



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
2019-2020

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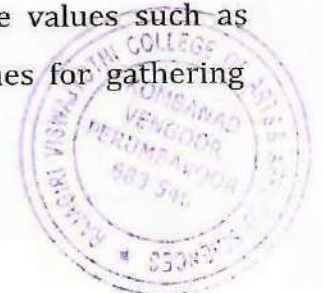
**REPORT ON CERTIFICATE COURSE IN PROFESSIONAL
REPORTING**

Name of The Certificate Course	Certificate Course in Professional Reporting
Course Code	RVLNG19001
Name of Course Coordinator	Febi Abraham
Year of Offering	2019-2020
Date of Commencement	12-08-2019
Date of Completion	30-09-2019
Duration of Course	35 Hours
Number of Students Enrolled	27
Number of Students Completed	27

COURSE DESCRIPTION

The Certificate Course on Professional Reporting, identified by code RVLNG19001, was conducted for the 2019-2020 academic year. Conducted by Course Coordinator Febi Abraham, it started on August 12, 2019, and ended on September 30, 2019, covering a duration of 35 hours. The course was designed to enhance participants' skills in professional reporting. Out of 27 students who enrolled, all 27 completed the program successfully.

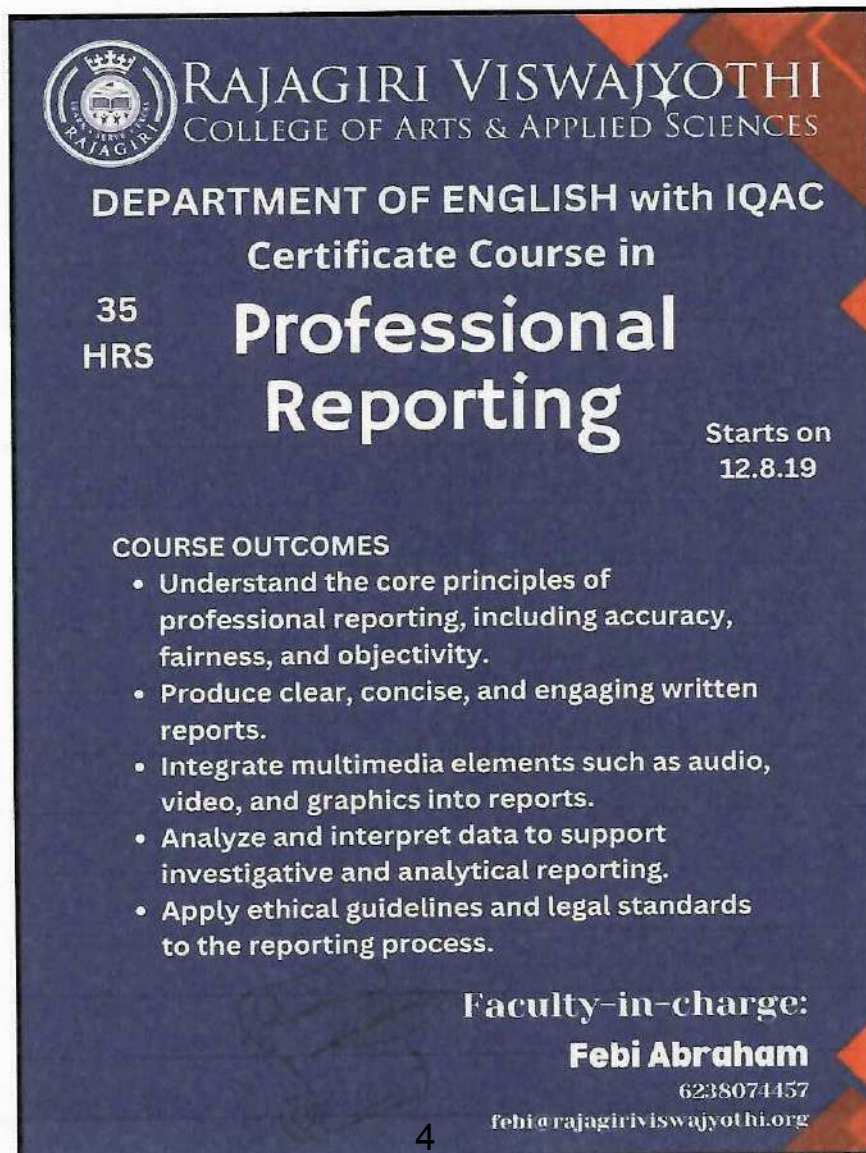
It provides an in-depth education aimed at enhancing key journalism skills. Participants start with the basics of reporting, focusing on core values such as objectivity, accuracy, and ethics, and learning essential techniques for gathering




