 'A' grade in the examination held in the academic year

2021-2022

SHINY K

HEAD OF THE DEPARTMENT

FEBI ABRAHAM
COORDINATOR



DR. JOY P JOSEPH
PRINCIPAL

Course Coordinator:

Head of the Department:

Principal:

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



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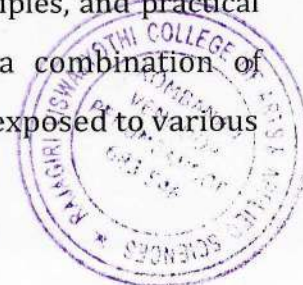
**REPORT ON CERTIFICATE COURSE IN MEDIA
ENTREPRENEURSHIP**

Name of the Certificate Course	Certificate Course in Media Entrepreneurship
Course Code	RVLNG21009
Name of Course Coordinator	Ms. Rose Taniya Jolly
Year of Offering	2021-22
Date of Commencement	01/07/2021
Date of Completion	13/08/2021
Duration of Course	35 Hours
Number of Students Enrolled	19
Number of Students Completed	19

Course Description

The Department of English offered a Certificate Course in Media Entrepreneurship (Course Code RVLNG21009) during the 2021-22 academic year. Coordinated by Ms. Rose Taniya Jolly, this 35-hour course was conducted in both offline and online modes from July 1 to August 13, 2021. The program saw full participation, with all 19 enrolled students successfully completing the course, indicating a 100% completion rate.

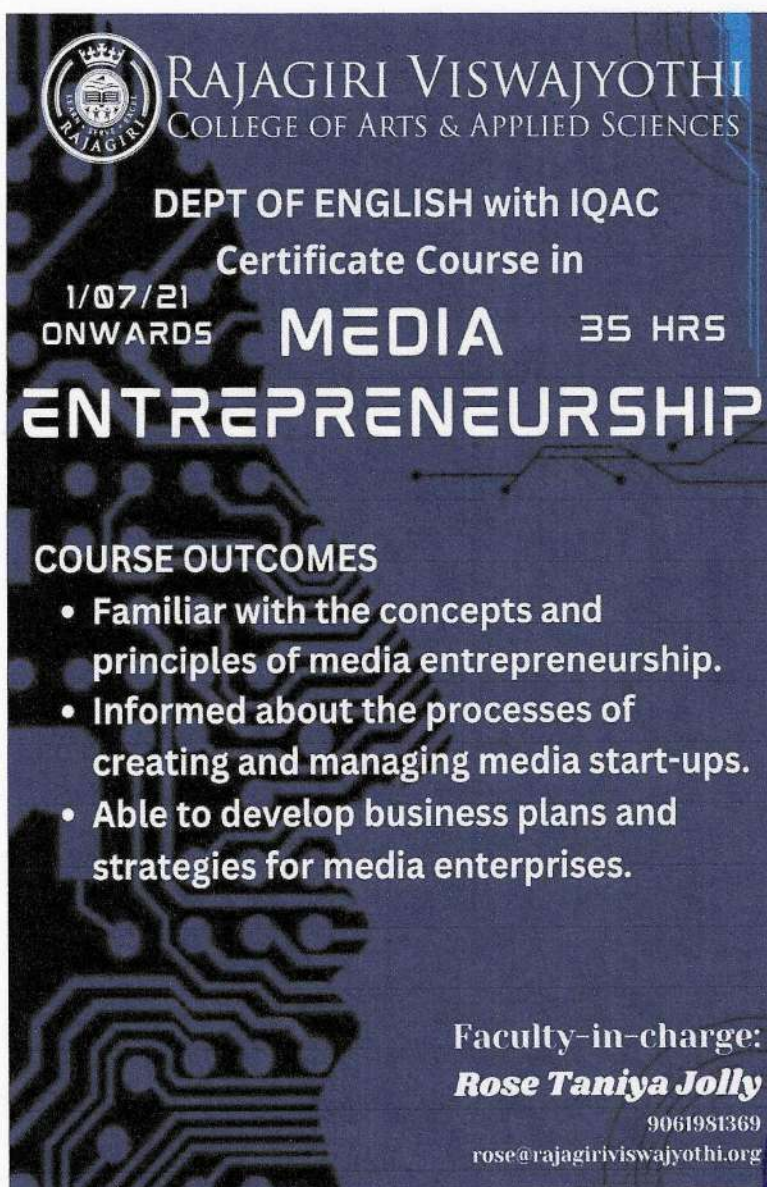
The course aims to familiarize participants with key concepts, principles, and practical aspects of creating and managing media start-ups. Through a combination of coursework, workshops, seminars, and case studies, students are exposed to various




facets of media entrepreneurship, including business idea development, market research, financial planning, and management skills.

The curriculum is structured into five modules, covering topics from the basics of media entrepreneurship to future trends in the industry. Each module focuses on specific areas such as business idea development, planning, management, and industry analysis. Upon completion, students are expected to be well-versed in media entrepreneurship concepts, capable of developing business strategies, and informed about the processes involved in creating and managing media ventures. The course concludes with a news reading test as part of the assessment.

