



MARUDHAR KESARI JAIN

COLLEGE FOR WOMEN (AUTONOMOUS)

Vaniyambadi, Tirupattur District - 635 751



Recognized u/s 2(f) & 12(B) of UGC Act 1956 | Accredited with "A+" Grade by NAAC (4th Cycle) | Permanently Affiliated to Thiruvalluvar University | An ISO 21001:2018 Certified Institution | Supported by DST - FIST

Placement & Career Guidance Cell & Skill Development Centre Jointly



Organizes



Cognizant Outreach Employee Volunteering Program - MS Suite (Basic & Advanced Excel)

Mode : Virtual Training

Participants : 50 Students from III B.B.A. & III B.Com CA

Duration : 5 Class Hours | Date : 08.12.2025 to 12.12.2025

Time : 11.30 am to 01.00 pm

Learn Smart. Work Smart.

**Boosting technical
competence and
employability**

- Hands-on training in Basic & Advanced Excel
- Real-time activities aligned with corporate expectations
- Mentorship by Cognizant Professionals
- Enhancing workplace productivity and analytical thinking

V. Dilip Kumar Jain
President

APRINCA Ahvi
Secretary
Marudhar Kesari Jain College
for Women (Autonomous)
Vaniyambadi - 635 751.
Tirupattur District

Dr. M. Inbavalli
Principal

Ms. B. Vasanthi
Placement Director



**MARUDHAR KESARI JAIN
COLLEGE FOR WOMEN (AUTONOMOUS), VANIYAMBADI**



Activity Report

Name of the Cell	Placement and Career Guidance Cell	
Title of the Programme	Cognizant Outreach Employee Volunteering Program – MS Suite (Basic & Advanced Excel)	
Association With	Cognizant	
Alignment of this Programme with	SDGs ☐ Viksit Bharat 2047 ☐ State / National Schemes ☐ NEP 2020 ☐ MOU activity ☐ Others ☒	
Mode	Virtual Training	
Type of Activity	Skill Development	
Level	Institutional Level	
Date	From 08.12.2025	To 12.12.2025 (Batch-1)
Venue	Online (Virtual Mode)	
Resource Person Details	Ms. Nivetha & Ms. Sindhu	

Objectives

- To develop students' working knowledge of MS Excel at basic and advanced levels
- To introduce smart and time-saving techniques for handling data efficiently
- To familiarize students with Excel tools commonly used in corporate environments
- To enhance technical competence and employability skills

Summary Report

The Placement and Career Guidance Cell and Skill Development Centre of Marudhar Kesari Jain College for Women (Autonomous), in collaboration with Cognizant, organized a five-day virtual training programme titled "Emerging Technologies: Foundation Training – MS Suite (Basic & Advanced Excel)" from 08 December 2025 to 12 December 2025.

The programme was conducted for 50 students from III B.B.A. and III B.Com (CA) with a focus on enabling them to work smarter using MS Excel rather than relying on repetitive manual processes. The sessions emphasized practical learning through

demonstrations and guided practice, where students were introduced to shortcuts, formulas, and built-in Excel tools that help complete tasks efficiently and accurately.

The Cognizant professionals explained real-time workplace scenarios and demonstrated how Excel is used for organizing data, automating calculations, and improving productivity in corporate settings. Students actively participated in hands-on exercises that enhanced their understanding of structured data handling and analytical thinking.

The training helped students gain confidence in using Excel as a professional tool, aligning their technical skills with industry expectations and workplace requirements.

Outcome of the Program

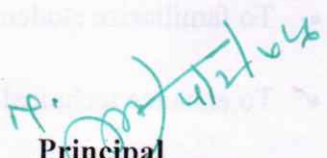
- Improved proficiency in Basic and Advanced MS Excel
- Enhanced ability to apply shortcuts and formulas for smart work
- Better understanding of corporate data-handling practices
- Increased workplace productivity and analytical skills
- Strengthened employability and job-readiness

Participants Count :

Internal Participants	:	Faculty: 1 ; Students: 50
External Participants	:	Nil

B. Vananthi
29/11/20
Placement Director


21/11/20
IQAC Director


4/12/20
Principal

PRINCIPAL
Marudhar Kesari Jain College
for Women (Autonomous)
Vaniyambadi - 635 751.
Tirupattur District



MARUDHAR KESARI JAIN COLLEGE FOR WOMEN(Autonomous)

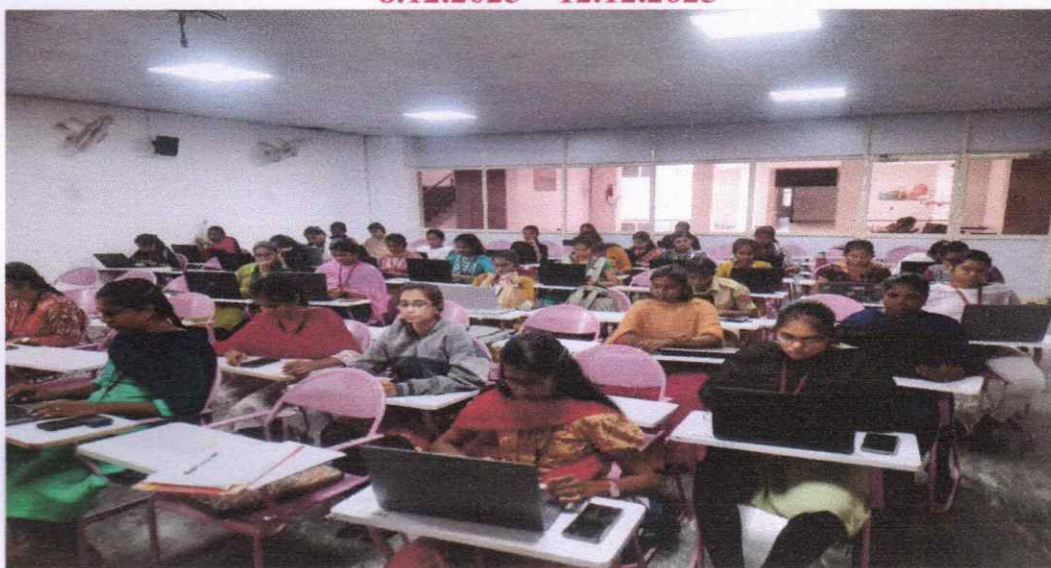


**VANIYAMBADI
PLACEMENT & CAREER GUIDANCE CELL**

TRAINING CLASS

**Cognizant Outreach Employee Volunteering Program – MS Suite
(Basic & Advanced Excel)**

8.12.2025 – 12.12.2025



B. Varanthi
201126
PLACEMENT DIRECTOR

Principals
PRINCIPAL
Marudhar Kesari Jain College
for Women (Autonomous)
Vaniyambadi - 635 751.
Tirupattur District