CRITERION 1 - CURRICULAR ASPECTS

1.2 Academic Flexibility

SUMMARY REPORT OF CERTIFICATE COURSE

2023-2024

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

REPORT ON CERTIFICATE COURSE IN PYTHON

Name of The Certificate Course	Certificate Course in Python
Course Code	RVBCA23001
Name of Course Coordinator	Rengini D
Year of Offering	2023-2024
Date of Commencement	01-08-2023
Date of Completion	30-10-2023
Duration of Course	35 Hours
Number of Students Enrolled	36
Number of Students Completed	36

Course Description

The Certificate Course in Python (Course Code: RVBCA23001), coordinated by Rengini D, was offered in the academic year 2023-2024. The course ran from August 1, 2023 to October 30, 2023, with a duration of 35 hours. A total of 36 students enrolled and successfully completed the course.

The Certificate Course in Python is designed to provide foundational knowledge of Pythonprogramming over 35 hours, focusing on data types, control flow, and functions. The courseis structured into four modules covering essential topics such as variables, expressions,loops, and data structures. Through practical sessions, students will gain hands-on experience with core Python concepts, enabling them to develop problem-solving skills andwrite Python programs effectively.

3
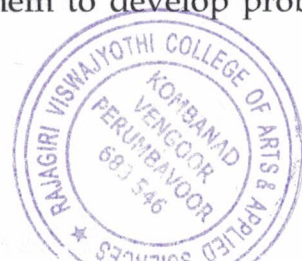
Key learning outcomes include understanding Python syntax, mastering different data types, and proficiency in using control flow statements like loops and conditionals. The course also dives into more advanced topics, such as dictionary operations, tuples, and functions, including recursion and variable scope. The combination of theory and practical work will help students build the confidence needed to apply Python programming in real-world scenarios .

BROCHURE OF CERTIFICATE COURSE IN PYTHON

RAJAGIRI VISWAJYOTHI
COLLEGE OF ARTS & APPLIED SCIENCES

CERTIFICATE COURSE IN PYTHON

Mastering the basics : A comprehensive Introduction to Python Programming

Conducted By Department of Computer Applications
Rajagiri Viswajyothi College of Arts & Applied Sciences
Vengoor, Perumbavoor

START
01
AUG
2023

COURSE OBJECTIVES
- To understand the basic data types
- To develop problem solving skills
- To understand the concepts of loops.

Course Duration : 35 Hours

COURSE OUTCOME
- Understanding of Python Syntax
- Understand different data types
- Able to use control flow statements
- Develop the ability to write python programs

CONTACT
FACULTY : RENGINI D
PHONE : 9562736591

Benefits
Gain Practical Skills
Skill Development

Enhance your Resume
Hands-on Projects

CERTIFICATE OF COMPLETION

RAJAGIRI VISWAJYOTHI
COLLEGE OF ARTS & APPLIED SCIENCES

CERTIFICATE

This is to certify that

Mr./Ms. _____ Justin Thomas _____

Reg No _____ 2300210084908 _____ of BCA 2023-2026 year of admission

at Rajagiri Viswajyothi College of Arts and Applied Sciences has

successfully completed "*Certificate Course in Python*" with

grade _'A'_ conducted by the Department of Computer Applications

from August 2023 to November 2023

RENGINI D
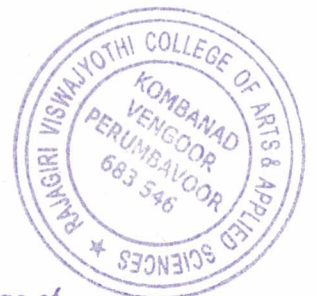**HEAD OF THE DEPARTMENT**

DR. JOY P JOSEPH
PRINCIPAL

Course Coordinator:

Head of Department:

Principal:

PRINCIPAL
Rajagiri Viswajyothi College of
Arts & Applied Sciences
Vengoor Perumbavoor

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

REPORT ON CERTIFICATE COURSE IN BLOGGING AND VLOGGING

Name of The Certificate Course	Certificate Course in Blogging and Vlogging
Course Code	RVLNG213016
Name of Course Coordinator	Tennyson Thomas
Year of Offering	2023-2024
Date of Commencement	09-02-2024
Date of Completion	22-03-24
Duration of Course	30 hours
Number of Students Enrolled	22
Number of Students Completed	22

Course Description

Certificate Blogging and Vlogging Course in (Course Code: RVLNG213016), coordinated by Tennyson Thomas, was offered during the academic year 2023-2024. The course began on February 9, 2024, and concluded on March 22, 2024, with a total duration of 30 hours. Designed to provide practical skills and theoretical knowledge in digital content creation, the program covered key areas such as content development, audience engagement, and digital marketing. A total of 22 students enrolled, and all 22 students successfully completed the course.
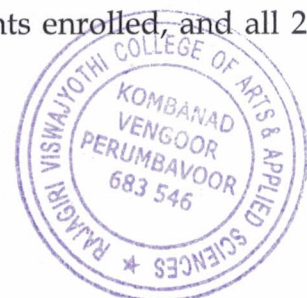
It offers a comprehensive guide to both blogging and vlogging. It begins with an introduction to blogging, covering its history, various types, and platform choices. Participants will set up a WordPress blog and review sample blogs. Next, the focus shifts tocreating engaging blog content, including planning, writing, multimedia integration, and editing, with practical exercises in reading and writing blogs.

