

MARUDHAR KESARI JAIN

College for Women (Autonomous), Vaniyambadi

Recognized u/s 2(f) & 12(B) by UGC Act, 1956 || Permanently Affiliated to Thiruvalluvar University || Accredited by NAAC with "A+" Grade (4th Cycle) || Supported by DST-FIST



Internal Quality Assurance Cell (IQAC) & Faculty Development Cell (FDC)

Jointly Organizes

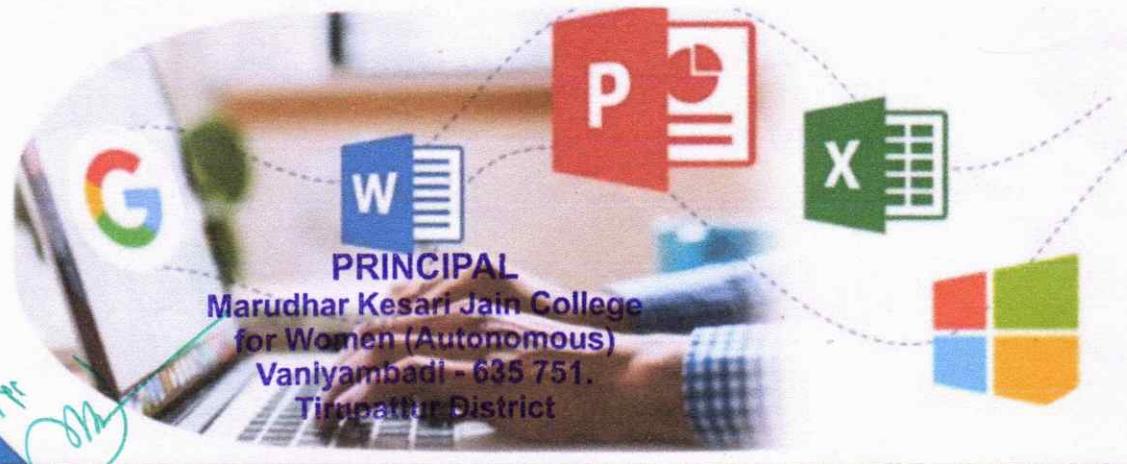
TRAINING PROGRAMME
on

Basic Computing Skills

Date : 27.10.2025 to 31.10.2025

Time : 09.30am to 12.30pm

Venue : Artificial Intelligence Lab





Activity Report

Name of the Department / Club / Association / Cell	Internal Quality Assurance Cell (IQAC Cell)	
Title of the Programme / Event	Training Programme on Basic Computing Skills	
Association with	Faculty Development Cell (FDC)	
Alignment of this Programme with	SDGs <input type="checkbox"/> Viksit Bharat 2047 <input type="checkbox"/> State / National Schemes <input type="checkbox"/> NEP 2020 <input type="checkbox"/> MOU activity <input checked="" type="checkbox"/> Others <input type="checkbox"/>	
Mode	Offline	
Type of Activity	Faculty Development programme	
Level	Institutional Level	
Date	From : 27.10.2025	To : 31.10.2025
Venue	Artificial Intelligence Lab	
Resource Person Details	<ol style="list-style-type: none">1. Ms.T.Kanimozhi,2. Ms.R.Divya,3. Ms. M.Srisivanandhini,4. Ms. V.Shobana,5. Ms.T.Nithya,6. Ms.J.Sanjana,7. Ms.S.Anupriya <p>Assistant Professor Computer Application & Computer Science Marudhar Kesari JainCollege For Women (Autonomous), Vaniyambadi</p>	

Objectives

- To familiarize participants with the basic features of MS Word for document creation and formatting.
- To enable participants to use advanced Word tools.
- To introduce the fundamentals of MS Excel, including data entry and worksheet management.
- To develop proficiency in applying Excel formulas, functions, and charts for effective data analysis.
- To enhance the ability to use logical, statistical, and mathematical functions in Excel.