BROCHURE OF CERTIFICATE COURSE COURSE IN MEDIA ENTREPRENEURSHIP



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COLLEGE OF ARTS & APPLIED SCIENCES

DEPT OF ENGLISH with IQAC
Certificate Course in
1/07/21
ONWARDS **MEDIA** 35 HRS
ENTREPRENEURSHIP

COURSE OUTCOMES

- Familiar with the concepts and principles of media entrepreneurship.
- Informed about the processes of creating and managing media start-ups.
- Able to develop business plans and strategies for media enterprises.

Faculty-in-charge:
Rose Taniya Jolly
9061981369
rose@rajagiriviswajyothi.org



COURSE COMPLETION CERTIFICATE



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DEPARTMENT OF ENGLISH Certificate Of Completion

ARYAN A has successfully completed the certificate course in **Media Entrepreneurship** organized by *Department of English* held from 01-07-2021 with duration of 35 hours, and has obtained 'B' grade in the examination held in the academic year

2021-2022

SHINY K
Head of The Department

ROSE TANIYA
Coordinator



DR. JOY P. JOSEPH
Principal

Course Coordinator:

Head of the Department:

Principal:

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REPORT ON CERTIFICATE COURSE IN NADAN PATTUKAL

Name of the Certificate Course	Certificate Course in Nadan Pattukal
Course Code	RVLNG21010
Name of Course Coordinator	Ms. Lilly Mathew
Year of Offering	2021-22
Date of Commencement	05/10/2021
Date of Completion	15/11/2021
Duration of Course	34 Hours
Number of Students Enrolled	12
Number of Students Completed	12

Course Description

The Department of Languages offered a Certificate Course in Nadan Pattukal (Course Code RVLNG21010) during the 2021-22 academic year. Coordinated by Ms. Lilly Mathew, this 34-hour course was conducted in both offline and online modes from October 5 to November 15, 2021. The program attracted 12 students, all of whom successfully completed the course, demonstrating a 100% completion rate. This course, focusing on traditional Malayalam folk songs, provided students with an



opportunity to explore and learn about this important aspect of Kerala's cultural heritage.

BROCHURE OF CERTIFICATE COURSE IN NADAN PATTUKAL



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Certificate Course in
DEPT OF LANGUAGES with IQAC

നാടൻ പാട്ടുകൾ

COURSE OUTCOMES

5TH OCT 2021
ONWARDS

34 HRS
COURSE

- നാടൻ പാട്ടുകളുടെ സമഗ്രമായ ഒരു ധാരണ
- അവയുടെ സൃഷ്ടിയും പ്രചാരവും സംരക്ഷണവും സംബന്ധിച്ച വൈദഗ്ധ്യം

FACULTY-IN-CHARGE:
LILLY MATHEW
9562276353
LILLY@RAJAGIRIVISWAJYOTHI.ORG



COURSE COMPLETION CERTIFICATE

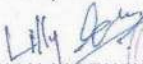


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DEPARTMENT OF LANGUAGES CERTIFICATE OF COMPLETION

Joseph Anel Iranios has
successfully completed the certificate course in
Nadan Pattukal organized by Department of Languages
held from 05-10-2021 with duration of 34 hours, and has
obtained 'A' grade in the examination held in the
academic year 2021-2022


BINITHA PS
HEAD OF THE DEPARTMENT


LILLY MATHEW
COORDINATOR


DR. JOY P JOSEPH
PRINCIPAL




Course Coordinator:

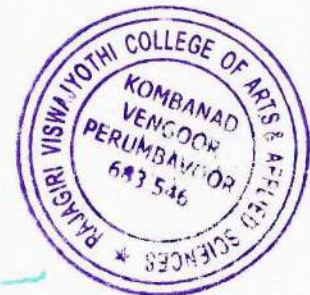


Head of the Department:



Principal:


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REPORT ON CERTIFICATE COURSE IN BALA SAHITHYA

Certificate Course in Bala Sahithya	
Name of the Certificate Course	Certificate Course in Bala Sahithya
Course Code	RVLNG21011
Name of Course Coordinator	Ms. Seena M Peter
Year of Offering	2021-22
Date of Commencement	11/06/2021
Date of Completion	30/07/2021
Duration of Course	30 Hours
Number of Students Enrolled	13
Number of Students Completed	13

Course Description

The Department of Languages offered a Certificate Course in Bala Sahithya (course code RVLNG21011) during the 2021-22 academic year. Coordinated by Ms. Seena M Peter, this 30-hour course was conducted in both offline and online modes from June 11 to July 30, 2021. The program attracted 13 students, all of whom successfully completed the course, achieving a 100% completion rate.


The course aims to explore the history, themes, genres, and cultural significance of literature intended for young audiences, while developing students' critical thinking



and analytical skills in evaluating children's books. It also seeks to inspire creativity in writing for children.

The curriculum is structured into five modules, covering various aspects of children's literature. These include an introduction to the field, elements of children's literature, writing techniques for different formats (picture books, fiction, non-fiction, and poetry), the role of illustrations, and the promotion and publishing of children's books. Each module focuses on specific areas such as language and style, themes and motifs, collaboration between authors and illustrators, and understanding the children's book market. The course combines theoretical knowledge with practical workshops, aiming to equip students with a well-rounded understanding of creating and evaluating literature for young readers.