The course then transitions to vlogging, exploring its evolution, different styles, and platforms. Participants will set up a YouTube channel, watch a cooking vlog, and learn about content creation, including strategy, research, equipment, and editing using Inshot and Canva. They will produce and post their first vlog. Finally, the syllabus covers content sharing and monetization strategies, such as social media use, ad revenue, sponsorships, and merchandise. The course concludes with assignments, discussions, and presentations of final projects.

BROCHURE OF CERTIFICATE COURSE IN BLOGGING AND VLOGGING

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

DEPARTMENT OF ENGLISH

CERTIFICATE OF COMPLETION

_____ Anjana Binish _____ has successfully completed the certificate cource in **Blogging and Vlogging** organized by Department of English held from 09-02-2024 with duration of 30 hours , and has obtained____'A'____ grade in the examination held in the academic year

2023-2024

Anila Roshan Joy

Head of The Department

Tennyson Thomas

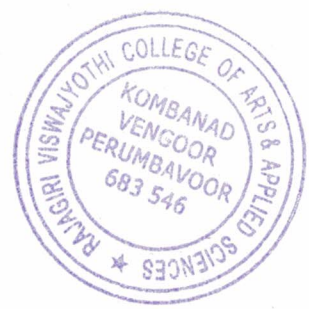**Coordinator**

Dr. Joy P Joseph

Principal

Course Coordinator :

Head of Department:

Principal :

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

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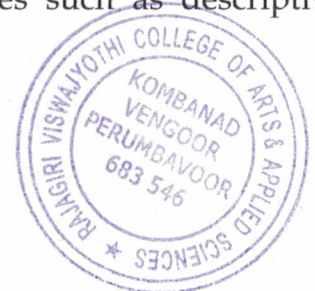Arts & Applied Sciences
Vengoor, Perumbavoor-683 546

REPORT ON CERTIFICATE COURSE IN ACADEMIC WRITING

Name of The Certificate Course	Certificate Course in Academic Writing
Course Code	RVLNG23017
Name of Course Coordinator	Ashly Paul
Year of Offering	2023-2024
Date of Commencement	03-01-2024
Date of Completion	12-02-24
Duration of Course	30 HOURS
Number of Students Enrolled	22
Number of Students Completed	22

Course Description

The Certificate Course on Academic Writing (Course Code: RVLNG23017) is designed to enhance participants' skills in academic writing. Coordinated by Ashly Paul, this course runs from January 3, 2024, to February 12, 2024, spanning 30 hours. It caters to 22 enrolled students, all of whom successfully completed the course

This course provides essential skills for effective writing. It starts with fundamentals such as the purpose and organization of academic writing, key features like complexity and precision, and techniques including note-taking and quoting. Participants will learn to structure and develop paragraphs, covering various types such as descriptive, opinion, andcomparison/contrast.

The course also addresses the writing process, from drafting and revising to crafting research questions and thesis statements. Additionally, it covers using computers and the internet for research, including library techniques and online resources.

BROCHURE OF CERTIFICATE COURSE IN ACADEMIC WRITING

CERTIFICATE OF COMPLETION

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

DEPARTMENT OF ENGLISH
CERTIFICATE OF COMPLETION

Abraham V. Kuruvilla _____ has successfully completed the certificate course in **ACADEMIC WRITING** organized by *Department of English* held from 03-01-2024 with duration of 30 hours , and has obtained ___ 'A' ____ grade in the examination held in the academic year

2023-2024

Anila Roshan Joy
Head of The Department

Ashly paul
Coordinator

Dr. Joy P Joseph
Principal

Course Coordinator :

Head of 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

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

REPORT ON CERTIFICATE COURSE IN COMMUNICATIVE SKILLS IN ENGLISH

Name of The Certificate Course	Certificate Course in CommunicativeSkills in English
Course Code	RVLNG23018
Name of Course Coordinator	Anila Roshan Joy
Year of Offering	2023-2024
Date of Commencement	15-11-2023
Date of Completion	15-01-24
Duration of Course	35 hrs
Number of Students Enrolled	28
Number of Students Completed	28

Course Description

The Certificate Course on Communicative Skills in English (Course Code: RVLNG23018), coordinated by Anila Roshan Joy, takes place from November 15, 2023, to January 15, 2024, spanning 35 hours. Designed for 28 participants, all of whom completed the course.

This course covers key skills for effective communication. It begins with techniques to overcome stage fright and improve voice modulation, along with practical exercises in articulation and confidence-building. Participants learn to structure speeches, understandaudience needs, and use persuasive techniques through structured practice and peerfeedback.

12
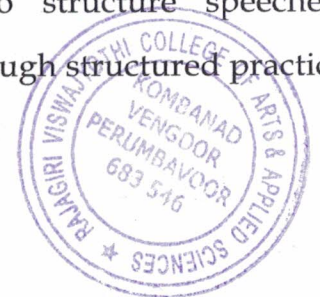
The course also includes creating presentations with visual aids, practicing speaking, and working on group projects. It addresses nonverbal communication,storytelling, and cultural sensitivity. The final sessions focus on handling Q&A sessions,presenting professionally, and delivering a final speech with comprehensive feedback.