Participants Count :

Internal Participants : 13

Summary Report

The training module aimed to provide comprehensive knowledge and practical exposure to both fundamental and advanced functionalities of Microsoft Word and Microsoft Excel. The programme focused on improving participants' technical proficiency to efficiently create, edit, and manage documents and spreadsheets for academic and administrative purposes.

MS Word

The MS Word session concentrated on document creation and formatting techniques. Participants were guided through:

- Developing professional documents using formatting tools and templates
- Utilizing tables, mail merge, macros, and spell check features
- Customizing page layout elements such as margins, headers, footers, and paragraph settings

Hands-on exercises enabled faculty members to produce well-structured, professional-quality documents suitable for institutional use.

MS Excel

The Excel component introduced participants to the fundamentals of data entry, worksheet management, and cell formatting. The session included training on:

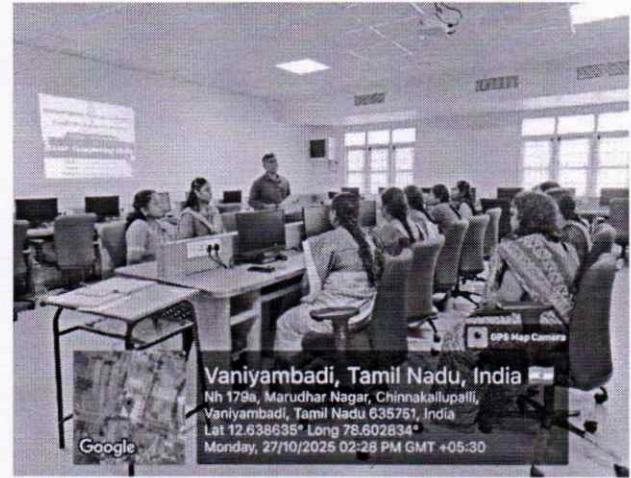
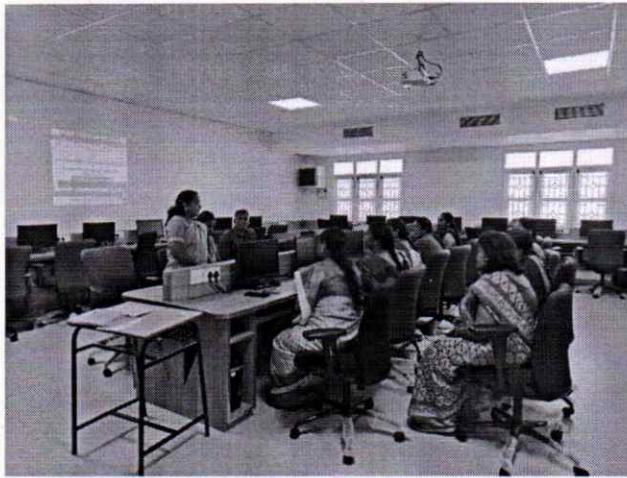
- Application of formulas and functions for data analysis
- Use of sorting and filtering techniques for data organization
- Chart creation and customization for effective data visualization

The practical exercises helped participants gain confidence in managing and analyzing data accurately and efficiently.

Outcome of the Programme

The programme successfully equipped participants with practical skills to perform diverse word processing and spreadsheet-related tasks. Faculty members demonstrated improved competency in using MS Word and MS Excel as efficient tools for documentation, data management, and analysis in academic and administrative settings.

