



RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.
Recognized under section 2(f) of the UGC Act, 1956.

5.1.2 Capacity building and skill enhancement initiatives taken by the institution

ICT/COMPUTING SKILLS

ACADEMIC YEAR

2020 -2021



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18/09/2020

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:** 25/09/2020
- **Time:** 10.00 am
- **Venue:** Online

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 Colleg



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VILLIANUR POST-605 110
PERAMBAI.



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20/09/2020

From

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

Through

The Principal,
RAAK Arts and Science
College,Perambai.

Subject: Invitation to Conduct Tally Workshop

Dear Sir/Madam,

I hope this letter finds you well. On behalf of RAAK Arts and Science College, I am pleased to extend an invitation to YENNES INFO TECH (P) LIMITED to conduct a Tally workshop for our students.

Details of the Workshop:

- **Topic:** Tally Workshop
- **Date:** 25/09/2020
- **Time:** 10.00 am
- **Venue:** Online

Thank you for considering our invitation. We look forward to your positive response and a successful collaboration.

Warm regards,

Mrs.R.Sakthidevi,

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



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RAAK/PRINCIPAL/CIR/SEPT 2020 – 21/032

20-09-2020

CIRCULAR

It is hereby informed that, in our college, we are organizing a TALLY webinar on 25.09.2020. The interested students are requested to participate and learn to develop the skills.

A. M. Harind No 2.
PRINCIPAL

COPY TO:

- Chairman
- Principal
- All Department Head
- Notice Board



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CORDIALLY INVITE YOU ALL

TALLY WEBINAR

TIME: 10.AM TO 2PM

DATE: 11.09.2020

VENUE: WEBINAR



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Tally Workshop Agenda

Date: 25/09/2020

Time: 10:00 AM to 2:00 PM

Venue: Online

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



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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

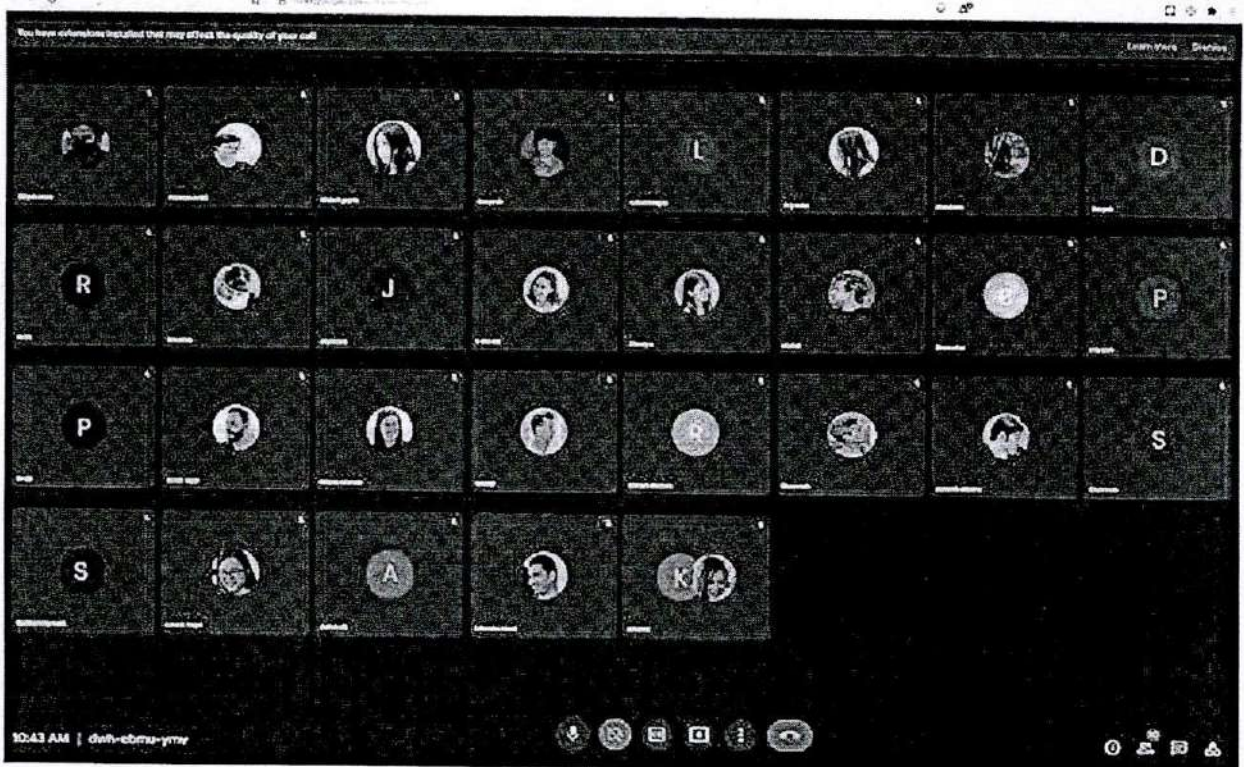


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THE WEBINAR WAS CONDUCTED FOR TALLY WORKSHOP – 25/09/2020



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Summary Report on the Successful Completion of the Tally Workshop

Date: 25/09/2020

Venue: Online

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.

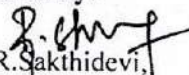
Outcomes:

- **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
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RAAK Arts and Science College





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