BROCHURE OF CERTIFICATE COURSE IN COMMUNICATIVE SKILLS IN ENGLISH

CERTIFICATE OF COMPLETION

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

DEPARTMENT OF ENGLISH
Certificate of Completion

_____ K. A. Akhila _____ has successfully completed the

certificate cource in **Communicative Skills In English** organized by

Department of English held from 15-11-2023 with duration of 35 hours , and

has obtained ___'A'___ grade in the examination held in the

academic year 2023-2024

Anila Roshan Joy	Anila Roshan Joy	Dr. Joy P Joseph
Head of The Department	**Coordinator**	**Principal**

Course Coordinator :

Head of 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

14
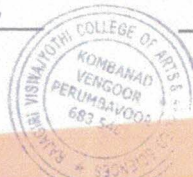
RAJAGIRI VISWAJYOTHI
COLLEGE OF ARTS AND APPLIED SCIENCES
VENGOOR , PERUMBAVOOR KERALA- 683546

REPORT ON CERTIFICATE COURSE IN COMMUNICATIVE HINDI

Name of The Certificate Course	Certificate Course in Communicative Hindi
Course Code	RVLNG23019
Name of Course Coordinator	Seena M Peter
Year of Offering	2023-2024
Date of Commencement	01-02-2024
Date of Completion	13-03-24
Duration of Course	30 hrs
Number of Students Enrolled	12
Number of Students Completed	12

Course Description

The Certificate Course on Communicative Hindi (Course Code: RVLNG23019), led by SeenaM Peter, takes place from February 1, 2024, to March 13, 2024, total of 30 hours. With 12 students successfully completing the course, it focuses on improving skills in both spoken and written Hindi.

This course provides a comprehensive 30-hour introduction to the language. It starts withbasic Hindi, covering the alphabet, pronunciation, and simple grammar. Students then learnconversational skills, including greetings, common phrases, and discussing everyday topics.The course also addresses practical vocabulary for shopping, travel, and dining.

15
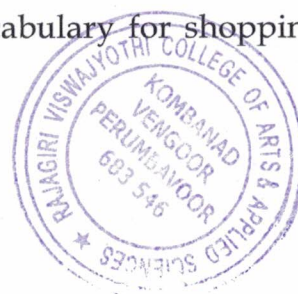
Further, it enhances speaking and listening abilities through role-playing and comprehension exercises. Finally, it covers reading and writing basics, focusing on comprehension, sentence construction, and grammar. By the end, students will have gaineda solid foundation in Hindi for effective communication in various situations.

BROCHURE OF CERTIFICATE COURSE IN COMMUNICATIVE HINDI

CERTIFICATE OF COMPLETION

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

DEPARTMENT OF LANGUAGES
- Certificate of Completion

———— *Abin Anil* ———————— has successfully completed the certificate course in **Communicative Hindi** organized by *Department of Languages* held from 01-02-2024 with duration of 30 hours , and has obtained ———— 'A' ———grade in the examination held in the academic year

2023-2024

Seena M Peter
Coordinator

Dr. Joy P Joseph
Princlipal

Coordinator :

Head of 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

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

REPORT ON CERTIFICATE COURSE IN GST RETURN FILING

Name of The Certificate Course	Certificate Course in GST Return Filing
Course Code	RVBFL23016
Name of Course Coordinator	Binitha P S and Neenu Varghese
Year of Offering	2023-2024
Date of Commencement	18-01-2024
Date of Completion	16-03-2024
Duration of Course	30 hrs
Number of Students Enrolled	21
Number of Students Completed	21

Description

The "Certificate Course on GST Return Filing" (Course Code: RVBFL23016) ran from January 18 to March 16, 2024, for a total of 30 hours. Coordinated by Binitha P. S. and Neenu Varghese, the course covered GST principles and filing practices. All 21 enrolled students completed the course, demonstrating its effectiveness in teaching key GST return filing skills

This course offers a comprehensive 30-hour curriculum. The course begins with an overview of GST fundamentals, including the roles of CGST and SGST, taxpayer responsibilities, and the basics of GST returns. It then progresses to the procedures for filing returns, managingnil returns, and understanding various online return types.

The final part of the course provides practical guidance on the actual filing process,

including due dates and recent amendments to GST laws. Participants also learn about essential GST software and tools to facilitate efficient return filing.

BROCHURE OF CERTIFICATE COURSE IN GST RETURN FILING

RAJAGIRI VISWAJYOTHI
COLLEGE OF ARTS AND APPLIED SCIENCES
VENGOOR , PERUMBAVOOR KERALA- 683546
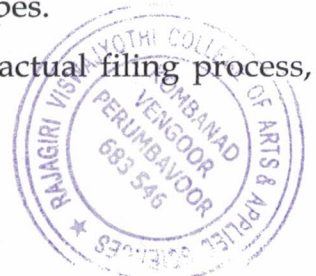
DEPARTMENT OF COMMERCE
Certificate of Completion

_____ *Basil Sabu* _____ has successfully completed the certificate course in **GST Return Filing** organized by Department of Commerce held from 18-01-2024 with duration of 30 hours , and has obtained___'B'___grade in the examination held in the academic year 2023-2024

Binitha PS

Binitha PS

Head of The Department

Binitha PS
and Neenu Varghese

Coordinator

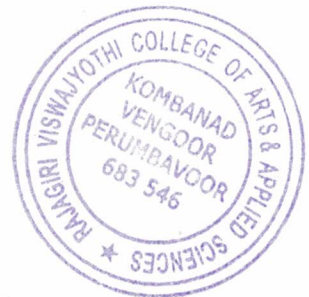Dr. Joy P Joseph

Principal

Course Coordinator : Binitha

Head of Department: Binitha

Principal :