information through research, sourcing, and interviewing, as well as mastering clear and well-structured writing.

The course progresses to advanced topics, including multimedia and digital reporting, where students acquire skills to effectively combine text, audio, video, and graphics, and leverage digital platforms and tools. They also learn visual and audio storytelling techniques. In addition, the program covers data-driven reporting, teaching methods for data collection, analysis, and visualization, as well as investigative reporting. The course concludes with a focus on the ethical and legal aspects of journalism, including media law and maintaining professional integrity, ensuring participants are equipped to navigate the complexities of the reporting field.

BROCHURE OF CERTIFICATE COURSE IN PROFESSIONAL REPORTING



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

DEPARTMENT OF ENGLISH with IQAC

35
HRS

Certificate Course in
**Professional
Reporting**

Starts on
12.8.19

COURSE OUTCOMES

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

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



COURSE COMPLETION CERTIFICATE



RAJAGIRI VISWAJYOTHI
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DEPARTMENT OF ENGLISH CERTIFICATE OF COMPLETION

Jears Boben has successfully completed the
certificate course in **Professional Reporting** organized by
Department Of English held from 12-08-2019 with duration of 35 hours , and has
obtained B grade in the examination held in the academic year

2019-2020


HEAD OF THE DEPARTMENT


COURSE COORDINATOR




PRINCIPAL

Course Coordinator :



Head of Department:



Principal :



PRINCIPAL
Rajagiri Viswajyothi College of
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PRINCIPAL
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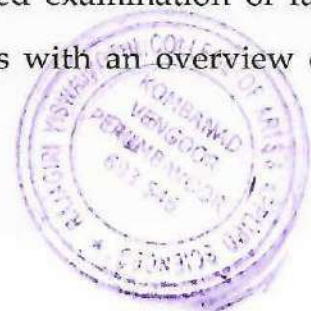
**REPORT ON CERTIFICATE COURSE IN STORY TELLING
THROUGH MYTH**

COURSE DETAILS	
Name of The Certificate Course	Certificate Course in Story Telling Through Myth
Course Code	RVLNG19002
Name of Course Coordinator	Tennyson Thomas
Year of Offering	2019-2020
Date of Commencement	1-11-2019
Date of Completion	13-12-2019
Duration of Course	30 Hours
Number of Students Enrolled	10
Number of Students Completed	10

Course Description

The Certificate Course in Story Telling Through Myth (RVLNG19002) was held in the 2019-2020 academic year, conducted by Tennyson Thomas. It started on November 1, 2019, and ended on December 13, 2019, covering a total of 30 hours. All 10 enrolled students completed the course successfully.

The Storytelling Through Myth course offers a detailed examination of fantasy literature and its adaptation in various media. It starts with an overview of the



genre, exploring its definition, historical development from ancient myths to present-day literature, key themes, and notable authors. This groundwork provides students with a solid understanding of the elements that define fantasy storytelling.

Following this, the course delves into the art of world-building, teaching participants how to design and maintain magical systems and consistent fantasy worlds. They study examples such as Middle-earth and Westeros to learn effective world-building strategies. The curriculum also addresses narrative techniques, including the hero's journey and character development, with a focus on traditional and contemporary character archetypes. Additionally, the course examines how fantasy is adapted into films, television, graphic novels, and video games, highlighting the challenges and successes of these adaptations. Finally, it explores the impact of fantasy on modern culture and how mythological themes continue to shape current media and literature.

