



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

1.3 Curriculum Enrichment

2019-2024

Submitted to



1.3.1: List And Syllabus of Certificate Courses Addressing Professional Ethics, Gender, Human Values and Environment and Sustainability

Professional Ethics

Department	Name of Course	Code
Business Administration	Certificate Course in Business Ethics	RVBBA23022
English	Certificate Course in Digital Journalism	RVLNG22013
English	Certificate Course in Cyber Laws	RVLNG22014
Commerce	Certificate Course in Corporate Social Responsibility	RVBFL21008
Business Administration	Certificate Course in Digital Marketing	RVBBA21016
English	Certificate Course in Photojournalism	RVLNG20007
Business Administration	Certificate Course in E-Marketing	RVBBA20007
Business Administration	Certificate Course in Stock Market Analysis	RVBBA20008
Business Administration	Certificate Course in International Business	RVBBA20009
Business Administration	Certificate Course in Public Relations Management	RVBBA20011
English	Certificate Course in Professional Reporting	RVLNG19001



Human Values

Department	Name of Course	Code
Commerce	Certificate Course in Value Education	RVBFL20006
Commerce	Value Added Course in Emotional Intelligence	RVBFL19003
Business Administration	Certificate Course in Entrepreneurial Leadership	RVBBA20010
Business Administration	Certificate Course in Entrepreneurial Leadership	RVBBA20011

Gender

Department	Name of Course	Code
English	Certificate Course in Film Studies	RVLNG20005

Environment and Sustainability

Department	Name of Course	Code
Business Administration	Certificate Course in Tourism Management	RVBBA22017
Business Administration	MOOC Course on Organic Farming	RVMOC22014
Commerce	MOOC Course on Organic Farming	RVMOC22014
English	MOOC Course on Organic Farming	RVMOC22014



PROFESSIONAL ETHICS



Certificate Course in Business Ethics (RVBBA23022)

Module 1: Introduction to Business Ethics (5 hours)

- Definition and importance of business ethics
- Ethical theories and principles (utilitarianism, deontology, virtue ethics)
- Stakeholder analysis and corporate social responsibility

Module 2: Ethical Issues in Business (6 hours)

- Conflicts of interest and corruption
- Workplace ethics (discrimination, harassment, whistleblowing)
- Environmental ethics and sustainability

Module 3: Corporate Governance and Compliance (6 hours)

- Principles of corporate governance
- Ethical leadership and organizational culture
- Compliance programs and risk management

Module 4: Ethics in Business Functions (6 hours)

- Ethics in finance and accounting (fraud, insider trading, financial reporting)
- Ethics in human resources (employee rights, privacy, and diversity)
- Ethics in supply chain management and procurement

Module 5: Promoting Ethical Business Practices (5 hours)

- Ethical training and education programs
- Ethical audits and monitoring systems
- Whistle-blowing mechanisms and protection
- Corporate social responsibility initiatives



Certificate Course in Digital Journalism (RVLNG22013)

Module 1: Introduction to Digital Journalism (10 Hours)

Definition and scope - History and evolution of digital journalism - Differences between traditional and digital journalism - Digital News Writing and Reporting - Writing for the web - Mobile journalism - SEO and headline writing - Multimedia Journalism - Audio, video, and photojournalism - Storytelling techniques - Tools and software for multimedia content creation

Module 2: Social Media Journalism (10 Hours)

The role of social media in news dissemination - Best practices for using social media as a journalist - Analytics and audience engagement

Module 3: Ethics and Laws in Digital Journalism (8 Hours)

Understanding copyright and fair use - Privacy and data protection - Ethical issues in digital journalism - Future Trends in Digital Journalism - The impact of artificial intelligence and automation - The rise of immersive journalism (AR/VR) - Challenges and opportunities in the digital journalism landscape



Certificate Course in Cyber Laws (RVLNG22014)

Module 1: Introduction to Cyber Law (3 hours)

- **Overview of Cyber Law:** Definition, scope, and importance.
- **Historical Development:** Evolution of cyber laws globally and in specific countries.
- **Key Terminologies:** Cyberspace, cybercrime, information technology.