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

RAJAGIRI VISWAJYOTHI COLLEGE OF ARTS & APPLIED SCIENCES
KOMBANAD
VENGOOR
PERUMBAVOOR
683 546

20

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

REPORT ON CERTIFICATE COURSE IN TALLY ERP-9

Name of The Certificate Course	Certificate Course in Tally ERP-9
Course Code	RVBFL23017
Name of Course Coordinator	Dhanya S
Year of Offering	2023-2024
Date of Commencement	08-01-2024
Date of Completion	03-03-2024
Duration of Course	30 hrs
Number of Students Enrolled	22
Number of Students Completed	22

Course Description

The "Certificate Course in Tally ERP-9" (Course Code: RVBFL23017) took place from January8 to March 3, 2024, under the guidance of Dhanya S. This 30-hour course successfully trained all 22 enrolled students in using Tally ERP-9, covering key areas such as financial accounting, inventory management, and reporting

This course provides a comprehensive 30-hour training on accounting and software usage.It starts with fundamental accounting concepts and progresses to an introduction of Tally ERP-9, covering installation, configuration, and basic functionalities such as creating ledgers and entering vouchers.
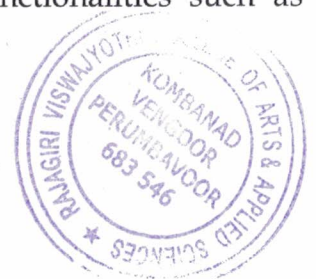
The course then advances to more complex topics, including detailed voucher entries, financial statement generation, and inventory management. Participants learn to manage financial reports like balance sheets and profit and loss accounts, and handle stock groups, valuation, and batch details. This well-rounded approach ensures proficiency in bothaccounting principles and Tally ERP-9 software

BROCHURE OF CERTIFICATE COURSE IN TALLY ERP 9

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

DEPARTMENT OF COMMERCE IN ASSOCIATION WITH IQAC

CERTIFICATE COURSE IN
TALLY ERP 9
DURATION 30 HRS

08 JANUARY, 2024

COURSE OUTCOME

☑ Help to work with well known accounting software ie Tally ERP -9
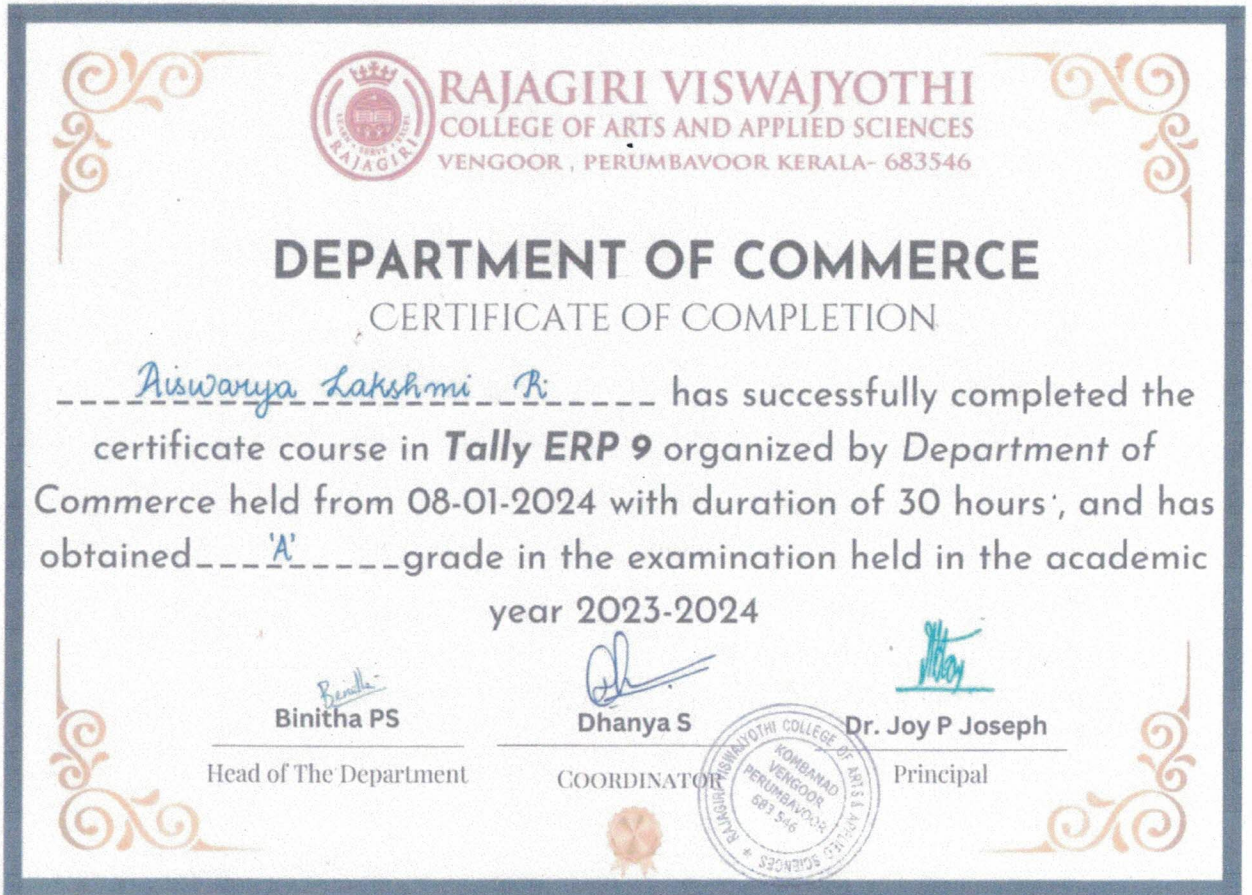
OBJECTIVES