BROCHURE OF CERTIFICATE COURSE IN STORY TELLING THROUGH MYTH

RAJAGIRI VISWAJYOTHI
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DEPARTMENT OF ENGLISH with IQAC

Certificate Course in
STORY-TELLING
THROUGH MYTH

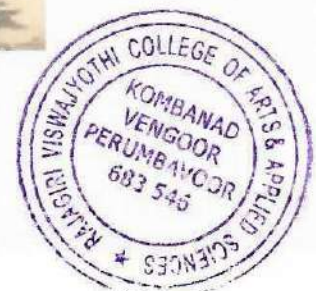
30 HOURS **01/11/19 ONWARDS**

COURSE OUTCOMES

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

FREE REGISTRATION

Faculty-in-charge:
Tennyson Thomas
9061618005
tennyson@rajagiriviswajyothi.org



COURSE COMPLETION CERTIFICATE




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DEPARTMENT OF ENGLISH
CERTIFICATE OF COMPLETION


Sera Elma Jose has successfully completed the
certificate course in **Story-Telling Through Myth** organized by
Department Of English held from 01-11-2019 with duration of 30 hours , and has
obtained 'A' grade in the examination held in the academic year 2019-
2020



HEAD OF THE DEPARTMENT


TENNISON THOMAS
COURSE COORDINATOR




DR. JOY J. JOSEPH
PRINCIPAL

Course Coordinator : 

Head of Department : 

Principal : 

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REPORT ON CERTIFICATE COURSE IN SAHITYA KA ITHIHAS

COURSE DETAILS	
Name of The Certificate Course	Certificate Course on Sahitya Ka Ithihas
Course Code	RVLNG19003
Name of Course Coordinator	Seena M Peter
Year of Offering	2019-2020
Date of Commencement	15-02-2020
Date of Completion	20-03-2020
Duration of Course	30 Hours
Number of Students Enrolled	15
Number of Students Completed	15

COURSE DESCRIPTION

The "Certificate Course in Sahitya Ka Ithihas,"(course code RVLNG19003) was held from February 15, 2020, to March 20, 2020. Under the guidance of Seena M Peter, this 30-hour program delved into the historical progression of Indian literature. All 15 enrolled students successfully completed the course.

The "Sahitya Ka Ithihas" certificate course offers an extensive examination of Hindi literature, tracing its development through various historical and literary phases. It starts with the role of Hindi in Indian culture, highlighting its historical evolution and the influences of Sanskrit, Persian, and other languages. Key literary movements such as the Bhakti movement and modern Hindi literature are also covered, providing foundational grasp of the language's progress and cultural significance.



The course then delves into early Hindi literature, including Apabhramsha and notable early poets, as well as the contributions of Bhakti and Sufi poets like Kabir and Mirabai. It explores classical poetry by examining figures such as Bihari Lal and Keshavdas, focusing on their use of intricate language and metaphors. The course also addresses the modern period, looking at its social and political influences and key movements like Chhayavad and Nayi Kahani. Finally, it covers the evolution of Hindi drama, prose, and literary criticism, offering insights into the development of Hindi novels and short stories. This thorough study equips students with a deep understanding of Hindi literature's diverse traditions and historical contexts.