Module 2: Legal Framework for Cyber Laws (3 hours)

- **International Treaties and Conventions:** Budapest Convention, other international frameworks.
- **National Legislation:** Detailed study of IT Act (India), Computer Fraud and Abuse Act (USA), General Data Protection Regulation (GDPR - EU).
- **Comparative Analysis:** Cyber laws in different jurisdictions.

Module 3: Cyber Crimes (3 hours)

- **Types of Cyber Crimes:** Hacking, identity theft, cyberstalking, online fraud.
- **Case Studies:** Real-world examples of cybercrime cases.
- **Legal Provisions and Punishments:** Legal recourse and penalties under various laws.

Module 4: Data Protection and Privacy (3 hours)

- **Data Protection Laws:** GDPR, CCPA, HIPAA, and others.
- **Privacy Rights and Issues:** Online privacy, surveillance, data breaches.
- **Compliance Requirements:** Requirements for organizations handling data.

Module 5: Intellectual Property Rights in Cyberspace (3 hours)

- **IP Laws and Digital Media:** Copyright, patents, trademarks in the digital age.
- **Domain Name Disputes:** Cybersquatting, domain theft.
- **Digital Rights Management:** Protection of digital content.

Module 6: E-Commerce and Digital Contracts (3 hours)

- **E-Contracts:** Formation, execution, and enforceability of digital contracts.



- **Electronic Signature Laws:** E-Sign Act, UNCITRAL Model Law on E-Signatures.
- **Consumer Protection:** Legal protections for online consumers.

Module 7: Cyber Forensics and Incident Response (3 hours)

- **Cyber Forensics:** Techniques and tools for investigating cybercrimes.
- **Incident Response:** Steps for responding to and managing cyber incidents.
- **Legal and Ethical Considerations:** Legal constraints and ethical guidelines.

Module 8: Emerging Issues in Cyber Law (4 hours)

- **Blockchain and Cryptocurrencies:** Legal status and regulatory challenges.
- **Artificial Intelligence and Law:** Legal implications of AI technologies.
- **Future Trends:** Predictions and emerging trends in cyber law.



Certificate Course in Corporate Social Responsibility (RVBFL21008)

Module 1 (8 hours)

Meaning of Corporate social Responsibility-Why CSR-Objectives of CSR-Theories of CSR - Evolution of CSR - CSR in India

Module 2 (10 hours)

Stake holders - Stake holders and CSR - CSR motives - Laws of CSR - Role of companies - Types of CSR - **Business Ethics and CSR**

Module 3 (10 Hours)

Corporate Governance - Theories of Corporate Governance - CSR Reporting - CSR Activities



Certificate Course in Digital Marketing (RVBBA 21016)

Module 1: Foundations of Digital Marketing (6 hours)

- Introduction to Digital Marketing
- Digital Marketing Vs Traditional Marketing
- Understanding Consumer Behaviour Online
- Creating Buyer Personas
- Setting SMART Objectives for Digital Marketing
- Career Opportunities in Digital Marketing

Module 2: Search Engine Marketing (SEM) and Search Engine Optimization (SEO) (7 hours)

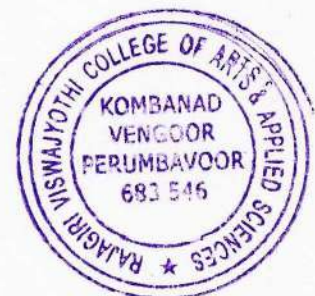
- Introduction to Search Engine Marketing (SEM)
- Understanding Search Engine Algorithms
- Keyword Research and Analysis
- On-page and Off-page SEO Techniques
- Google Ads and Bing Ads Platforms
- Creating and Optimizing PPC Campaigns

Module 3: Social Media Marketing and Content Marketing (6 hours)

- Introduction to Social Media Marketing (SMM)
- Overview of Major Social Media Platforms
- Creating Engaging Content for Social Media
- Building and Engaging with Social Media Communities
- Content Marketing Strategies
- Content Distribution and Promotion

Module 4: Email Marketing and Analytics (6 hours)