☑ Understanding Tally ERP 9 Interface

☑ Mastering Basic Accounting

☑ Advanced Accounting Features

FACULTY
DHANYA S
ASST. PROFESSOR, DEPT OF COMMERCE (RVCAS)

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

DEPARTMENT OF COMMERCE
CERTIFICATE OF COMPLETION

_____Aiswarya Lakshmi R_____ has successfully completed the certificate course in **Tally ERP 9** organized by *Department of Commerce* held from 08-01-2024 with duration of 30 hours`, and has obtained_____'A'_____grade in the examination held in the academic year 2023-2024

Binitha PS
Head of The Department

Dhanya S
COORDINATOR

Dr. Joy P Joseph
Principal

Course Coordinator :

Head of Department:

Principal :

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

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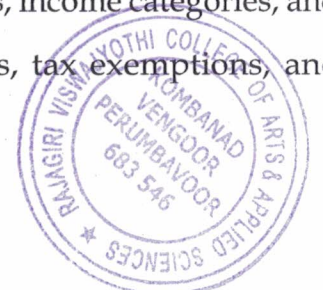Vengoor, Perumbavoor-683 546

23

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

REPORT ON CERTIFICATE COURSE IN INCOME TAX RETURN FILING

Name of The Certificate Course	Certificate Course in Income Tax ReturnFiling
Course Code	RVBFL23018
Name of Course Coordinator	Binitha P S and Neenu Varghese
Year of Offering	2023-2024
Date of Commencement	19-01-2024
Date of Completion	21-02-2024
Duration of Course	35 hrs
Number of Students Enrolled	23
Number of Students Completed	23

Course Description

The "Certificate Course in Income Tax Return Filing" (Course Code: RVBFL23018) ran fromJanuary 19, 2024, to February 21, 2024. Coordinated by Binitha P. S. and Neenu Varghese, this 35-hour course successfully trained all 23 enrolled students in income tax return filing.

This course spans 35 hours, covering essential income tax concepts and return filing procedures. It starts with foundational topics such as taxpayer types, income categories, and recent filing amendments. The course then explains ITR forms, tax exemptions, and deductions under sections 80C and 80U.

The final part focuses on e-filing procedures, calculating taxable income, and the role of taxprofessionals in India. This structured approach ensures participants acquire practical skills and up-to-date knowledge for effective income tax return filing.

BROCHURE OF CERTIFICATE COURSE IN INCOME TAX RETURN FILING

CERTIFICATE OF COMPLETION

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

DEPARTMENT OF COMMERCE

CERTIFICATE OF COMPLETION

Arun P.S. has successfully completed the certificate course in **Income Tax Return Filing** organized by Department of Commerce held from 19-01-2024 with duration of 35 hours and has obtained _'A'_ grade in the examination held in the academic year

2023-2024

Binitha PS	Binitha PS & Nennu Varghese	Dr.Joy P.Joseph
HEAD OF DEPARTMENT	COURSE COORDINATOR	PRINCIPAL

Course Coordinator :

Head of 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

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

REPORT ON CERTIFICATE COURSE IN SAP-ERP

Name of The Certificate Course	Certificate Course in SAP-ERP
Course Code	RVBFL23019
Name of Course Coordinator	Anju Antony
Year of Offering	2023-2024
Date of Commencement	05-06-2023
Date of Completion	14-06-2023
Duration of Course	40 hrs
Number of Students Enrolled	17
Number of Students Completed	17

Course Description

The "Certificate Course in SAP-ERP" (Course Code: RVBFL23019) was held from June 5 to June 14, 2023, and was coordinated by Anju Antony. This 40-hour course, completed by all17 enrolled students, provided a thorough introduction to SAP-ERP software.

This covers key SAP-ERP functionalities across several modules. It starts with an introduction to SAP, including logistics, supply chain management, and procurement, with practical sessions on inventory management. It then addresses warehousing processes, order to cash cycles, and sales processes, combining theory with hands-on practice.

27

The course also includes reverse logistics, focusing on returns and cancellations, and concludes with sourcing and pre-sales activities. This comprehensive curriculum equips participants with practical skills in procurement, warehousing, sales, and returns within the SAP-ERP system.

BROCHURE OF CERTIFICATE COURSE IN SAP ERP

RAJAGIRI VISWAJYOTHI
COLLEGE OF ARTS & APPLIED SCIENCES

CERTIFICATE COURSE IN SAP ERP

Department of Commerce in association with CLAIMS, Kochi

for Logistics Management Students

05 June 2023
40hrs

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

Course Outcome

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

ANJU ANTONY
Assistant Professor
9995069453

www.rajagiriviswajyothi.org
9048056118, 8848393398

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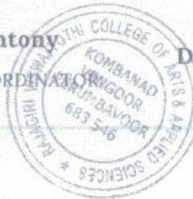VENGOOR , PERUMBAVOOR KERALA- 683546

DEPARTMENT OF COMMERCE

CERTIFICATE OF COMPLETION

_____ G. S. Pranav _____ has successfully completed the certificate cource in **SAP-ERP** oragnaized by Department of Commerce held from 05-06-2023 with duration of 40 hours,and has obtained __'A'__ grade in the examination held in the academic year 2023-2024

Binitha PS
HEAD OF DEPARTMENT

Anju Antony
COURSE COORDINATOR

Dr.Joy P.Joseph
PRINCIPAL

Course Coordinator :