BROCHURE OF CERTIFICATE COURSE IN SAHITYA KA ITIHAS

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

DEPARTMENT OF LANGUAGES with IQAC
Certificate Course in
साहित्य का इतिहास

COURSE OUTCOMES

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

FROM 15/2/20 **30 HRS**

FACULTY-IN-CHARGE:
SEENA M PETER
9946577224
SEENA@RAJAGIRIVISWAJYOTHI.ORG



COURSE COMPLETION CERTIFICATE



RAJAGIRI VISWAJYOTHI
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DEPARTMENT OF LANGUAGES
CERTIFICATE OF COMPLETION


Jegna Jamal has successfully completed the
certificate course in *Sahitya ka Itihas* organized by
Department Of Languages held from 15-02-2020 with duration of 30 hours , and
has obtained 'A' grade in the examination held in the academic year
2019-2020



SHINY K
HEAD OF THE DEPARTMENT


SNEHA PETER
COORDINATOR




DR. JOY P JOSEPH
PRINCIPAL

Course Coordinator : 

Head of Department : 

Principal : 

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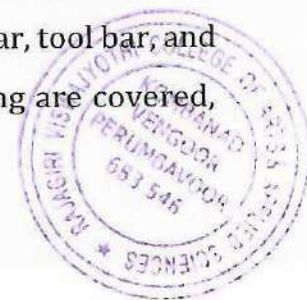
REPORT ON CERTIFICATE COURSE IN ADOBE PHOTOSHOP

COURSE DETAILS	
Name of The Certificate Course	Certificate Course in Adobe Photoshop
Course Code	RVBFL19001
Name of Course Coordinator	Swetha K S
Year of Offering	2019-2020
Date of Commencement	20-08-2019
Date of Completion	15-11-2019
Duration of Course	35 Hours
Number of Students Enrolled	15
Number of Students Completed	15

COURSE DESCRIPTION

The "Certificate Course in Adobe Photoshop," running from August 20, 2019, to November 15, 2019, was a 35-hour program coordinated by Swetha K S. Covering both basic and advanced Photoshop skills, the course included training on the software's interface, image editing techniques, and colour correction. All 15 enrolled students successfully completed the course.

The "Introduction to Computer Basics & Photoshop" course offers a thorough grounding in both basic computer skills and Photoshop image editing. It starts with essential computer concepts such as files, folders, and desktop navigation, and introduces students to the Photoshop interface, including the menu bar, tool bar, and workspace. Key Photoshop tools for selection, cropping, and zooming are covered, laying the foundation for effective image editing.



The course then progresses to essential image editing techniques, including understanding various image file formats and making basic adjustments like brightness, contrast, and saturation. Students learn to resize and crop images, grasp concepts of resolution and pixel density, and use retouching tools such as spot healing and cloning. The final segments focus on colour and texture, covering colour modes, colour correction, gradient creation, and applying texture and pattern overlays. This structured curriculum provides students with the skills needed for proficient image editing and creative design using Photoshop

BROCHURE OF CERTIFICATE COURSE IN ADOBE PHOTOSHOP

RAJAGIRI VISWAJYOTHI
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DEPARTMENT OF COMMERCE IN ASSOCIATION WITH ICAC PRESENTS

Certificate Course In ADOBE PHOTOSHOP

20-08-2019 DUR: 35 HRS

OBJECTIVES

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

COURSE OUTCOME

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

**FACULTY
SWETHA K S**



COURSE COMPLETION CERTIFICATE



RAJAGIRI VISWAJYOTHI
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VENGOOR, PERUMBAVOOR KERALA - 683546

DEPARTMENT OF COMMERCE
CERTIFICATE OF COMPLETION

----- Velmin Babu ----- has successfully
completed the certificate course in **Adobe Photoshop**
organized by *Department Of Commerce* held from 20-08-2019
with duration of 35 hours , and has obtained ----- 'B' ----- grade
in the examination held in the academic year

2019-2020

Binitha

BINITHA PS
HEAD OF THE DEPARTMENT

Swedha

SWEDHA K.S
COORDINATOR



Dr. Joy P Joseph

DR. JOY P JOSEPH
PRINCIPAL

Course Coordinator :

Swedha

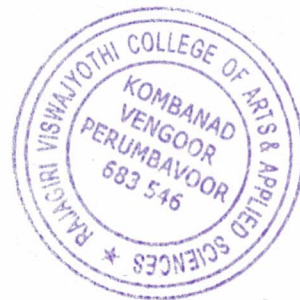
Head of Department :

