



RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Annamalai University, Chidambaram || An ISO 9001:2015 Certified Institution
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

2022 -2023



RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Annamalai University, Chidambaram || An ISO 9001:2015 Certified Institution
Recognized under Section 2(f) of the UGC Act, 1956

26/11/2022

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.

Respected Sir,

Subject: Request to Conduct Tally Workshop for College Students on behalf of ICT
I hope this letter finds you well. As the Head of the Department of Computer Science, I am writing to seek your approval to organize a Tally workshop for our college students.

Event Details:

- **Event:** Tally Workshop
- **Date:** December 10, 2022
- **Time:** 10.00 am
- **Venue:** N4 Hall

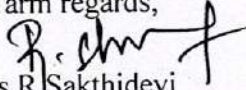
The workshop aims to enhance students' practical skills in accounting software, specifically Tally, which is widely used in business and accounting sectors. This initiative aligns with our department's goal of equipping students with industry-relevant skills.

We propose inviting expert trainers to conduct hands-on sessions and provide comprehensive guidance on using Tally effectively.

Your support and approval for this workshop would greatly benefit our students' professional development. We look forward to your positive response and the opportunity to organize this beneficial event.

Thank you for considering our request.

Warm regards,


Mrs. R. Sakthidevi

Head of Department, Computer Science





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



RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Annamalai University, Chidambaram || An ISO 9001:2015 Certified Institution
Recognized under section 2(f) of the UGC Act, 1956.

RASC/PRINCIPAL/CIR/DEC 2022 - 23

05.12.2022

CIRCULAR

It is hereby informing that, in our college, we are organizing a **TALLY** Workshop on **10.12.2022**. The interested students are requested to participate and learn to develop the skills. Venue of the Workshop at N4 Hall on that timing is **10.00 am to 1.00 pm**

PRINCIPAL

COPY TO:

- Chairman
- Principal
- All Department Head
- Notice Board



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



RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Annamalai University, Chidambaram. An ISO 9001:2015 Certified Institution
Recognized under section 2(f) of the UGC Act, 1956.



RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Annamalai University, Chidambaram. An ISO 9001:2015 Certified Institution
Recognized under section 2(f) of the UGC Act, 1956.

TALLY Workshop

10/12/2022, 10.00 AM

See You There

VENUE: N4 HALL

PRESENTED BY

**MR. RAM PRASAD, ASST. PROFESSOR,
RAAK ARTS AND SCIENCE COLLEGE**

ORGANISED BY ICT CELL



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



RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Annamalai University, Chidambaram || An ISO 9001:2015 Certified Institution
Recognized under section 2(F) of the UGC Act, 1956

Program Agenda

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

10:15 AM - 10:30 AM
Inaugural Address

- Welcome Speech by Mrs.R.Sakthidevi, Head of Department, Computer Science and Application

10:30 AM - 11:30 AM
Session 1: Introduction to Tally

- Basics of Tally software and its importance in accounting

11:30 AM - 11:45 AM
Tea Break

11:45 AM - 12:45 PM
Session 2: Practical Demonstration and Hands-on Training

- Guided hands-on session on using Tally for accounting tasks

12:45 PM - 1:00 PM
Closing Remarks and Q&A

- Concluding comments by Mr. Ram Prasad, Assistant Professor, Department of Business Administration, RAAK Arts and Science College.

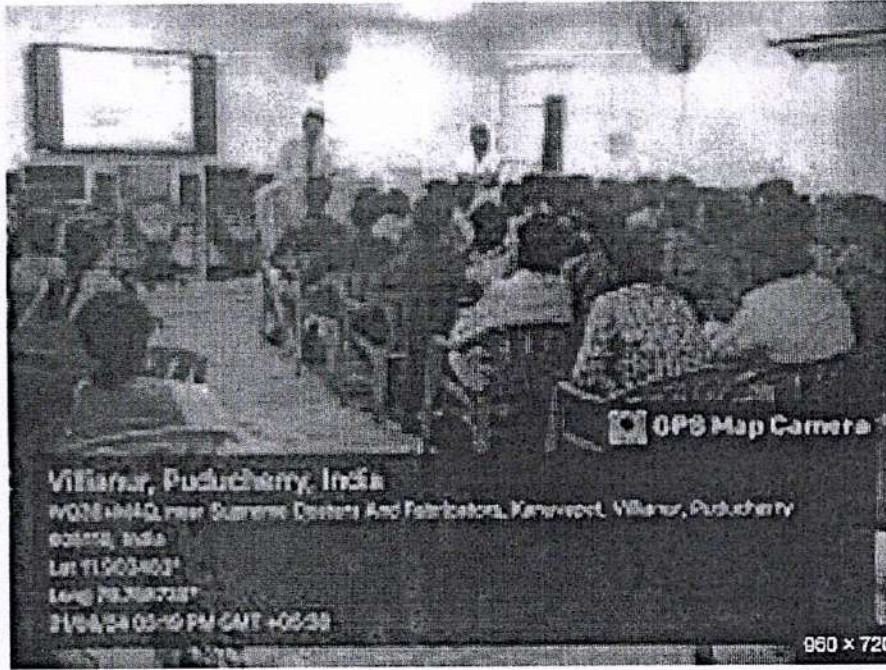



— **PRINCIPAL**
RAAK ARTS & SCIENCE COLLEGE
VILLIANUR POST-605 110
PERAMBAL.



RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Annamalai University, Chidambaram || An ISO 9001:2015 Certified Institution
Recognized under section 2(f) of the UGC Act, 1956.



THIS PROGRAM WAS CONDUCTED FOR TALLY WORKSHOP



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



RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Annamalai University, Chidambaram || An ISO 9001:2015 Certified Institution
Recognized under section 2(f) of the UGC Act, 1956

Summary Report

We are pleased to report the successful completion of our Tally Workshop held on December 10, 2022, organized by the Department of Computer Science at RAAK Arts and Science College. The workshop aimed to equip our students with practical skills in using Tally software for accounting purposes.

Event Highlights:

- **Inaugural Address:** Mrs.R.Sakthidevi, Head of Department, Computer Science and Application, welcomed participants and highlighted the significance of Tally in modern accounting practices.
- **Session 1 - Introduction to Tally:** Participants gained insights into the basics of Tally software and its relevance in the business world.
- **Session 2 - Practical Demonstration:** A hands-on session provided participants with practical experience in using Tally for various accounting tasks.
- **Closing Remarks and Q&A:** The workshop concluded with insightful remarks from the guest speaker or Head of Department, followed by an engaging Q&A session where participants clarified their doubts and discussed key learning's.

Feedback:

Feedback from participants was overwhelmingly positive, highlighting the workshop's effectiveness in enhancing their understanding and proficiency in Tally. Participants appreciated the practical approach and found the hands-on session particularly beneficial.

Acknowledgments:

We extend our sincere gratitude to Mr. Ram for graciously accepting our invitation and serving as the Chief Guest for the workshop. His expertise and encouragement greatly inspired our participants.

Special thanks to all the participants for their active involvement and enthusiasm throughout the workshop. We also acknowledge the efforts of the organizing committee, faculty members, and staff who contributed to the success of this event.

We look forward to organizing more such workshops in the future to continue providing our students with practical skills that complement their academic learning.

Warm regards,

Mrs.R.Sakthidevi

Head of Department, Computer Science
RAAK Arts and Science College



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