Head of Department:

Principal :

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

29

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

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

REPORT ON VALUE–ADDED COURSE ON SELF-DEVELOPMENT USING PSYCHOLOGICAL TECHNIQUES

Name of The Certificate Course	Value –added Course on Self-Development Using Psychological Techniques
Course Code	RVPSY23001
Name of Course Coordinator	Thara Irine George
Year of Offering	2023-2024
Date of Commencement	04-09-2023
Date of Completion	03-10-2023
Duration of Course	30 hrs
Number of Students Enrolled	16
Number of Students Completed	16

Course Description

The "Value-Added Course on Self-Development Using Psychological Techniques" (Course Code: RVPSY23001) was offered from September 4, 2023, to October 3, 2023, as part of the 2023-2024 academic year. Coordinated by Thara Irine George, this 30-hour course was designed to enhance personal growth through psychological techniques. All 16 enrolled students successfully completed the program.
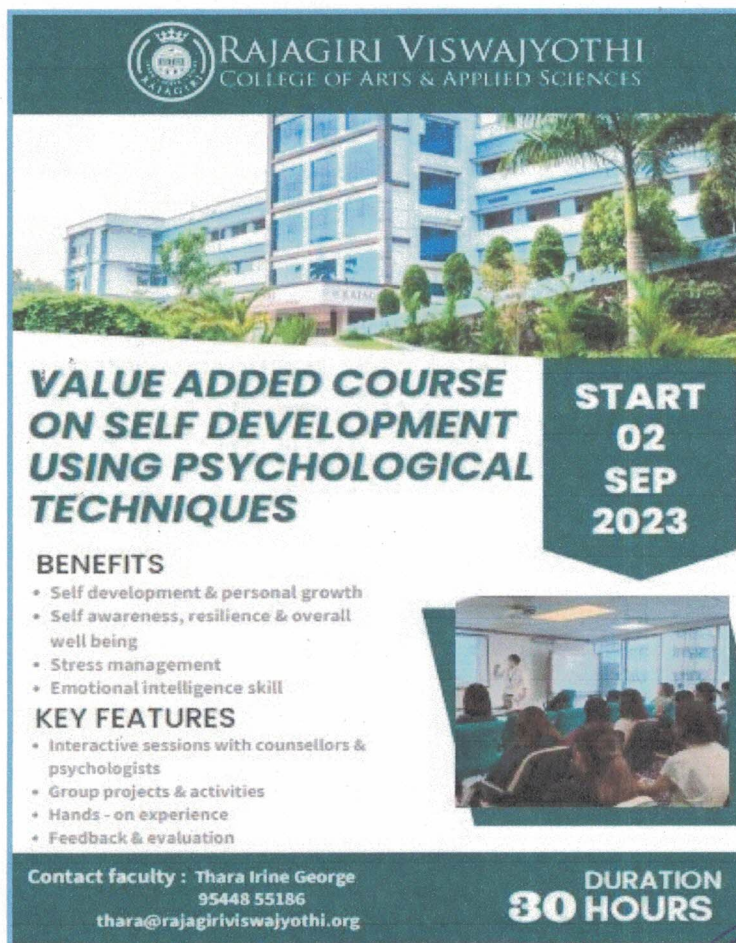
This course covers key aspects of personal growth. It starts with foundational
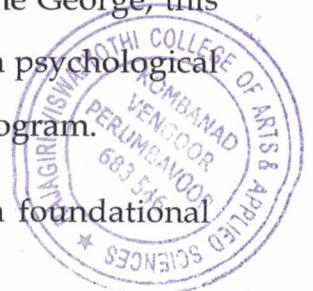
topics like self-development theories, positive psychology, and emotional intelligence, focusing on understanding and managing emotions for personal and professional improvement. Participants also learn about mediation, self-reflection, and journalingto enhance self-awareness.

The course further addresses resilience building and stress management through practical strategies for emotional well-being. It includes techniques for self-awareness using bio-feedback and concludes with relaxation and mindfulness practices, such as yoga, deep breathing, and mindful activities. This holistic approach provides participants with effective tools for personal and emotional development.

BROCHURE OF VALUE-ADDED COURSE ON SELF DEVELOPMENT USING PSYCHOLOGICAL TECHNIQUES

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

DEPARTMENT OF PSYCHOLOGY

Certificate of Completion

_____ Senu George _____ has successfully completed the Certificate Course in **Value Added Course On Self Development Using Psychological Techniques** organized b Department of Psychology held from 02-09-2023 with duration of 30 hours and has obtained _ 'A' _ grade in the examination held in the academic year 2023-2024

Thara Irine George
HEAD OF DEPARTMENT

Thara Irine George
COURSE COORDINATOR

Dr.Joy P.Joseph
PRINCIPAL

Course Coordinator :

Head of Department:

Principal :

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

32

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

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

REPORT ON CERTIFICATE COURSE IN EVENT MANAGEMENT

Name of The Certificate Course	Certificate Course in Event Management
Course Code	RVBBA23020
Name of Course Coordinator	Saritha P N
Year of Offering	2023-2024
Date of Commencement	01-08-2023
Date of Completion	21-12-2023
Duration of Course	30 hrs
Number of Students Enrolled	21
Number of Students Completed	21

Course Description

The "Certificate Course in Event Management" (Course Code: RVBBA23020) was offered from August 1, 2023, to December 21, 2023, as part of the 2023-2024 academic year. Coordinated by Saritha P. N., this 30-hour course was designed to provide participants with comprehensive knowledge and skills in event management. All 21 enrolled students successfully completed the course.