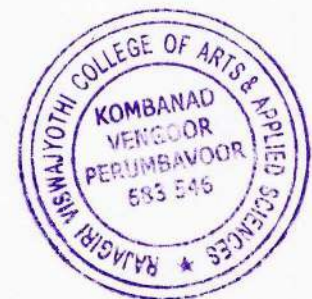
- Importance of Email Marketing



- Building Email Lists and Segmentation
- Designing Effective Email Campaigns
- Email Automation and Personalization
- Introduction to Digital Marketing Analytics
- Measuring Email Marketing ROI

Module 5: Analytics, Optimization, and Ethics in Digital Marketing (6 hours)

- Understanding Digital Marketing Analytics Tools
- Analysing Key Metrics and KPIs
- A/B Testing and Optimization Techniques
- Privacy Regulations and Compliance (e.g., GDPR)
- Ethical Considerations in Digital Marketing
- Best Practices for Transparency and User Experience



Certificate Course in Photojournalism (RVLNG20007)

Module 1: Introduction to Photojournalism (5 hrs)

History and evolution of photojournalism - Ethics and principles in photojournalism
- Role of photojournalists in society

Module 2: Fundamentals of Photography (5 hrs)

Camera types and their features - Exposure triangle: aperture, shutter speed, ISO -
Composition techniques and framing

Module 3: Visual Storytelling (5 hrs)

Understanding narrative in photography - Capturing decisive moments -
Sequencing and editing images for storytelling

Module 4: Photo Editing and Post-Production (5 hrs)

Introduction to photo editing software - Basic retouching and adjustments - Ethics in
photo editing and manipulation

Module 5: Legal and Ethical Considerations (3 hrs)

Copyright and intellectual property rights - Privacy and consent issues - Ethical
dilemmas in photojournalism

Module 6: Specialized Techniques in Photojournalism (5 hrs)

Sports photography - Conflict and war photography - Environmental and wildlife
photography

Module 7: Industry Insights and Career Development (3 hrs)

Freelancing vs staff positions - Building a portfolio - Networking and job
opportunities in photojournalism

Module 8: Final Project and Portfolio Review (4 hrs)

Capstone project showcasing skills learned throughout the course - Portfolio review
and feedback from instructors



Certificate Course in E-Marketing (RVBBA20007)

Module 1: Introduction to E-marketing (6 hours)

- Overview of e-marketing and its evolution
- The digital marketing landscape and consumer behaviour
- E-marketing channels and platforms
- E-marketing strategy development

Module 2: Search Engine Marketing (SEM) (7 hours)

- Search engine optimization (SEO) techniques and best practices
- Keyword research and content optimization
- Pay-per-click (PPC) advertising campaigns
- Landing page design and conversion optimization

Module 3: Social Media Marketing (6 hours)

- Social media platforms and their marketing potential
- Content creation and curation for social media
- Influencer marketing and brand advocacy
- Social media advertising and retargeting

Module 4: Email Marketing and CRM (6 hours)

- Email marketing strategies and tactics
- Email list building and segmentation
- Email automation and drip campaigns
- Customer relationship management (CRM) tools and practices

Module 5: E-marketing Analytics and Legal Considerations (3 hours)

- Web analytics and e-marketing metrics
- Data analysis and reporting for e-marketing campaigns
- A/B testing and optimization techniques



- Legal and ethical considerations in e-marketing (privacy, data protection, etc.)

Certificate Course in Stock Market Analysis (RVBBA20008)

Module 1: Introduction to Stock Markets (6 hours)

- Overview of stock markets and their functions
- Primary and secondary markets
- Stock exchanges and market indices
- Stock market participants and their roles

Module 2: Financial Statement Analysis (7 hours)

- Financial statement analysis (income statement, balance sheet, cash flow statement)
- Ratio analysis (profitability, liquidity, solvency, and efficiency ratios)
- Interpreting financial statements for stock valuation
- Industry and company analysis

Module 3: Fundamental and Technical Analysis (7 hours)

- Fundamental analysis techniques (top-down and bottom-up approaches)
- Valuation models (discounted cash flow, relative valuation, etc.)
- Technical analysis tools (chart patterns, technical indicators)
- Combining fundamental and technical analysis