Photos



Club Co ordinator


T3/11/2025

IQAC Director


13/11/2025


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



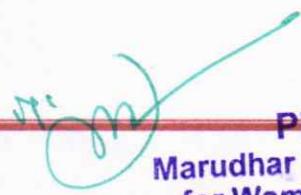
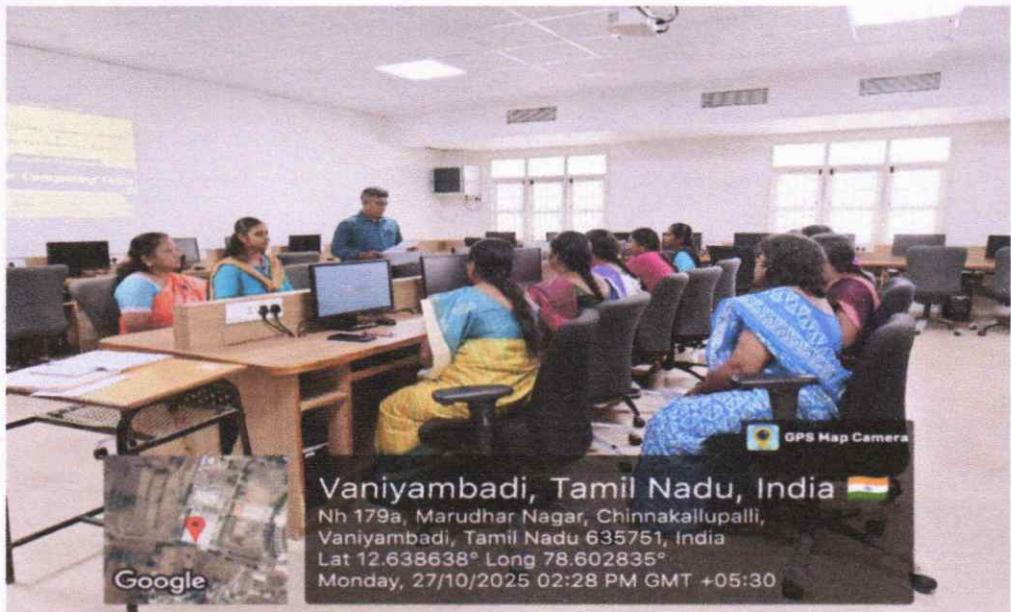
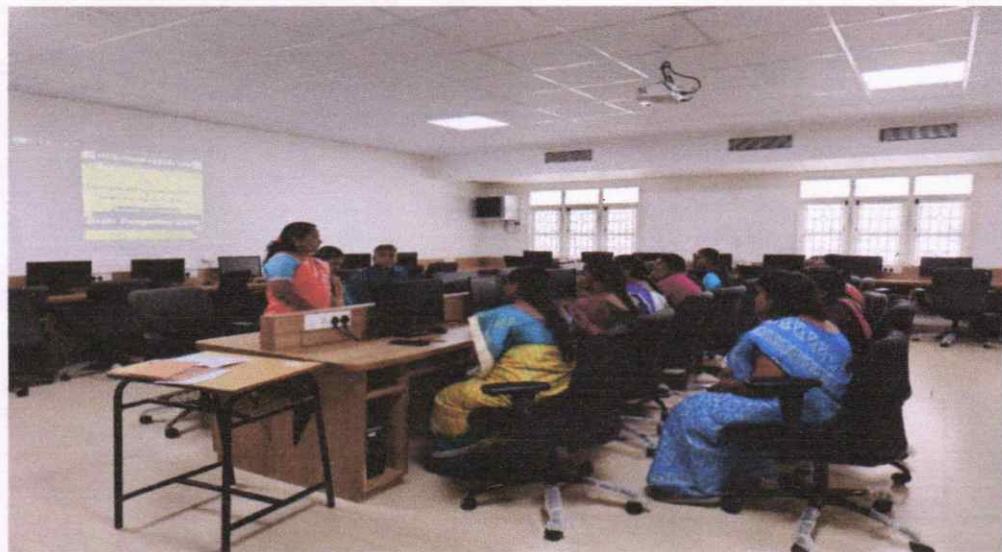
**Marudhar Kesari Jain
College for Women (Autonomous), Vaniyambadi**

**Internal Assurance Cell (IQAC) &
Faculty Development Cell (FDC)**

Programme Name: Training Programme

Topic: Basic Computing Skills

Date : 27.10.2025 to 31.10.2025



PRINCIPAL

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