This course provides a comprehensive overview of essential event planning and execution skills. It begins with an introduction to the event industry, covering various types of events, their importance, and an overview of the field. The course then delves into conceptualizing and designing events, including theme development, venue selection, and scheduling.

Participants also learn about marketing and promoting events through strategies, sponsorship management, and digital marketing. The course further explores operations and logistics, focusing on vendor management, staffing, and risk
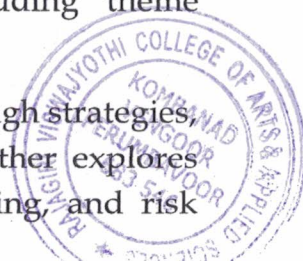
management. It concludes with techniques for evaluating events, including monitoring, post-event reporting, stakeholder management, and considerations for sustainability. This well-rounded approach equips students with practical skills forplanning, executing, and assessing successful events.

BROCHURE OF CERTIFICATE CORSE IN EVENT MANAGEMENT

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

CERTIFICATE COURSE IN

EVENT MANAGMENT

Conducted By Department of Business Administration

COURSE DURATION : 30 HOURS

Objectives :

- Ensuring that the event runs smoothly and as planned.
- Staying with budget and achieving a good return on investment

Faculty incharge - Saritha P N

✉ sarithapn@rajagiriviswajyothi.org

START DATE- 01-08-2023

Course Syllabus:

Module 1: Introduction to Event Management
Module 2 : Event Conceptualization and Design
Module 3 : Event Marketing and Promotion
Module 4 : Event Operations and Logistics
Module 5 : Event Evaluation and Post-Event Management

Course Outcome:

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

1 Understand the fundamentals of event management and its importance in various contexts.
2 Plan and organize different types of events, including corporate events, conference, weddings, and festivals.
3 Develop event concepts, themes, and branding strategies.

CERTIFICATE OF COMPLETION

RAJAGIRI VISWAJYOTHI
COLLEGE OF ARTS AND APPLIED SCIENCES
VENGOOR , PERUMBAVOOR KERALA- 683546
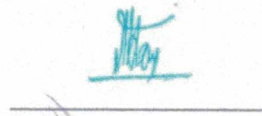
Department of Business Administration

Certificate of Completion

Asa Fathima T has successfully completed the certificate course in

Event Management organized by Department of Business Administration held from

01-08-2023 with duration of 30 hours and has obtained __A__ grade in the

examination held in the academic year

2023-2024

Solymon V L	**Saritha P.N**	**Dr.Joy P.Joseph**
HEAD OF DEPARTMENT	COURSE COORDINATOR	PRINCIPAL

Course Coordinator :

Head of 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

35

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

REPORT ON CERTIFICATE COURSE IN BUSINESS DATA ANALYSIS USING SPSS

Name of The Certificate Course	Certificate Course in Business Data Analysis Using SPSS
Course Code	RVBBA23021
Name of Course Coordinator	Arun V V
Year of Offering	2023-2024
Date of Commencement	05-06-2023
Date of Completion	30-11-2023
Duration of Course	35 hrs
Number of Students Enrolled	18
Number of Students Completed	18

Course Description

The "Certificate Course in Business Data Analysis Using SPSS" (Course Code: RVBBA23021) was offered from June 5, 2023, to November 30, 2023, as part of the 2023-2024 academic year. Coordinated by Arun V V, this 35-hour course aimed to equip participants with practical skills in using SPSS for business data analysis. All 18 enrolled students successfully completed the course.

This course provides a thorough grounding in using SPSS software for data analysis. The course starts with an introduction to SPSS, including data entry, management, and the import/export processes. It then progresses to descriptive statistics and data visualization techniques, teaching participants how to analyse data through measures of central tendency and dispersion, and how to create various charts and graphs.
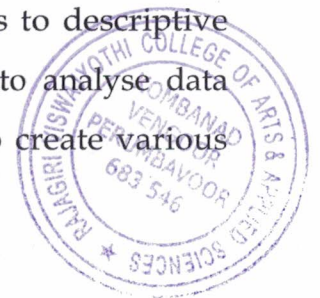
Further, the course covers inferential statistics, including hypothesis testing, t-tests, ANOVA, and chi-square tests, essential for making data-driven decisions. It also includes training in regression analysis, focusing on both simple and multiple regression, model building, and diagnostic testing. Advanced topics like factor analysis, cluster analysis, and time series analysis are also covered. This comprehensive curriculum ensures participants acquire the skills needed to effectively analyze and interpret business data using SPSS.

BROCHURE OF CERIFICATE COURSE IN BUSINESS DATA ANALYSIS USING SPSS

CERTIFICATE OF COMPLETION

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

DEPARTMENT OF BUSINESS ADMINISTRATION
CERTIFICATE OF COMPLETION

_____Joseph   Mathew_____ has successfully completed the certificate course in **Business Data Analysis Using SPSS** organized by Department of Business Administration held from 05-06-2023 with duration of 35 hours and has obtained_'B'_ grade in the examination held in the academic year

2023-2024

Solymon V L
HEAD OF DEPARTMENT

Arun V V
COURSE COORDINATOR
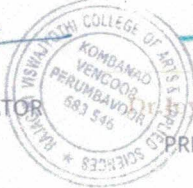
Dr. Jiju P.Joseph
PRINCIPAL

Course Coordinator :