Module 4: Macroeconomic Analysis and Investment Strategies (6 hours)

- Macroeconomic factors affecting stock prices (interest rates, inflation, GDP, etc.)
- Sector and industry analysis
- Investment strategies (value, growth, income, etc.)
- Portfolio management and diversification

Module 5: Stock Market Research and Regulations (4 hours)

- Sources of stock market information and research
- Stock analysis tools and software
- Ethical considerations in stock trading and investing
- Regulatory bodies and investor protection laws



Certificate Course in International Business (RVBBA20009)

Module 1: Introduction to International Business (6 hours)

- Globalization and the international business environment
- Drivers and challenges of international business
- Theories and frameworks in international business
- Economic and political systems in global markets

Module 2: Cultural and Ethical Dimensions (8 hours)

- Cultural dimensions and cross-cultural management
- Cultural intelligence and effective cross-cultural communication
- Ethical considerations and corporate social responsibility
- Sustainable practices in international business

Module 3: International Trade and Investment (6 hours)

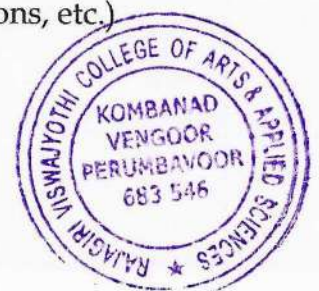
- International trade theories and policies
- Trade agreements and regulatory frameworks
- Foreign direct investment and entry modes
- Global supply chain management and logistics

Module 4: International Business Strategies (4 hours)

- Market entry strategies and modes of operation
- International marketing and branding
- Global human resource management
- Risk management in international business

Module 5: Regional and Functional Perspectives (4 hours)

- Regional economic integration and trade blocs
- Functional areas of international business (finance, accounting, operations, etc.)
- Emerging markets and future trends
- Case studies and best practices in international business



Certificate Course in Public Relations Management (RVBBA20011)

Module 1: Introduction to Public Relations Management (6 hours)

- Definition and scope of public relations
- Roles and responsibilities of a public relations professional
- Ethics and professional conduct in public relations
- Public relations models and theories

Module 2: Strategic Communication and Planning (8 hours)

- Stakeholder analysis and target audience identification
- Communication planning and strategy development
- Message crafting and storytelling
- Media relations and press release writing
- Crisis communication and reputation management

Module 3: Public Relations Campaigns (6 hours)

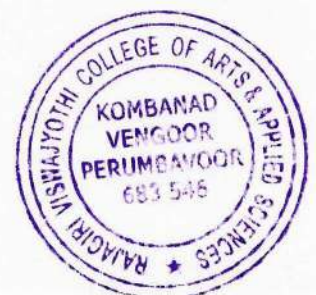
- Campaign planning and execution
- Event management and promotions
- Sponsorships and partnerships
- Measurement and evaluation of campaign effectiveness

Module 4: Digital and Social Media in Public Relations (4 hours)

- Social media platforms and their role in public relations
- Content creation and curation for digital channels
- Online reputation management and monitoring
- Influencer marketing and collaborations
- Analytics and metrics for digital public relations

Module 5: Public Relations Management and Leadership (4 hours)

- Team management and leadership in public relations
- Budgeting and resource allocation



- Public relations agency operations
- Professional development and continuing education

Certificate Course on Professional Reporting (RVLNG19001)

Module 1: Fundamentals of Professional Reporting

- **Introduction to Reporting:** Definition, scope, and significance.
- **Principles of Journalism:** Objectivity, accuracy, fairness, and ethics.
- **Information Gathering:** Research methods, sourcing, and fact-checking.
- **Interview Techniques:** Conducting effective and ethical interviews.
- **Writing Basics:** Structure, clarity, and style.

Module 2: Effective Writing and Communication

- **News Writing:** Crafting news stories, headlines, and leads.
- **Feature Writing:** Developing longer, more detailed pieces.
- **Editorial and Opinion Writing:** Persuasive writing techniques.
- **Technical Writing:** Reporting in specialized fields like science and business.
- **Editing and Proofreading:** Techniques for refining reports.

