



**RAAK ARTS AND SCIENCE COLLEGE**

Affiliated to Thiruvalluvar University, Vellore.

**5.1.2 Capacity building and skill enhancement initiatives  
taken by the institution**

**ICT/COMPUTING SKILLS**

**ACADEMIC YEAR**

**2018 -2019**



# RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

15/09/2018

From

Mrs.R.SAKTHIDEVI,  
HEAD, Department of Computer Science and Application  
RAAK Arts and Science College,  
Perambai.

To,

The Principal,  
RAAK Arts and Science  
College,Perambai.

**Subject: Request for Permission to Conduct Tally Workshop under ICT Cell.**

**Respected Sir/Madam,**

I hope this letter finds you well. I am writing to request permission to organize a Tally workshop for our students at RAAK Arts and Science College.

**Details of the Workshop:**

- **Topic:** Tally Workshop
- **Date:** 25/09/2018
- **Time:** 10.00 am
- **Venue:** N4 Hall

The objective of this workshop is to equip students with practical skills in using Tally software, which is essential for accounting and financial management. This workshop will enhance their employability and prepare them for professional opportunities in the finance sector.

Your approval for this event would be greatly appreciated. We assure you that all necessary arrangements will be made to ensure a successful workshop.

Thank you for considering my request. I look forward to your positive response.

Yours sincerely,

Mrs.R.Sakthidevi,

Head, Department of Computer  
Science and Application  
RAAK Arts and Science College



**PRINCIPAL**  
RAAK ARTS & SCIENCE COLLEGE  
VILLIANUR POST-605 110  
PERAMBAL.



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RAAK/PRINCIPAL/CIR/SEPT 2018 - 19 /030

20.09.2018

## CIRCULAR

It is hereby informed that, in our college, we are organizing a TALLY seminar on 25.09.2018. The interested students are requested to participate and learn to develop the skills. Venue of the Workshop at N4 Hall.

*A. M. Hameed No 2.*  
PRINCIPAL

### COPY TO:

- Chairman
- Principal
- All Department Head
- Notice Board



*Jas*  
PRINCIPAL  
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**RAAK ARTS AND SCIENCE COLLEGE**

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RAAK ARTS AND SCIENCE COLLEGE

You Are Invited To

# TALLY WORKSHOP

Speaker

**YENNES INFO TECH (P) LIMITED**

25th SEPTEMBER 2018, 10.00 AM

VENUE: N4 HALL



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# RAAK ARTS AND SCIENCE COLLEGE

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## Tally Workshop Agenda

Date: 25/09/2018

Time: 10:00 AM to 2:00 PM

Venue: N4 Hall

10:00 AM - 10:15 AM: Registration and Welcome

- Registration of participants
- Welcome address by Mrs.R.Sakthidevi, Workshop Organizer

10:15 AM - 11:15 AM: Introduction to Tally

- Overview of Tally software
- Key features and benefits

11:15 AM - 11:30 AM: Break

- Light refreshments

11:30 AM - 12:30 PM: Hands-on Training Session

- Navigating the Tally interface
- Creating and managing ledgers
- Voucher entry and transaction recording

12:30 PM - 1:15 PM: Advanced Features

- Inventory management
- Payroll processing
- Generating financial reports

1:15 PM - 1:30 PM: Q&A Session

- Open floor for questions
- Discussion on practical applications

1:30 PM - 1:45 PM: Closing Remarks



*J. J.*  
— PRINCIPAL  
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## **RAAK ARTS AND SCIENCE COLLEGE**

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- Summary of key takeaways
- Acknowledgment of YENNES INFO TECH (P) LIMITED and participants

1:45 PM - 2:00 PM: Networking and Informal Interaction

- Opportunity for participants to connect and share insights

2:00 PM: Workshop Adjournment



*Jas*

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THIS SEMINAR WAS CONDUCTED FOR TALLY WORKSHOP-25/9/2018



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# RAAK ARTS AND SCIENCE COLLEGE

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## Summary Report on the Successful Completion of the Tally Workshop

**Date:** 25/09/2018

**Venue:** N4 Hall

**Introduction:** RAAK Arts and Science College successfully organized a Tally workshop for our students, conducted by YENNES INFO TECH (P) LIMITED, Puducherry. The workshop aimed to provide practical training in Tally software, essential for accounting and financial management.

### Objectives:

- To equip students with hands-on experience in Tally software.
- To enhance students' understanding of accounting principles using Tally.
- To improve the employability of students in the finance and accounting sectors.

**Event Highlights:** The workshop began with an introduction to Tally software, followed by comprehensive training sessions covering various functionalities and features. The expert trainers from YENNES INFO TECH (P) LIMITED provided practical demonstrations and interactive exercises to ensure students gained a thorough understanding of Tally.

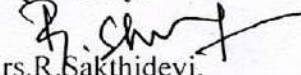
### Outcomes:

- **Skill Enhancement:** Students acquired valuable skills in using Tally software for accounting purposes.
- **Practical Knowledge:** Participants gained practical knowledge and confidence in handling real-world accounting tasks.
- **Positive Feedback:** The feedback from students was overwhelmingly positive, with many expressing a desire for more such workshops in the future.

**Conclusion:** The Tally workshop was a resounding success, achieving its objectives of providing practical training and enhancing the accounting skills of students. The enthusiasm and active participation of the students were commendable, contributing to the overall success of the workshop.

**Acknowledgements:** We extend our sincere gratitude to YENNES INFO TECH (P) LIMITED for their expert guidance and support in conducting the workshop. We also thank all participants for their active involvement and the organizers for their efforts in making this event a success.

Prepared by:

  
Mrs. R. Sakthidevi,

Head, Department of Computer  
Science and Application  
RAAK Arts and Science College



  
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