Head of 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

RAJAGIRI VISWAJYOTHI
COLLEGE OF ARTS AND APPLIED SCIENCES
VENGOOR , PERUMBAVOOR KERALA– 683546
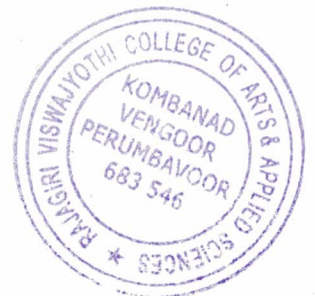
REPORT ON CERTIFICATE COURSE IN BUSINESS ETHICS

Name of The Certificate Course	Certificate Course in Business Ethics
Course Code	RVBBA23022
Name of Course Coordinator	Solymon V L
Year of Offering	2023-2024
Date of Commencement	04-09-2023
Date of Completion	04-10-2023
Duration of Course	30 hours
Number of Students Enrolled	18
Number of Students Completed	18

Course Description

The "Certificate Course in Business Ethics" (Course Code: RVBBA23022), coordinated by Solymon VL, ran from September 4, 2023, to October 4, 2023. This 30-hour course successfully equipped all 18 enrolled students with a comprehensive understanding of ethical principles in business.
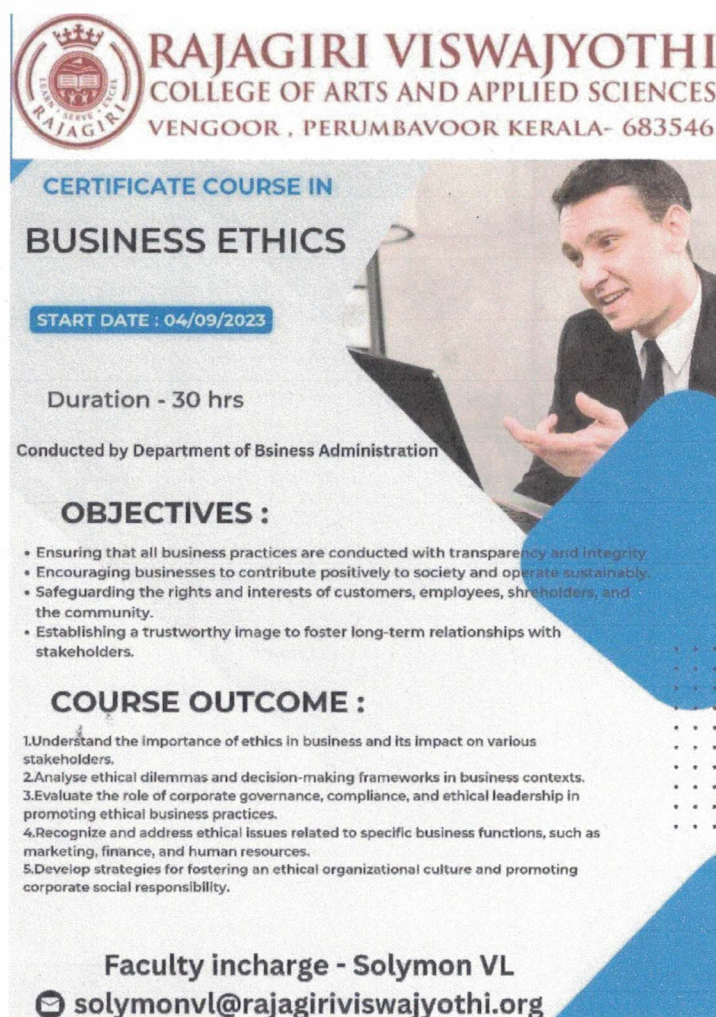
This course offers an in-depth look at ethical practices in business. It starts with foundational topics like the definition and importance of business ethics, key ethical theories, and corporate social responsibility. Participants learn about ethical decision- making and stakeholder analysis, setting the stage for understanding ethical challenges in various business contexts.

The course then addresses practical issues such as conflicts of interest, workplace ethics, and environmental sustainability. It covers corporate governance,
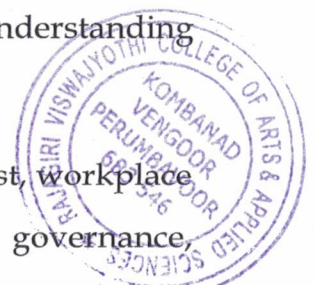
including ethical leadership and compliance, and explores ethics in finance, human resources, and supply chain management. The final section focuses on promoting ethical practices through training, audits, and whistle-blowing mechanisms, equipping students with the skills to uphold and advance ethical standards in their professionalroles.

BROCHURE OF CERTIFICATE COURSE IN BUSINESS ETHICS
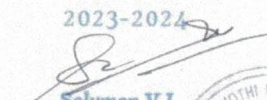
CERTIFICATE OF COMPLETION

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

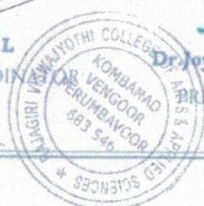# DEPARTMENT OF BUSINESS ADMINISTRATION

CERTIFICATE OF COMPLETION

Anjali Salian has successfully completed the certificate course in *Business Ethics* organized by Department of Business Administration held from 03-09-2023 with duration of 30 hours and has obtained 'A' grade in the examination held in the academic year

2023-2024

Solymon V L
HEAD OF DEPARTMENT

Solymon V L
COURSE COORDINATOR

Dr. Joy P.Joseph
PRINCIPAL

Course Coordinator :

Head of 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

41