Binitha

Principal :

Dr. Joy P Joseph

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Dr. Joy P Joseph

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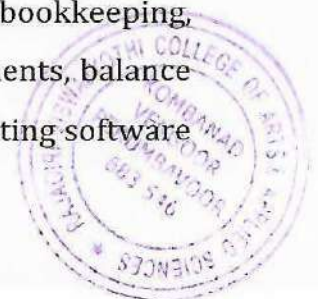
**REPORT ON CERTIFICATE COURSE IN COMPUTERISED
ACCOUNTING**

COURSE DETAILS	
Name of The Certificate Course	Certificate Course in Computerised Accounting
Course Code	RVBFL19002
Name of Course Coordinator	Binitha P S
Year of Offering	2019-2020
Date of Commencement	20-11-2019
Date of Completion	15-01-2020
Duration of Course	30 Hours
Number of Students Enrolled	35
Number of Students Completed	35

COURSE DESCRIPTION

The "Certificate Course in Computerised Accounting," offered from November 20, 2019, to January 15, 2020, was a 30-hour program coordinated by Binitha P S. The course covered essential skills in using accounting software, financial reporting, and data management. All 35 enrolled students successfully completed the course.

The course offers a solid foundation in accounting principles and computerized accounting systems. It begins with essential concepts like double-entry bookkeeping, accounting equations, and financial statements such as income statements, balance sheets, and cash flow statements. Participants also learn to use accounting software like Tally, covering setup, data management, and customization.



Further, the course covers practical accounting functions, including accounts receivable and payable management, invoicing, billing, and vendor relations. It also includes inventory tracking, payroll processing, tax compliance, and generating payroll reports. The final focus is on financial reporting and analysis, teaching students to create and interpret financial statements, analyse data, and make informed decisions. This comprehensive approach equips learners with crucial skills for effective accounting.

BROCHURE OF CERTIFICATE COURSE IN COMPUTERISED ACCOUNTING



RAJAGIRI VISWAJYOTHI
COLLEGE OF ARTS & APPLIED SCIENCES

DEPARTMENT OF COMMERCE

CERTIFICATE COURSE IN COMPUTERISED ACCOUNTING



Course
OUTCOME

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

 Binitha.P.S
8594098775

 30 HOURS
DURATION

 20/11/2019
START DATE

COURSE COMPLETION CERTIFICATE



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DEPARTMENT OF COMMERCE
CERTIFICATE OF COMPLETION

Basil Roy

has successfully

completed the certificate course in **Computerised Accounting**

organized by Department Of Commerce held from 20-11-2019 with duration of
30 hours , and has obtained 'A' grade in the examination held in the
academic year

2019-2020

Binitha

BINITHA PS
HEAD OF THE DEPARTMENT

Binitha

BINITHA PS
COORDINATOR



Dr. Joy P Joseph

DR. JOY P JOSEPH
PRINCIPAL



Course Coordinator :

Binitha

Head of Department :

Binitha

Principal :

Dr. Joy P Joseph

PRINCIPAL

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Dr. Joy P Joseph

PRINCIPAL

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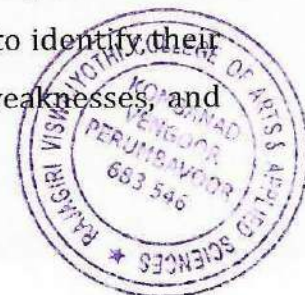
**REPORT ON VALUE ADDED COURSE IN EMOTIONAL
INTELLIGENCE**

COURSE DETAILS	
Name of The Certificate Course	Value Added Course in Emotional Intelligence
Course Code	RVBFL19003
Name of Course Coordinator	Anju Antony
Year of Offering	2019-2020
Date of Commencement	19-08-2019
Date of Completion	15-01-2020
Duration of Course	30 Hours
Number of Students Enrolled	40
Number of Students Completed	40

COURSE DESCRIPTION

The "Certificate Course in Emotional Intelligence," held from August 19, 2019, to January 15, 2020, and coordinated by Anju Antony, was a 30-hour program designed to enhance participants' emotional intelligence. It focused on managing emotions, improving interpersonal skills, and increasing self-awareness and empathy. All 40 enrolled students completed the course

The course offers a deep dive into emotional intelligence, starting with its core concepts and importance. Participants learn about the distinction between emotional intelligence (EQ) and intelligence quotient (IQ), the science behind EQ, and models such as Goleman's. It also covers self-awareness, teaching students to identify their emotions, recognize triggers, understand personal strengths and weaknesses, and build confidence.