BROCHURE OF CERTIFICATE COURSE IN BALA SAHITHYA

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DEPT OF LANGUAGES with IQAC

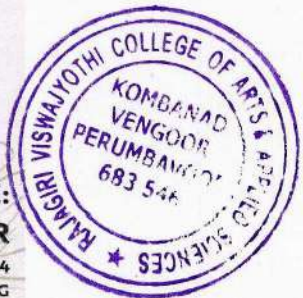
Certificate Course in
बाल साहित्य **30 HRS**

11/06/21
ONWARDS

COURSE OUTCOMES


- GAIN A COMPREHENSIVE UNDERSTANDING OF CHILDREN'S LITERATURE
- GAIN CREATIVE WRITING SKILLS IN HINDI
- DEVELOP SKILLS TO CRITICALLY ANALYZE LITERATURE
- ACQUIRE EFFECTIVE PEDAGOGICAL TECHNIQUES
- GAIN CULTURAL AWARENESS AS PART OF LITERATURE


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 MS-OFFICE

Name of the Certificate Course	
Name of the Certificate Course	Certificate Course in MS-Office
Course Code	RVBFL21007
Name of Course Coordinator	Mr. Akhil Raju
Year of Offering	2021-22
Date of Commencement	10/01/2022
Date of Completion	30/03/2022
Duration of Course	30 Hours
Number of Students Enrolled	30
Number of Students Completed	30

Course Description

The Department of Commerce offered a Certificate Course in MS-Office (Course Code RVBFL21007) during the 2021-22 academic year. Coordinated by Ms. Akhil Raju, this 30-hour course was conducted in both offline and online modes from January 10 to March 30, 2022. The program attracted significant interest, with 30 students enrolling and all of them successfully completing the course.

The course aims to enhance proficiency in core Microsoft Office applications, focusing on features such as document formatting, Excel formulas, and presentation techniques. Upon completion, students are expected to demonstrate competence in



creating professional documents, analysing data, and developing effective presentations.

The curriculum is structured into three main modules, covering Microsoft Word, Excel, and PowerPoint. The Word module focuses on document creation, formatting, and advanced features like mail merge. The Excel module covers spreadsheet basics, formulas, data analysis tools, and visualization techniques. The PowerPoint module emphasizes presentation design, multimedia integration, and delivery techniques. The course includes practical assignments and quizzes for assessment, ensuring students can apply their learning effectively. This comprehensive approach provides students with valuable computer skills applicable in both academic and professional settings.

BROCHURE OF CERTIFICATE COURSE IN MS OFFICE

RAJAGIRI VISWAJYOTHI
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VENGOOR, PERUMBAVOOR KERALA- 683546

CERTIFICATE COURSE IN MS OFFICE
Conducted by the Department of Commerce with IQAC

starts from **10/01/2022**

Course Duration: 30 hours
Coordinator : Akhil Raju

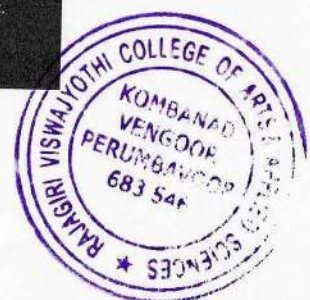
COURSE OUTCOME

- ✓ Demonstrate proficiency in using the core applications of microsoft office (Word, Excel, Power Point).
- ✓ Create professional-looking documents, reports and presentation using advanced formatting and styling techniques.
- ✓ Analyse and manipulate data using formulas, function and data analysis tools in Excel.

OBJECTIVES

- ✓ To Develop skills in Microsoft Word, Excel and PowerPoint.
- ✓ To learn features such as formating in Word, Excel and how to use formula in Excel.
- ✓ To learn presentation techniques in power point.

www.rajagiriviswajyothi.org



COURSE COMPLETION CERTIFICATE



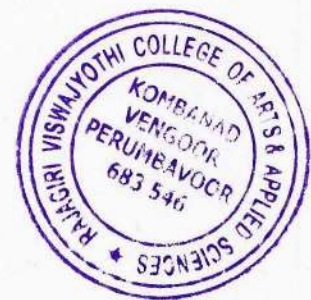
Course Coordinator:

Head of the Department:

Principal:

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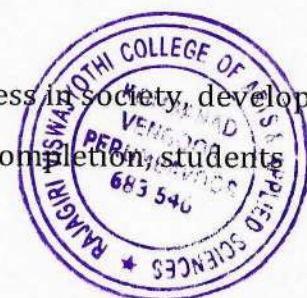
**REPORT ON CERTIFICATE COURSE IN CORPORATE SOCIAL
RESPONSIBILITY**

Name of the Certificate Course	Certificate Course in Corporate Social Responsibility
Course Code	RVBFL21008
Name of Course Coordinator	Ms. Sreekala M M
Year of Offering	2021-22
Date of Commencement	15/11/2021
Date of Completion	30/01/2022
Duration of Course	30 Hours
Number of Students Enrolled	31
Number of Students Completed	31

Course Description

The Department of Commerce offered a Certificate Course in Corporate Social Responsibility (Course Code RVBFL21008) during the 2021-22 academic year. Coordinated by Ms. Sreekala M M, this 30-hour course was conducted in both offline and online modes from November 15, 2021, to January 30, 2022. The program attracted significant interest, with 31 students enrolling and all of them successfully completing the course.


