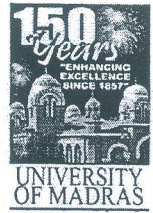




INSTITUTE OF DISTANCE EDUCATION
UNIVERSITY OF MADRAS

[Established under the Act of Incorporation XXVII of 1857 -
Madras University Act 1923]
(State University)



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Director i/c.

IDE Buildings
Chepauk, Chennai – 600 005

PERSONAL CONTACT PROGRAMME
ACADEMIC YEAR – 2017-2018

1. Name of the Course : **B.COM (COMPUTER APPLICATIONS)**
2. Batch / Year of Admission : **II Year (A-16 Batch) & III Year (A-15 Batch)**
3. Venue : **IDE Buildings, University of Madras, Chepauk
Chennai – 600 005**

B.COM (COMPUTER APPLICATIONS)			
SECOND YEAR (A-16 Batch) & THIRD YEAR (A-15 Batch)			
Batch	Group	Date of Practical Classes	Date of Practical Examinations
I	TB.coms III Year- A15 Batch	December 2017: 26, 27, 28, 29 & 30 Time:8.00 a.m. to 1.15 p.m.	02.01.2018 (F.N.)
	SB.coms II Year- A16 Batch	December 2017: 26, 27, 28, 29 & 30 Time: 1.30 p.m. to 6.45 p.m.	02.01.2018 (A.N.)

4. **Attendance is compulsory for Theory and practical classes. At the end of this programme Practical Examination will be conducted.**
5. Students who have paid the tuition fees alone will be permitted to attend the classes.
6. Students are requested to bring their ID, Lab. Manual own Note books, Pens, Pencils, Calculators and Computer Stationery (9X 12 X 1) for Practical Classes
7. Students are advised to make their own arrangements for attending the classes.
8. Students are instructed to bring this communication, Tuition fee remittance Challan and the Identity Card and to produce them on demand for entering into the building and laboratory. If there is any change in the schedule it will be intimated to the students individually or at the PCP Centre
9. Students are not allowed to use external floppies. They must take the printout by using their stationery immediately after completing the exercise. If any mischief like loading virus into the machine or tampering with other files are found, the charge of recovery will be collected from the students concerned of the entire group, and disciplinary action will be taken against the erring students.
10. Students are not allowed to use cell phones in the classrooms.

Date : 21.12.2017

DIRECTOR i/c. 21/12/17

