
	<p style="text-align: center;">UNIVERSITY OF MADRAS INSTITUTE OF DISTANCE EDUCATION IDE Buildings, Chepauk, Chennai – 600 005 Website: www.ideunom.ac.in Phone: 25613999 / 25613760 Dr. S. Aravindhana M.Sc., M.Phil., B.Ed., Ph.D., Director mail:ide.director@gmail.com</p>	
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PERSONAL CONTACT PROGRAMME -2023
CERTIFICATE COURSE IN COMPUTER APPLICATION - ACADEMIC YEAR –2022-23
(A22 BATCH) PRACTICAL CLASSES AND EXAMINATION

1. The Personal Contact Programme classes (Practical) for Certificate Course in Computer Application course candidates admitted during the Academic year – 2022 - 23
2. The Practical classes will be conducted at the **Computer Lab Room No.304, I.D.E. Building, University of Madras, Chepauk, Chennai-600 005.**

SCHEDULE FOR FIRST ROUND

Groups	Dates of Practical Classes	Practical Examination
*CCA1	02.09.2023, 03.09.2023, 04.09.2023 Lab No: 304, Time:01.30 p.m. to 6.00 p.m.	05.09.2023 Information Technology Lab (AN)

3. **Attendance is compulsory for Practical classes and Practical Examinations. At the end of this programme Practical Examination will be conducted.**
4. Students are requested to bring their Practical books, Pens, Pencils, A4 for Practical Classes.
5. Students are advised to make their own arrangements for attending the classes.
6. 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 / laboratory. If there is any change in the schedule it will be intimated to the students individually or at the PCP Centre.
7. Students are not allowed to use external device (Pen drive, Memory card etc.,). 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.
8. **Students are not allowed to use Cell Phone in the Classrooms.**

(*CCA1 - Academic Year-2022 Certificate Course in Computer Application 1st Batch)

Date: 03.08.2023

S/d.....
DIRECTOR

CCA, ACADEMIC YEAR-2022-23 (A22 BATCH) PRACTICALS	
PRACTICAL GROUP –CCA1 (Room No:304)	(Total No of Candidates:19)
Enrollment Number	
A22101CCA6001	
A22101CCA6002	
A22101CCA6003	
A22101CCA6004	
A22101CCA6005	
A22101CCA6007	
A22101CCA6009	
A22782CCA6001	
A22101CCA6010	
A22101CCA6011	
A22101CCA6012	
A22101CCA6013	
A22101CCA6014	
A22101CCA6015	
A22105CCA6001	
A22105CCA6002	
A22105CCA6003	
A22105CCA6004	
A22105CCA6005	