UNIVERSITY OF MADRAS
INSTITUTE OF DISTANCE EDUCATION

IDE Buildings**,** Chepauk, Chennai – 600 005

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Dr. S. Aravindhan M.Sc., M.Phil., B.Ed., Ph.D.,

Director   **Email:ide.director@gmail.com**

PERSONAL CONTACT PROGRAMME -2024-25
CERTIFICATE COURSE IN COMPUTER APPLICATION - ACADEMIC YEAR - 2024-25 (A24 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 – 2024- 25
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	21.07.2025, 22.07.2025, 23.07.2025 **Lab No: 304,** Time:01.30 p.m. to 6.00 p.m.	24.07.2025 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.
9. **Please wear Face Mask compulsory in the Computer Lab.**
10. **The student shall complete the programme within the span of the time (N+N where N denotes the normal duration of the programme) for qualifying the degree.**

    11.

    (*CCA1 - Academic Year-2024-25 Certificate Course in Computer Application)

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Date: 17.06.2025   **DIRECTOR**

TOTAL NUMBER OF CANDIDATES : 12		
Enrollment Number		
A24101CCA6001	A24101CCA6006	A24105CCA6004
A24101CCA6002	A24105CCA6001	A24105CCA6005
A24101CCA6003	A24105CCA6002	A24105CCA6006
A24101CCA6005	A24105CCA6003	A24105CCA6007