The course aims to help students understand the role of business in society, develop CSR skills, and learn how to implement CSR initiatives. Upon completion, students



are expected to have a comprehensive understanding of CSR concepts, the ability to develop and implement CSR initiatives, and familiarity with global CSR trends, challenges, and opportunities.

The curriculum is structured into three main modules. The first module introduces the concept of CSR, its objectives, theories, and evolution, with a brief focus on CSR in India. The second module covers stakeholders in CSR, CSR motives, laws, and the relationship between business ethics and CSR. The third module delves deeper into CSR in India, covering corporate governance, CSR reporting, and CSR activities. The course assessment consists of a multiple-choice question test and a theory-based examination.

BROCHURE OF CERTIFICATE COURSE IN CORPORATE SOCIAL RESPONSIBILITY

 **RAJAGIRI VISWAJYOTHI**
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VENGOOR, PERUMBAVOOR KERALA- 683546

DEPARTMENT OF COMMERCE IN ASSOCIATION WITH IQAC

CERTIFICATE COURSE IN

CORPORATE SOCIAL RESPONSIBILITY


15TH NOVEMBER 2021
30 HRS

COURSE OUTCOME

- ✓ Understanding of CSR concepts, Principles and practices
- ✓ Ability to Develop and implement CSR initiatives
- ✓ Familiarity with global CSR trends, challenges and opportunities

OBJECTIVES

1. To understand the role of business in Society
2. To familiarize CSR principles, Theories and Practices
3. To Develop CSR Skills and implement CSR initiatives



COURSE COMPLETION CERTIFICATE



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

DEPARTMENT OF COMMERCE

Certificate of Completion

Christy George has successfully completed the certificate course in **Corporate Social Responsibility** organized by Department of Commerce held from 15-11-2021 with duration of 30 hours, and has obtained 'A' grade in the examination held in the academic year 2021-2022



BINITHA PS
HEAD OF THE DEPARTMENT



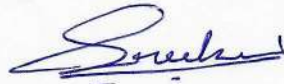
Sreekala M M
COORDINATOR





DR. JOY P JOSEPH
PRINCIPAL

Course Coordinator:



Head of the Department:



Principal:



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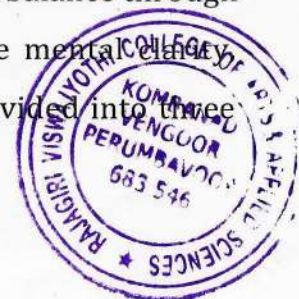
REPORT OF CERTIFICATE COURSE IN YOGA AND MEDITATION

Name of the Certificate Course	Certificate Course in Yoga and Meditation
Course Code	RVBFL21009
Name of Course Coordinator	Ms. Swedha K S
Year of Offering	2021-22
Date of Commencement	10/08/2021
Date of Completion	10/11/2021
Duration of Course	30
Number of Students Enrolled	35
Number of Students Completed	35

Course Description

The Certificate Course in Yoga and Meditation (Course Code: RVBFL21009), offered by the Department of Commerce under the coordination of Ms. Swedha K S, ran from August 10, 2021, to November 10, 2021, with a total duration of 30 hours. The course was conducted in both online and offline modes and successfully enrolled 35 students, all of whom completed the program.

The course is designed to improve physical strength, flexibility, and balance through regular yoga practice, introduce various yoga styles, and enhance mental clarity, focus, and emotional stability via meditation. The curriculum is divided into three



main modules: the first module covers basic warm-up exercises, fundamental yoga postures, and breathing techniques through recorded videos; the second module explores the benefits of each asana, includes a webinar on Surya Namaskar sequences, and a live session on mindfulness applications; and the third module focuses on the benefits of meditation, the mind-body connection, and features a live class on balancing and seated postures.

Assessment in the course involves a reflective writing task where students describe how yoga has refreshed their body and mind, and a practical demonstration of breathing and yoga postures. The course successfully integrates offline and online learning methods to accommodate different learning preferences and ensure comprehensive understanding and application of yoga and meditation practices.

BROCHURE OF CERTIFICATE COURSE IN YOGA AND MEDITATION



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VENGOOR, PERUMBAVOOR KERALA- 683546

In association with IQAC

Certificate course in
Yoga and Meditation

Duration: 30 hours

Course Outcome

- 1.To enable students to follow a personalised Yoga and meditation techniques
- 2.Improved stress management and relaxation
- 3.To make the students understand the importance of Yoga Postures and relaxation

Course Objective

- 1.To Improve Physical strength , flexibility and balance through regular yoga Practice
- 2.To understand the different styles of Yoga
- 3.To Enhance mental clarity, Focus and emotional stability through meditation.