Further, the course addresses self-regulation, focusing on managing emotions, coping with stress, and fostering a growth mind-set. It explores social awareness by recognizing emotions in others, understanding nonverbal cues, and developing empathy. Social skills are also emphasized, including effective communication and conflict resolution. The course concludes by applying emotional intelligence to personal growth, strengthening relationships, and effective leadership.

BROCHURE OF VALUE ADDED COURSE IN EMOTIONAL INTELLIGENCE

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

In association with IQAC

Value added course in
Emotional Intelligence
Duration: 30 hours

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

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

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

Module 1: Introduction to Emotional Intelligence (EQ)
• What is EQ and why is it important?
• The difference between EQ and IQ
• The science behind EQ: The brain and emotions
• Models of emotional intelligence (e.g., Goleman's model)

Module 2: Self-Awareness
• Identifying your emotions
• Recognizing your emotional triggers
• Understanding your strengths and weaknesses
• Building self-confidence

Module 3: Self-Regulation
• Managing your emotions effectively
• Coping with stress and difficult situations
• Developing a growth mindset
• Building self-discipline

Module 4: Social Awareness
• Recognizing emotions in others
• Understanding nonverbal cues
• Building empathy and compassion
• Active listening skills

Module 5: Social Skills
• Building and maintaining healthy relationships
• Effective communication skills
• Conflict resolution
• Assertiveness and negotiation

Module 6: Applying EQ in Your Life
• Using EQ for personal growth
• Building stronger relationships (personal and professional)
• Leading with emotional intelligence
• EQ for effective communication



COURSE COMPLETION CERTIFICATE



Course Coordinator : *Arya*

Head of Department : *Bench*

Principal : *[Signature]*

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[Signature]
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**REPORT ON CERTIFICATE COURSE IN WORKING WITH
SPREADSHEETS**

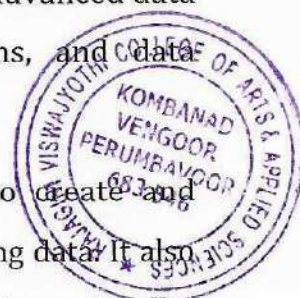
COURSE DETAILS	
Name of The Certificate Course	Certificate Course in Working With Spreadsheets
Course Code	RVBBA19001
Name of Course Coordinator	Sreeka Chandran
Year of Offering	2019-2020
Date of Commencement	01-08-2019
Date of Completion	31-12-2020
Duration of Course	30 Hours
Number of Students Enrolled	15
Number of Students Completed	15

COURSE DESCRIPTION

The "Certificate Course in Working with Spreadsheets," running from August 1, 2019, to December 31, 2020, and coordinated by Sreeka Chandran, was a 30-hour program focused on developing spreadsheet skills. It covered essential topics like data entry, formula creation, and advanced functions. All 15 enrolled students completed the course


The course provides an in-depth training in spreadsheet skills, starting with the basics of data entry, navigation, and workbook management. Participants learn essential functions such as cell formatting and basic formulas, then progress to advanced data analysis techniques, including complex formulas, logical functions, and data consolidation.

Additionally, the course covers data visualization, teaching how to create and customize charts, use pivot tables, and follow best practices for presenting data. It also introduces automation through macros and VBA programming for efficiency. Finally,



the course addresses collaboration, focusing on sharing spreadsheets, managing permissions, and tracking changes, with practical sessions for hands-on experience and real-world problem-solving.