Module 3: Multimedia and Digital Reporting

- **Introduction to Multimedia:** Combining text, audio, video, and graphics.
- **Digital Journalism:** Utilizing online platforms and social media.
- **Visual Storytelling:** Using images and videos to enhance reports.
- **Podcasting and Audio Reporting:** Basics of creating audio content.
- **Interactive Reporting:** Engaging audiences through interactive elements.

Module 4: Data-Driven Reporting

- **Introduction to Data Journalism:** Importance and basics.
- **Data Collection and Analysis:** Tools and techniques for gathering and analysing data.
- **Visualizing Data:** Creating charts, graphs, and infographics.
- **Investigative Reporting:** Using data for in-depth investigations.
- **Case Studies:** Examples of impactful data-driven reports.



Module 5: Ethical and Legal Considerations

- **Media Law Basics:** Defamation, copyright, privacy, and freedom of information.
- **Ethical Journalism:** Guidelines and standards for ethical reporting.
- **Reporting on Sensitive Issues:** Handling topics like crime, trauma, and conflict.
- **Regulatory Frameworks:** Understanding the legal environment for reporters.
- **Professional Integrity:** Maintaining credibility and public trust.



HUMAN VALUES



Certificate Course in Value Education (RVBFL20006)

Module 1: Introduction to Value Education (6 hours)

- Understanding the concept of values and their significance
- Exploring different types of values (moral, ethical, spiritual, cultural, etc.)
- Importance of value education in personal and professional life
- Historical and philosophical perspectives on value education

Module 2: Core Human Values (6 hours)

- Honesty and integrity
- Respect for self and others
- Compassion and empathy
- Responsibility and accountability
- Gratitude and humility
- Perseverance and resilience

Module 3: Ethical Decision-Making (6 hours)

- Ethical principles and frameworks
- Dealing with ethical dilemmas
- Moral reasoning and critical thinking
- Corporate social responsibility and business ethics
- Environmental ethics and sustainability

Module 4: Inculcating Values in Different Settings (6 hours)

- Value education in educational institutions
- Promoting values in the workplace
- Building value-based communities
- Role of families and society in value education
- Strategies and best practices for value inculcation



Module 5: Embracing Diversity and Fostering Inclusion (4 hours)

- Understanding and appreciating diversity
- Promoting cultural awareness and sensitivity
- Practicing empathy and compassion towards different perspectives
- Building inclusive and harmonious environments

Value-Added Course in Emotional Intelligence (RVBFL19003)

Module 1: Introduction to Emotional Intelligence (EQ) (3 hours)

- 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 (10 hours)

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

Module 3: Self-Regulation (5 hours)

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

Module 4: Social Awareness (3 hours)

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

Module 5: Social Skills (4 hours)



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

Module 6: Applying EQ in Your Life (3 hours)

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



SYLLABUS OF CERTIFICATE COURSE IN ENTREPRENEURIAL LEADERSHIP

Course Duration: 30 hours

Course Outcomes

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

- Develop an understanding of entrepreneurial leadership principles.
- Foster an entrepreneurial mind-set for innovation and problem-solving.
- Enhance skills in team leadership and management
- Apply strategic thinking to drive business growth.
- Develop decision-making abilities for entrepreneurial success.

Course Syllabus

Module 1: Foundations of Entrepreneurial Leadership (6 hours)

- Introduction to entrepreneurial leadership
- Characteristics of successful entrepreneurial leaders
- Importance of emotional intelligence in leadership

Module 2: Innovation and Opportunity Recognition (7 hours)

- Cultivating creativity and innovation
- Identifying and evaluating entrepreneurial opportunities
- Techniques for effective opportunity recognition

Module 3: Team Leadership and Management (5 hours)

- Building and leading effective teams
- Communication and conflict resolution in entrepreneurial settings
- Motivating and empowering team members



Module 4: Strategic Thinking for Business Growth (5 hours)

- Strategic planning and goal setting
- Environmental scanning and competitive analysis
- Developing and implementing business strategies