Mode of classes : *Online*
Date : 10/08/21

Module 1

Recorded vedio on basic warm up exercises
Introduction to basic yoga Postures
Introduction to breathing exercises

Module 2

Benefits of each Asana
Webinar on Surya Namaskar sequences
Live webinar on concept of mindfulness and it's application in daily life

Module 3

Benefits of meditation for mind and body
Understanding the mind body connection
Live class on Balancing Postures and Seated Postures

Course Coordinator
Ms Swedha KS
Assistant Professor
8547261663
Dept of Commerce
RVCAS






COURSE COMPLETION CERTIFICATE

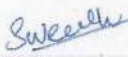


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DEPARTMENT OF COMMERCE CERTIFICATE OF COMPLETION

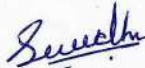
Prakash A. has successfully completed the
certificate course in *Yoga and Meditation* organized by
Department of Commerce held from 10-08-2021 with duration of 30
hours, and has obtained B grade in the examination held in the academic year
2021-2022



BINITHA PS
HEAD OF THE DEPARTMENT


Swedha KS
COORDINATOR




DR. JOY P JOSEPH
PRINCIPAL

Course Coordinator: 

Head of the Department: 

Principal: 
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REPORT ON CERTIFICATE COURSE IN HOSPITALITY MANAGEMENT

Name of the Certificate Course	Certificate Course in Hospitality Management
Course Code	RVBBA21013
Name of Course Coordinator	Mr. Jithu Philip
Year of Offering	2021-22
Date of Commencement	08/08/2021
Date of Completion	30/10/2021
Duration of Course	35
Number of Students Enrolled	18
Number of Students Completed	18

Course Description

The Certificate Course in Hospitality Management (Course Code: RVBBA21013), offered by the Department of Business Administration and coordinated by Mr. Jithu Philip, took place from August 8, 2021, to October 30, 2021. This 35-hour course, conducted in both online and offline modes, successfully enrolled and graduated 18 students, providing them with essential skills and knowledge in hospitality management.



The course covers fundamental concepts and principles, including effective guest service, operational aspects of various sectors, financial management, and marketing strategies. It is divided into five modules: the first module introduces the hospitality industry and its sectors, while the second focuses on enhancing guest service and customer satisfaction. The third module delves into hospitality operations management, including hotel and restaurant operations, and event planning. Financial management and cost control are addressed in the fourth module, and the final module covers marketing and revenue management strategies. Assessment for the course consists of a multiple-choice question (MCQ) test, ensuring that participants have grasped the key concepts.

BROCHURE OF CERTIFICATE COURSE IN HOSPITALITY MANAGEMENT



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

CERTIFICATE COURSE IN
**HOSPITALITY
MANAGEMENT**

*Conducted By Department of Business
Administration*

OBJECTIVES :

- Maintaining high standards of service, cleanliness, and overall guest experience.
- Investing in staff training to improve service quality and employee satisfaction.

COURSE DURATION - 35 HRS



COURSE OUTCOMES:

1. Understand the fundamental concepts and principles of hospitality management
2. Implement Marketing and revenue management strategies for hospitality management
3. Demonstrate leadership and management skills in hospitality operations

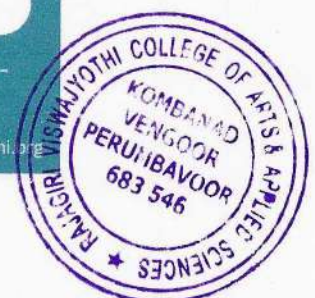
COURSE SYLLABUS:

- MODULE 1: INTRODUCTION TO HOSPITALITY MANAGEMENT
- MODULE 2: GUEST SERVICE AND CUSTOMER SATISFACTION
- MODULE 3: HOSPITALITY OPERATIONS MANAGEMENT
- MODULE 4: FINANCIAL MANAGEMENT AND COST CONTROL
- MODULE 5: MARKETING AND REVENUE MANAGEMENT

START DATE -08-08-2021

Faculty In-charge -
JITHU PHILIP

 jithuphilip@rajagiriviswajyothi.org



COURSE COMPLETION CERTIFICATE



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

DEPARTMENT OF BUSINESS ADMINISTRATION CERTIFICATE OF COMPLETION

----- Anjali Salian ----- has successfully completed the certificate course in **Hospitality Management** organized by Department of Business Administration held from 08-08-2021 with duration of 35 hours, and has obtained 'A' grade in the examination held in the academic year 2021-2022

SOLYMON V.L
HEAD OF THE DEPARTMENT

JITHU PHILIP
COORDINATOR



DR. JOY P JOSEPH
PRINCIPAL

Course Coordinator:

Head of the Department:

Principal:

PRINCIPAL

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Arts & Applied Sciences
Vengoor, Perumbavoor-683 546



PRINCIPAL

Rajagiri Viswajyothi College of
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Vengoor, Perumbavoor-683 546



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

REPORT ON CERTIFICATE COURSE IN STOCK TRADING

Certificate Course in Stock Trading	
Name of the Certificate Course	Certificate Course in Stock Trading
Course Code	RVBBA21014
Name of Course Coordinator	Mr. P N Sasidharan Nair
Year of Offering	2021-22
Date of Commencement	16/11/2021
Date of Completion	19/12/2021
Duration of Course	30
Number of Students Enrolled	25
Number of Students Completed	25

Course Description

The Certificate Course in Stock Trading (Course Code RVBBA21014), offered by the Department of Business Administration, was conducted from November 16, 2021, to December 19, 2021. Coordinated by Mr. P N Sasidharan Nair, this course, conducted in both offline and online formats, spanned 30 hours and successfully enrolled 25 students, all of whom completed the program.