BROCHURE OF CERTIFICATE COURSE IN WORKING WITH SPREADSHEETS

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

CERTIFICATE COURSE IN WORKING WITH SPREADSHEETS

Conducted By Department of Business Administration

OBJECTIVES

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

ASSESSMENT METHODS

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

DURATION

30 HRS

COURSE OUTCOMES

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

START DATE 01-08-2019

Faculty In-charge - Sreeka Chandran
✉ sreekachandran@rajagiriviswajyothi.org



COURSE COMPLETION CERTIFICATE



Course Coordinator :

Sewnd

Head of Department :

Saju

Principal :

Alvin

PRINCIPAL

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Alvin

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**REPORT ON CERTIFICATE COURSE IN FRONT OFFICE
MANAGEMENT**

COURSE DETAILS	
Name of The Certificate Course	Certificate Course in Front Office Management
Course Code	RVBBA19002
Name of Course Coordinator	Solymon V L
Year of Offering	2019-2020
Date of Commencement	01-01-2020
Date of Completion	20-03-2020
Duration of Course	35 Hours
Number of Students Enrolled	21
Number of Students Completed	21

COURSE DESCRIPTION



The "Certificate Course in Front Office Management," offered from January 1, 2020, to March 20, 2020, and coordinated by Solymon V L, was a 35-hour program focused on essential front office skills. It covered key areas such as customer service, communication, and administrative tasks. All 21 enrolled students completed the course

The course provides an in-depth look at front office management, beginning with a broad understanding of the hospitality industry and core guest service principles. It includes training on effective communication, interpersonal skills, and professional conduct, along with managing guest reservations, room assignments, and check in/check-out processes.



Participants also learn to utilize front office management systems and software, such as property management systems (PMS), while covering essential operational procedures like room status updates, safety measures, and night audits. The course addresses handling guest requests and complaints, implementing revenue management strategies, and financial controls. Leadership training focuses on fostering teamwork, supervising staff, managing performance, and staying updated with industry trends, providing participants with comprehensive skills for successful front office management.

BROCHURE OF CERTIFICATE COURSE IN FRONT OFFICE MANAGEMENT

 RAJAGIRI VISWAJYOTHI COLLEGE OF ARTS AND APPLIED SCIENCES VENGOOR, PERUMBAVOOR KERALA- 683546	
CERTIFICATE COURSE IN FRONT OFFICE MANAGEMENT	
OBJECTIVES	
<ul style="list-style-type: none"> • Provide exceptional service to ensure customer satisfaction and positive experiences • Drive sales and revenue through upselling, cross-selling, and optimizing pricing strategies. • Ensure that staff adhere to high standards of conduct, presentation, and communication 	
<i>Conducted By Department of Business Administration</i>	
COURSE DURATION	COURSE OUTCOMES
35 HRS	<ul style="list-style-type: none"> • UNDERSTAND THE ROLE AND FUNCTIONS OF THE FRONT OFFICE DEPARTMENTS IN THE HOSPITALITY INDUSTRY. • DEMONSTRATE PROFICIENCY IN GUEST SERVICE AND COMMUNICATION SKILLS. • MANAGE GUEST ARRIVALS, DEPARTURES AND ROOM ASSIGNMENTS EFFICIENTLY. • APPLY KNOWLEDGE OF REVENUE MANAGEMENT AND YIELD STRATEGIES
ASSESEMENT METHODS	
<ul style="list-style-type: none"> • THEORY EXAMINATIONS • PRACTICAL ASSIGNMENTS • CLASS PARTICIPATION 	
START DATE	FACULTY IN-CHARGE
01/01/2020	SOLYMON V L  solymonvl@rajagiriviswajyothi.org



COURSE COMPLETION CERTIFICATE



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

DEPARTMENT OF BUSINESS ADMINISTRATION
CERTIFICATE OF COMPLETION


Majitha Jaleel has successfully
completed the certificate course in *Front Office Management*
organized by *Department Of Business Administration* held from 01-01-2020 with
duration of 35 hours , and has obtained 'A' grade in the examination held in
the academic year 2019-2020



