



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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Dr. K. RAVICHANDRAN, M.Sc., Ph.D.,
Director

IDE Buildings
Chepauk, Chennai – 600 005

PERSONAL CONTACT PROGRAMME 2019-2020 (A19 Batch)

SCHEDULE

1. Name of the Course : B.C.A (First Year – First Semester)
2. Batch / Year of Admission: Academic Year 2019-2020 (A19 Batch), CBCS
3. Venue for Theory classes : **IDE Building/RIASM, University of Madras, Chepauk, Chennai**
4. Venue for Practical classes: **IDE Building, University of Madras, Chepauk, Chennai**
5. Time for Theory Classes : 9.30 a.m. to 4.45 p.m.

SCHEDULE FOR FIRST YEAR- FIRST SEMESTER

Theory Groups	Batch	Dates for Theory Classes
F1 to F4	1	October 2019: 5,6,12,13
Venue: IDE Building, University of Madras, Chepauk, Chennai - 5		

Practical Groups	Dates & Time for Practical Classes	Dates of External Practical Exam
F1 & F2	November 2019 : 18, 19,20 Time: 8.00 a.m. to 1.15 p.m.	21.11.2019 PC-Software (FN)
F3 & F4	November 2019 : 18, 19,20 Time: 1.30 p.m. to 6.45 p.m.	21.11.2019 PC-Software (AN)

6. **Attendance is compulsory for Theory and Practical Classes. At the end of this programme, Practical Examination will be conducted.**
7. Students are requested to bring their own Note books, Pens, Pencils, Calculators and Computer Stationery (9 X 12 X 1) for Practical Classes.
8. Students are advised to make their own arrangements for attending the classes.
9. Students are instructed to bring this communication, 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
10. 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.
11. Students are not allowed to use cell phones in the classrooms.

Date: 01.09.2019

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DIRECTOR