The course covers fundamental and technical analysis, trading strategies, and risk management. It begins with an overview of financial markets and stock trading mechanisms, followed by a deep dive into fundamental analysis including financial



ratios and macroeconomic indicators. Students also explore technical analysis, learning about indicators, tools, and chart patterns.

In the later modules, participants are introduced to various trading strategies and tools, and are guided on developing a personalized trading plan. The course emphasizes risk management and the psychology of trading, addressing how to manage emotions and apply practical risk management techniques. Assessment is conducted through quizzes and multiple-choice questions, ensuring a comprehensive understanding of the material.

BROCHURE OF CERTIFICATE COURSE IN STOCK TRADING



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VENGOOR, PERUMBAVOOR KERALA- 683546



Conducted By Department of Business Administration

OBJECTIVES

- Aim to buy stocks at a low price and sell them at a higher price to realize capital gains
- Implement strategies to minimize potential losses such as setting stop-losses orders or diversifying investments
- Focus on protecting the initial investment by choosing more stable and less volatile stocks

START DATE-
16-11-2021

COURSE OUTCOMES

- Understand the fundamentals of Stock trading and financial trading and financial markets.
- Develop skills in technical and fundamentals analysis
- Learn various trading strategies and their applications
- Gain proficiency in using trading platforms and tools
- Understand and apply risk management techniques in stock trading

DURATION
30 HRS

Faculty incharge - P.N. SASIDHARAN NAIR
✉ pnsasidharannair@rajagiriviswajyothi.org



COURSE COMPLETION CERTIFICATE



DEPARTMENT OF BUSINESS ADMINISTRATION CERTIFICATE OF COMPLETION

Bibin Joseph has successfully completed the certificate course in **Stock Trading** organized by Department of Business Administration held from 16-11-2021 with duration of 30 hours, and has obtained 'B' grade in the examination held in the academic year

2021-2022

SOLYMON V L
HEAD OF THE DEPARTMENT

P N SASIDHARAN NAIR
COORDINATOR



DR. JOY P. JOSEPH
PRINCIPAL

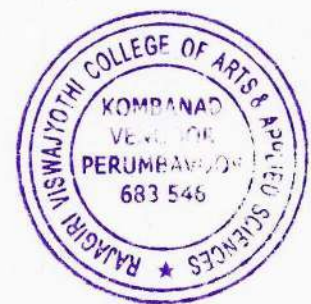
Course Coordinator:

Head of the Department:

Principal:

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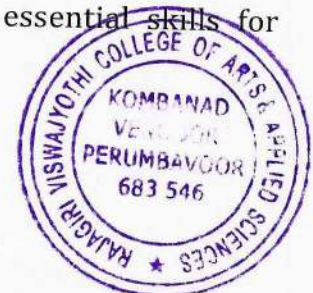
RAJAGIRI VISWAJYOTHI COLLEGE OF ARTS AND APPLIED SCIENCES VENGOOR , PERUMBAVOOR KERALA- 683546

REPORT OF CERTIFICATE COURSE IN DATA ANALYSIS USING EXCEL

Name of the Certificate Course	Certificate Course in Data Analysis using Excel
Course Code	RVBBA21015
Name of Course Coordinator	Mr. Jithu Philip
Year of Offering	2021-22
Date of Commencement	07/06/2021
Date of Completion	30/11/2021
Duration of Course	35
Number of Students Enrolled	25
Number of Students Completed	25