SOLYMON V L
HEAD OF THE DEPARTMENT



SOLYMON V L
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



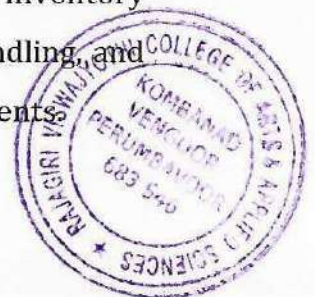
REPORT ON CERTIFICATE COURSE IN LOGISTICS MANAGEMENT

COURSE DETAILS	
Name of The Certificate Course	Certificate Course in Logistic Management
Course Code	RVBBA19003
Name of Course Coordinator	Akhil Raju
Year of Offering	2019-2020
Date of Commencement	03-06-2019
Date of Completion	30-12-2019
Duration of Course	30 Hours
Number of Students Enrolled	17
Number of Students Completed	17

COURSE DESCRIPTION

The "Certificate Course in Logistic Management," held from June 3, 2019, to December 30, 2019, and coordinated by Akhil Raju, was a 30-hour program focused on key logistics principles. The course covered supply chain management, inventory control, and distribution strategies. All 17 enrolled students completed the course

The course starts by covering the basics of logistics and supply chain management, including fundamental logistics concepts, supply chain principles, and inventory control. It progresses to essential topics such as warehousing, materials handling, and transportation management, focusing on optimizing these critical components.



As the course advances, it addresses planning and procurement techniques, such as demand forecasting and sourcing. It also explores the use of information systems and the importance of customer service within logistics. Advanced subjects include reverse logistics, sustainability practices, global logistics, trade compliance, and performance evaluation using key performance indicators (KPIs). This comprehensive training equips participants with a robust understanding of logistics management and the skills needed to tackle complex logistics issues effectively.

BROCHURE OF CERTIFICATE COURSE IN LOGISTIC MANAGEMENT

RAJAGIRI VISWAJYOTHI
COLLEGE OF ARTS & APPLIED SCIENCES

CERTIFICATE COURSE IN LOGISTICS MANAGEMENT

CONDUCTED BY DEPARTMENT OF BUSINESS ADMINISTRATION
DURATION: 30 HOURS START DATE: 03/06/2019

COURSE OUTCOMES

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

OBJECTIVES

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

FACULTY IN-CHARGE:
AKHIL RAJU

akhilraju@rajagiriviswajyothi.org

RAJAGIRI VISWAJYOTHI COLLEGE OF ARTS & APPLIED SCIENCES
KOMBANAD
VENGOOR
PERUMANGUDA
689 299

CERTIFICATE OF COURSE COMPLETION



Course Coordinator :

Head of Department :

Principal :

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COURSE COMPLETION CERTIFICATE



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

DEPARTMENT OF COMMERCE
CERTIFICATE OF COMPLETION

----- Velmin Babu ----- has successfully
completed the certificate course in **Adobe Photoshop**
organized by *Department Of Commerce* held from 20-08-2019
with duration of 35 hours , and has obtained ----- 'B' ----- grade
in the examination held in the academic year

2019-2020

Binitha

BINITHA PS
HEAD OF THE DEPARTMENT

Swedha

SWEDHA K.S
COORDINATOR



Dr. Joy P Joseph

DR. JOY P JOSEPH
PRINCIPAL

Course Coordinator :

Swedha

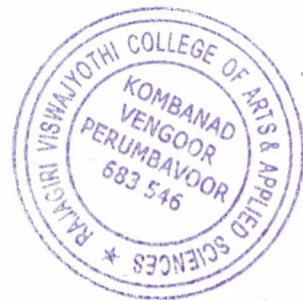
Head of Department :

Binitha

Principal :

Dr. Joy P Joseph

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Dr. Joy P Joseph

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