



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

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Chepauk, Chennai – 600 005

PERSONAL CONTACT PROGRAMME – 2020

1. The Practical Classes and Examination for III year B.Com Computer Applications (A17 Batch) candidates admitted during the Academic Year 2017-2018 will be conducted at the **Mazharul Uloom College, Ambur**.
2. Attendance is compulsory for Practical Classes and Practical Examination. At the end of this Programme practical examinations will be conducted.
3. The Practical classes & Examination will be held from 9.30 a.m. to 4.45 p.m. on the following dates:

S.No.	Degree	Practical Classes	Practical Examination
1	III Year B.Com Computer Applications (A17 Batch)	February 2020: 1,2,9	11.04.2020 (A.N.)

4. Students who have paid the tuition fees alone will be permitted to attend the classes.
5. Students are requested to bring their own note books, Pencils, Calculators and Computer Stationery (9X12X1) for Practical Classes
6. Students are advised to make their own arrangements for attending the classes.
7. Students are instructed to bring their communication, 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.
8. Students are not allowed to use floppies other than the ones provided by the Institute. They must take the printout using the stationery immediately after completing the exercise. If any mischief like loading virus into the machine or tampering with other files are found, the charges will be recovered from the students of the entire group, and disciplinary action will be taken against the erring students.
9. Students are not allowed to use Cell Phones in the Classrooms
10. If you have already attended the practical/exam for the above course, please ignore this communication.

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Date: 13.01.2020

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DIRECTOR