Course Description

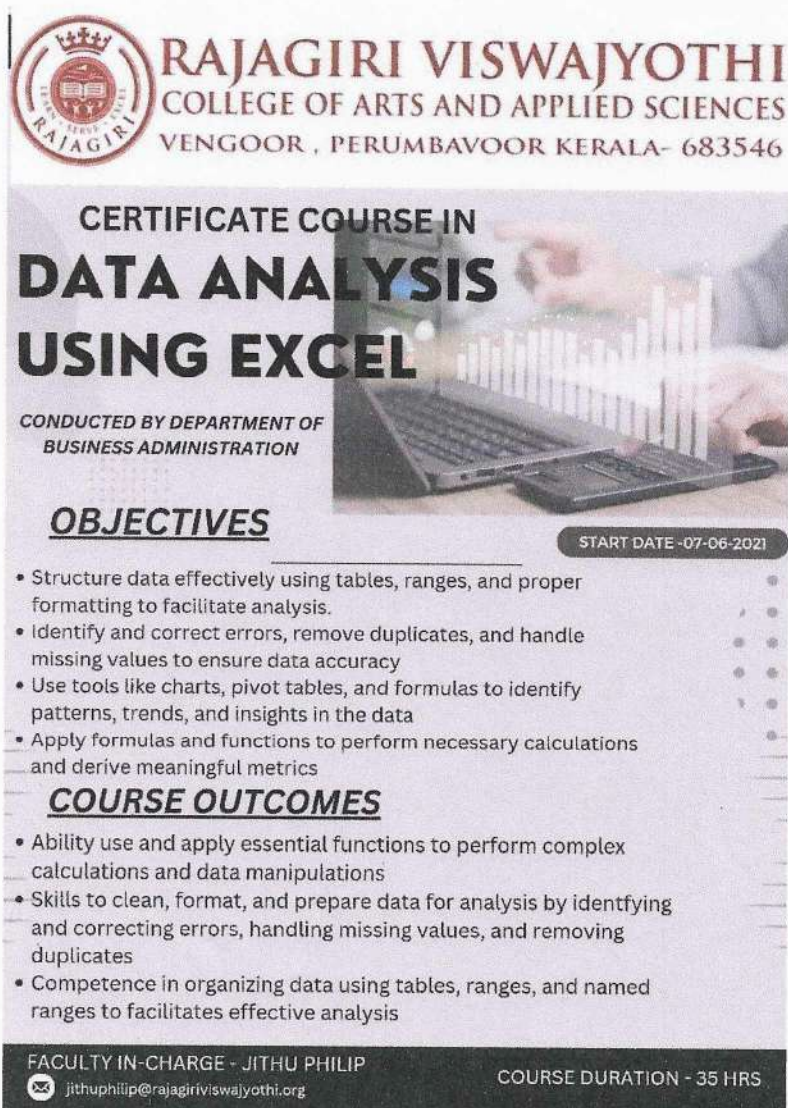
The Certificate Course in Data Analysis using Excel (Course Code RVBBA21015), offered by the Department of Business Administration and coordinated by Mr. Jithu Philip, was conducted from June 7, 2021, to November 30, 2021. This 35-hour course, available in both offline and online formats, successfully enrolled 25 students, all of whom completed the program. It provided a comprehensive overview of data analysis techniques using Excel, equipping participants with essential skills for analysing and interpreting data effectively.




The syllabus includes an introduction to Excel's interface and basic functions, data organization and cleaning techniques, as well as fundamental and advanced data analysis methods. Key areas of focus include data entry, basic formulas, sorting, filtering, and using PivotTables and Pivot Charts.

Students engage with descriptive statistics and conditional functions to perform detailed data analysis, while advanced data analysis tools are explored in theory. The course uses quizzes at the end of each module to assess comprehension and mastery of the concepts covered.

BROCHURE OF CERTIFICATE COURSE IN DATA ANALYSIS USING EXCEL



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VENGOOR, PERUMBAVOOR KERALA- 683546

**CERTIFICATE COURSE IN
DATA ANALYSIS
USING EXCEL**

CONDUCTED BY DEPARTMENT OF
BUSINESS ADMINISTRATION

OBJECTIVES

START DATE -07-06-2021

- Structure data effectively using tables, ranges, and proper formatting to facilitate analysis.
- Identify and correct errors, remove duplicates, and handle missing values to ensure data accuracy
- Use tools like charts, pivot tables, and formulas to identify patterns, trends, and insights in the data
- Apply formulas and functions to perform necessary calculations and derive meaningful metrics

COURSE OUTCOMES

- Ability use and apply essential functions to perform complex calculations and data manipulations
- Skills to clean, format, and prepare data for analysis by identifying and correcting errors, handling missing values, and removing duplicates
- Competence in organizing data using tables, ranges, and named ranges to facilitates effective analysis

FACULTY IN-CHARGE - JITHU PHILIP
✉ jithuphilip@rajagiriviswajyothi.org

COURSE DURATION - 35 HRS



COURSE COMPLETION CERTIFICATE

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

DEPARTMENT OF BUSINESS ADMINISTRATION
CERTIFICATE OF COMPLETION

Ben Antony has successfully completed the certificate course in **Data Analysis using Excel** organized by Department of Business Administration held from 07-06-2021 with duration of 35 hours, and has obtained 'B' grade in the examination held in the academic year

2021-2022


SOLYMON V L
HEAD OF THE DEPARTMENT


JITHU PHILIP
COORDINATOR


DR. JOY P JOSEPH
PRINCIPAL



Course Coordinator: 

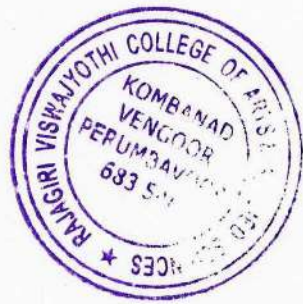
Head of the Department: 

Principal: 

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**REPORT ON CERTIFICATE COURSE IN DIGITAL
MARKETING**

Name of the Certificate Course	Certificate Course in Digital Marketing
Course Code	RVBBA21016
Name of Course Coordinator	Ms. Anu Varghese
Year of Offering	2021-22
Date of Commencement	06/12/2021
Date of Completion	30/03/2022
Duration of Course	30
Number of Students Enrolled	27
Number of Students Completed	27

Course Description

The Certificate Course in Digital Marketing (Course Code RVBBA21016), offered by the Department of Business Administration and coordinated by Ms. Anu Varghese, was held from December 6, 2021, to March 30, 2022. This 30-hour course was conducted in both offline and online formats, and it successfully enrolled 27 students, all of whom completed the program. The course provided comprehensive training in digital marketing strategies and tools, equipping participants with essential skills for effective online marketing.