Module 5: Decision-Making and Risk Management (5 hours)

- Decision-making processes in entrepreneurship
- Risk assessment and mitigation strategies
- Handling uncertainty and ambiguity in decision-making

Assessment Methods:

- Theory Examination (2 hours)



SYLLABUS OF CERTIFICATE COURSE IN PUBLIC RELATIONS MANAGEMENT

Course Duration: 30 hours

Course Outcomes

Upon successful completion of this course, participants will be able to:

- Understand the fundamental concepts and principles of public relations management
- Develop effective communication strategies and techniques for various stakeholders.
- Plan and execute successful public relations campaigns.
- Manage crisis situations and reputation management.
- Utilize various digital and social media platforms for public relations activities.
- Evaluate the effectiveness of public relations efforts and measure their impact.

Course Syllabus

Module 1: Introduction to Public Relations Management (6 hours)

- Definition and scope of public relations
- Roles and responsibilities of a public relations professional
- Ethics and professional conduct in public relations
- Public relations models and theories

Module 2: Strategic Communication and Planning (8 hours)

- Stakeholder analysis and target audience identification
- Communication planning and strategy development



- Message crafting and storytelling
- Media relations and press release writing
- Crisis communication and reputation management

Module 3: Public Relations Campaigns (6 hours)

- Campaign planning and execution
- Event management and promotions
- Sponsorships and partnerships
- Measurement and evaluation of campaign effectiveness

Module 4: Digital and Social Media in Public Relations (4 hours)

- Social media platforms and their role in public relations
- Content creation and curation for digital channels
- Online reputation management and monitoring
- Influencer marketing and collaborations
- Analytics and metrics for digital public relations

Module 5: Public Relations Management and Leadership (4 hours)

- Team management and leadership in public relations
- Budgeting and resource allocation
- Public relations agency operations
- Professional development and continuing education

Assessment Methods

- Final written examination (2 hours)



GENDER



Certificate Course in Film Studies (RVLNG20005)

Module 1: Film History (5 hrs)

- Early cinema and the silent era
- The rise of Hollywood and the studio system
- World cinema and the emergence of national cinemas
- Contemporary cinema and digital transformations

Module 2: Film Theory and Criticism (5 hrs)

- Formalism and realism
- Auteur theory
- Genre theory
- Feminist film theory and psychoanalysis
- Postcolonial and queer theory in film

Module 3: Film Production Techniques (10 hrs)

- Pre-production planning and scripting
- Directing and cinematography
- Sound recording and design
- Post-production and editing
- Basics of film financing and distribution

Module 4: Film and Society (10 hrs)

- Representation of race, gender, and class in film
- The impact of films on public opinion and culture
- Censorship and film regulation
- The role of film in activism and social change

Module 5: Contemporary Trends in Film (5 hrs)

- Streaming services and the changing landscape of film distribution
- Independent cinema and the festival circuit
- Emerging genres and narrative forms



ENVIRONMENT AND SUSTAINABILITY



Certificate Course in Tourism Management (RVBBA22017)

Module 1: Introduction to Tourism Management (6 hours)

- Definition and scope of tourism
- History and evolution of tourism
- Types of tourism (leisure, business, cultural, ecotourism, etc.)
- Tourism stakeholders and their roles
- Importance of tourism in economic development

Module 2: Tourism Planning and Development (6 hours)

- Tourism policy and planning frameworks
- Destination management and marketing
- Tourism product development
- Tourism infrastructure and facilities
- Sustainable tourism development principles

Module 3: Tourism Marketing and Promotion (6 hours)

- Tourism market segmentation and target marketing
- Tourism marketing mix (product, price, place, promotion)
- Online and digital marketing strategies
- Branding and positioning in tourism
- Event management and promotion

Module 4: Tourism Operations and Management (6 hours)

- Tourism supply chain management
- Tourism transportation and logistics



- Visitor management and customer service
- Risk management and crisis preparedness
- Human resource management in tourism

Module 5: Contemporary Issues in Tourism (6 hours)

- Environmental and socio-cultural impacts of tourism
- Tourism and sustainable development goals
- Tourism and climate change
- Technology and innovation in tourism
- Future trends and challenges in tourism



