



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, III B.Com, & III B.Sc Maths

Duration : 5 Class Hours | **Date :** 15.12.2025 to 19.12.2025

Time : 11.30 am to 01.00 pm

Batch - II

Learn Smart. Work Smart.

**Boosting technical
competence and
employability**

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

PRINCIPAL

Marudhar Kesari Jain College
for Women (Autonomous)

Vaniyambadi - 635 751
Tirupattur District

V. Dilip Kumar Jain
President

Anand Singh
Secretary

Dr. M. Inbavalli
Principal

Ms. B. Vasanthi
Placement Director



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 15.12.2025	To 19.12.2025 (Batch- 2)
Venue	Online (Virtual Mode)	
Resource Person Details	Ms. Kavya Shree & Ms. C.S. Rohini	

Objectives

- To enhance students' proficiency in MS Excel (Basic and Advanced levels)
- To provide hands-on exposure to industry-relevant tools and practices
- To improve analytical thinking and workplace productivity
- To strengthen employability and job-readiness skills

Summary Report

The Placement and Career Guidance Cell 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 15 December 2025 to 19 December 2025, in which 50 students from III B.B.A., III B.Com (CA), III B.Com, and III B.Sc. Mathematics actively participated.

The training was designed to equip students with practical knowledge of MS Excel by focusing on smart work strategies rather than routine manual methods. The resource persons from Cognizant demonstrated how commonly used tasks can be completed efficiently by applying built-in Excel tools, shortcuts, and formula-based approaches. Emphasis was laid on time-saving techniques, accuracy, and structured data handling methods widely followed in corporate environments.

The sessions included live demonstrations, guided practice, and real-time problem-solving activities. Students were introduced to practical tips such as organizing large datasets, using formulas to automate calculations, applying shortcuts for faster navigation, and interpreting data through simple analytical tools. These techniques helped students understand how Excel can be used as a productivity tool rather than just a data entry application.

Through continuous interaction and mentoring, the trainers explained how smart use of MS Excel contributes to improved workplace efficiency, reduced manual effort, and better decisionmaking. The programme also provided students with exposure to corporate work practices, enabling them to align their technical skills with industry expectations.

Overall, the training significantly enhanced students' confidence in handling Excel-based tasks, improved their analytical thinking, and prepared them to work more effectively in professional and placement-oriented environments.

Outcome of the Program

- Improved proficiency in MS Excel tools and functions
- Enhanced data analysis and problem-solving skills
- Better understanding of corporate expectations
- Increased employability and workplace readiness

Participants Count :

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

B. Varanthi
29/11/26
Placement Director

[Signature]
21/11/26
IQAC Director

[Signature]
Principal

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VANIYAMBADI

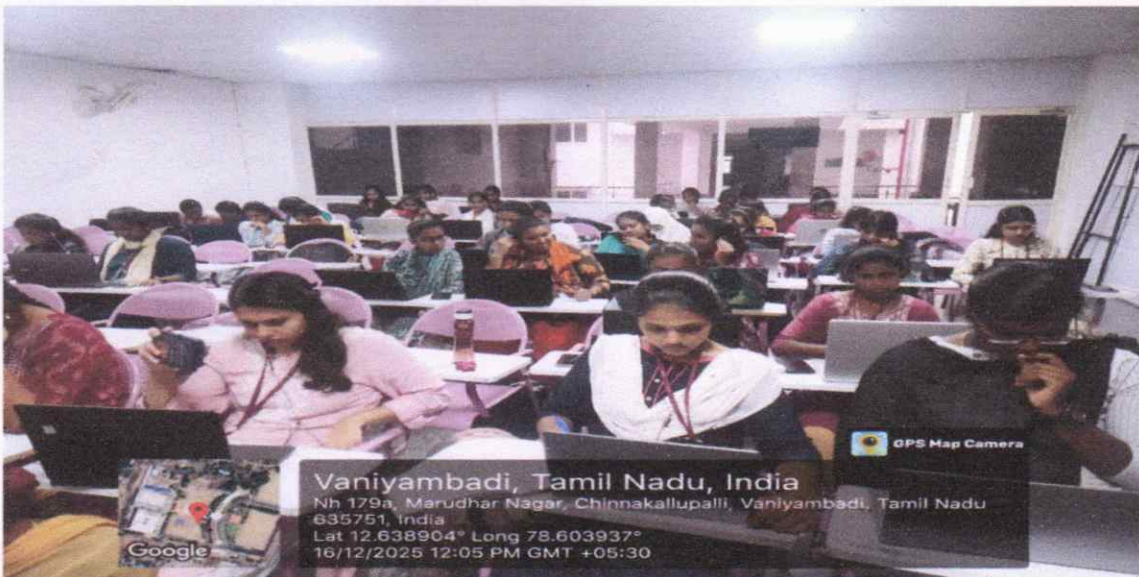
PLACEMENT & CAREER GUIDANCE CELL

TRAINING CLASS

Cognizant Outreach Employee Volunteering Program – MS Suite

(Basic & Advanced Excel)

15.12.2025 – 19.12.2025



B. Varanthi
29/11/26.
PLACEMENT DIRECTOR

M. Sathya
PRINCIPAL

PRINCIPAL

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Tirupattur District**