The course is structured into five modules: Foundations of Digital Marketing, Search Engine Marketing (SEM) and Search Engine Optimization (SEO), Social Media Marketing and Content Marketing, Email Marketing and Analytics, and Analytics, Optimization, and Ethics in Digital Marketing. Each module includes practical and theoretical components, with a focus on creating and optimizing campaigns, building email lists, and using analytics tools. Assessment is conducted through quizzes and multiple-choice tests to ensure mastery of the content.

BROCHURE OF CERTIFICATE COURSE IN DIGITAL MARKETING



RAJAGIRI VISWAJYOTHI
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VENGOOR, PERUMBAVOOR KERALA- 683546

CERTIFICATE COURSE IN **DIGITAL MARKETING**

CONDUCTED BY DEPARTMENT OF BUSINESS ADMINISTRATION

OBJECTIVES

- Use digital channels to increase visibility and recognition of the brand among the target audience
- Use digital marketing tactics to directly increase sales of products or services, either through online transactions or offline conversions
- Provide valuable content to educate potential customers about the industry, products, services offered



START DATE-06-12-2021

DURATION - 30 HRS



COURSE OUTCOME

- Understand the fundamental concepts and principles of digital marketing
- Develop and implement effective digital marketing strategies for businesses
- Utilize various digital marketing channels including SEO, SEM, social media marketing, email marketing, and content marketing
- Apply ethical standards and best practices in digital marketing

Faculty incharge - Anu Varghese
✉ anuvarghese@rajagiriviswajyothi.org




COURSE COMPLETION CERTIFICATE



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

DEPARTMENT OF BUSINESS ADMINISTRATION CERTIFICATE OF COMPLETION

Kevin Marshall has successfully completed the certificate course in **Digital Marketing** organized by Department of Business Administration held from 06-12-2021 with duration of 30 hours, and has obtained 'A' grade in the examination held in the academic year 2021-2022


SOLYMON V L
HEAD OF THE DEPARTMENT


ANU VARGHESE
COORDINATOR




DR. JOY P JOSEPH
PRINCIPAL

Course Coordinator:



Head of the Department:



Principal:



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REPORT ON CERTIFICATE COURSE IN SAP-ERP

Name of the Certificate Course	
Name of the Certificate Course	Certificate Course in SAP-ERP
Course Code	RVBLM21010
Name of Course Coordinator	Ms. Anju Antony
Year of Offering	2021-22
Date of Commencement	01/06/2021
Date of Completion	09/06/2021
Duration of Course	40
Number of Students Enrolled	20
Number of Students Completed	20

Course Description

The Certificate Course in SAP-ERP (Course Code RVBLM21010), offered by the Department of Commerce and coordinated by Ms. Anju Antony, took place from June 1, 2021, to June 9, 2021. This 40-hour offline course successfully enrolled 20 students, all of whom completed the program. The course provided an in-depth understanding of SAP ERP systems, equipping participants with essential skills for effective enterprise resource planning.

The syllabus is divided into five modules, beginning with an introduction to SAP, including logistics and supply chain management, procurement processes, and



inventory management, with practical sessions to reinforce learning. The course then covers warehousing processes, integration with other modules, and the order-to-cash cycle, incorporating both theoretical and practical components to ensure a thorough understanding of sales, delivery, and billing procedures.

Subsequent modules address reverse logistics, purchase and sales return processes, and sourcing activities, emphasizing both theoretical knowledge and practical application. Assessment was conducted through individual proficiency tests to evaluate both theoretical understanding and practical skills. This structured approach aimed to equip students with essential SAP ERP skills applicable to real-world scenarios in logistics, warehousing, and sales management.

BROCHURE OF CERTIFICATE COURSE IN SAP-ERP



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

Certificate Course in SAP -ERP for Bcom Logistics Management students

40 Hrs Duration
Start
01/06/2021

Department of Commerce In Association with CLAIMS Academy Kallamassery

RESOURCE PERSON



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

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

For more details

ANJU ANTONY
Assistant Professor
9995069453



www.rajagiriviswajyothi.org



9048056118, 8848393398



COURSE COMPLETION CERTIFICATE



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

DEPARTMENT OF COMMERCE CERTIFICATE OF COMPLETION

Antony Benny has successfully completed the
certificate course in **SAP-ERP** organized by
Department of commerce held from 01-06-2021 with duration of 40 hours, and has
obtained 'B' grade in the examination held in the academic year
2021-2022


SOLYMON V L
HEAD OF THE DEPARTMENT


ANJU ANTONY
COORDINATOR




DR. JOY P JOSEPH
PRINCIPAL

Course Coordinator:




Head of the Department:



Principal:



PRINCIPAL
Rajagiri Viswajyothi College of
Arts & Applied Sciences
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