MAHATMA GANDHI UNIVERSITY, KOTTAYAM

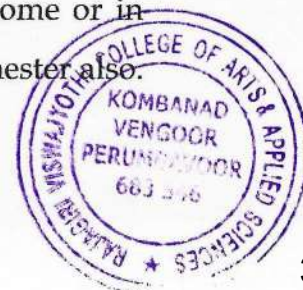
MOOC Course on ORGANIC FARMING

Guidelines to Affiliated Colleges

Academic Council in its meeting held on 7/9/2020 decided to offer MOOC course on Organic Farming to all Students undergoing UG Programmes in affiliated colleges of Mahatma Gandhi University from 2020 admission onwards. It is mandatory for all students doing UG Programmes in the Affiliated Colleges to do MOOC Course on Organic Farming.

About MOOC Course

MOOC Course on Organic Farming will be offered to all students doing UG Programmes in the Affiliated Colleges of Mahatma Gandhi University as added credit course. The course is structured in accordance with the regulations of UGC for Online courses. The course will spread across first and second semester of the UG Programme. The Course has 14 Modules including 2 Projects. The 4 credits of this course will be given in addition to the Total credits of UG Programmes existing now. Students have to do two projects as part of MOOC course, one in first semester and the other in second semester. Students have to register for the MOOC Course. The content of the course will be provided to them, online. They will be provided with username and password, by using which the course content can be accessed. The project on farming can be done preferably in the college premises. If sufficient facility is not available on the campus, students can carry out their Project at home or in nearby places. This is applicable to the Project to be done in the second semester also.



Implementation of the Course Affiliated College shall nominate one Faculty member as Coordinator for the purpose of conducting MOOC course. For each department/course in a college, one Faculty member shall be the Mentor of the course. The committee comprising of Coordinator and Mentors shall be responsible for the conduct of MOOC course, including the Project work and the online examination to be conducted using the computer lab facility of the college. For doing farming project, participation, cooperation and active involvement of NSS, NCC etc. 15 shall be ensured. Certificates will be issued to Coordinators and Mentors of MOOC course.

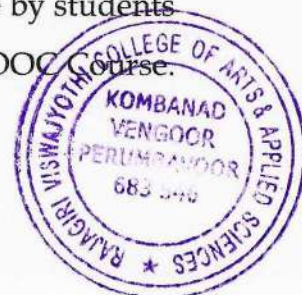
Fee to be collected from Students

The fee for MOOC Course on Organic Farming, in the case of General Students is fixed as Rs. 95/- (Ninety-five only). For students belonging to SC/ST categories, the fee is fixed as Rs. 50/- (Fifty only).

Responsibilities of Monitoring Committee at the College level:

The Monitoring committee at the college level comprising of Coordinator and Mentors is responsible for the following:

- i. Registration of all Students doing UG Programmes in the College for MOOC course. Collecting the prescribed fee from students and remitting the same to the Bank A/C number provided by the University for the purpose of MOOC Course. Registration form collected from students shall be kept in the College for reference in the future period of time.
- ii. Preparing the detailed list of students and sending it to the University (info.mooc@mgu.ac.in) in Excel format. Name of the Student, Category (General or SC/ST), Admission No./ Register No., date of Birth, Name of UG Programme, Mobile No., Email Id and fee paid are the details to be collected and sent to the University.
- iii. Facilitating and monitoring the Project work to be done by students in the first semester and second semester, as part of MOOC Course.



The Committee shall ensure the participation, cooperation and active involvement of NSS, NCC etc., for the smooth conduct of Projects.

- iv. Making available the details of Monitoring committee members at the college level to the University. Name of the Faculty member, Role (Coordinator/ Mentor), Designation, Official Address, Mobile No. and Email Id are the details to be submitted to the University in Excel format.
- v. Conducting of Online examination using the computer lab facility of the College.
- vi. Ensuring that all students doing UG Programmes in the College have registered for MOOC Course, paid the prescribed fees, and
- vii. completing all the formalities required for the award of MOOC Course certificate.



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

