



8. STUDENTS SUPPORT SERVICES

8.1. Study Material

1. As per DEB guidelines preparation and provisions of study material without any cost to all the students of Department/School is mandatory requirement. Accordingly, the syllabus for such papers of the course is divided into suitable number of lessons. These lessons are prepared by experienced teachers and cover the entire course prescribed by the University of Delhi. **The soft copy** of the study material is available on SOL Website. The printed study material is either sent by post or distributed at concerned regional center.
2. This year the competent authority has decided to give rebate of Rs. 400/- in Admission Fee to those students who do not require study material in hardcopy format as an incentive for ecofriendly initiative by saving paper. However, The soft copy of the study material will be available on COL/SOL website without any cost.
3. Rs. 600/- will be charged from the students who wish to take study material in Hardcopy Format later on after having taken a rebate of Rs. 400/- at the time of submission of admission fee.

8.2. Academic Counselling Session (ACS)

Academic Counselling Sessions are conducted on Sundays/Gazetted holidays. Moreover, Department/School also conducts few batches on regular weekdays at their regional centres to provide maximum face to face counselling sessions to the students. Classroom lectures and discussions are organized at various centres for a specified period as in table below. Local students may be provided D.T.C. destination bus pass facility (Single Route) till end of the Examination from their residence to the Department/School (North Campus) or South and West Regional Centre and back.

Course	No. of classes held in a Semester (4 credit courses only)	No. of periods/periods per day per subject (4 credit courses only)	Total Periods Per Subject in a semester
B.A. (Hons.) English	15	01	15
B.A. (Hons.) Political Science	15	01	15
B.Com. (Hons.)	15	01	15
B.A. Programme	10	01	10
B.Com.	10	01	10
B.A. (Hons.) Economics	15	01	15
BBA	15	01	15
BMS	15	01	15



8.3 Open Learning Development Centre (OLDC)

The Campus of Open Learning has established an Educational Technology Lab, Open Learning Development Centre (OLDC) as a resource Centre at Academic Research Centre opposite SGTB Khalsa College, University of Delhi, Delhi-110007. It has been providing technical and resource support for developing basic skills as well as advanced expertise in the field of Distance and Open Education. In OLDC there are laboratories for audio-video e-content development. There is a well-equipped studio which contains all modern equipment to address the present needs of open and distance education/online education.

8.4 Library Facility

The Department/School has a library at the Main Campus as well as at its South Regional Centre and at West Regional Centre, Keshavpuram Delhi. The Library has ample collection of textbooks, general books, reference books, journals and magazines. The Following services/facilities are provided in the library:

- 1) Registration & Renewal of membership
- 2) Lending service
- 3) Reference Service
- 4) Reading Room facility
- 5) Book Bank facility
- 6) N-List (National Library and Information) Services
- 7) DELNET (Developing Library Network) Services
- 8) EOC (Equal Opportunity Cell) for visually impaired students
- 9) Web OPAC Service
- The book/books will be issued for a fortnight (15 days) only.
- The timings of the Library (Subject to change) are as follows:
09.30a.m. to 5.00 p.m.: (Except Sundays and holidays)

On Sundays and other Holidays, the Library will remain open during Academic Counselling Session, PCP Classes.

All students are advised to get themselves registered with the Library within TWENTY DAYS OF THE ALLOTMENT of their Department/School Admission Numbers. Students desirous to become members of the Library will have to bring with them the fee receipt along with their Identity Card for registration.

Students of B.A.(Programme) & B.Com. Courses will be issued two books while the students of Hons Courses will be issued three books.

Students shall carry their Identity Card on every visit to be shown at the library gate. If this card is lost by the student, a duplicate can be obtained from the School on payment of Rs. 30/-. If any book(s) issued is/ are lost, the students will be required to replace it by the latest edition of the book(s).

Reference Books and Magazines are not issued under any circumstances.

8.5 Book Bank

The Department/School has the facility of Book Bank for the marginalized/weaker section student wherein sufficient number of books are provided to these students through the semester. The criteria for availing books from the Book Bank is the same as in the case of fee concession.

8.6 Dialogue/Samvad

This is a bilingual Newsletter that attempts to establishing a channel of communication between students and teachers.

8.7 Identity Card

Every student is required to have an Identity Card of the Department/School. The student can download the same from SOL website <https://sol.du.ac.in>.

8.8 Student Counselling Facility

Members of the teaching departments are available to solve the academic problems of the students on all working days in the Department/School at the Main Campus only. The availability of the members of the teaching department is displayed on the website.



8.9 Fee Concession/Financial Assistant to Students

8.9.1 Fee Concession / Book Bank Facility

- Fee Concession and Book Bank facility is available for students whose family income from all sources is below 2.5 Lakh per annum.
- To avail this facility the applicant must upload Income Certificate (Government/ Private/ Notary) and also tick (✓) in the column in the admission form for fee concession and Book Bank.

Note: Applicants are not entitled to avail this facility if they do not tick (✓) in the appropriate columns and have not uploaded the Income Certificate.

8.9.2 Financial Assistance

Financial Assistance is provided by DDCE, COL/SOL for students belonging to economically weaker section. A student will receive an amount of Rs. 2500/- in addition to exemption of tuition fees. Students should submit an application to the Assistant Registrar Admission North/South/West, along with the documents/ Certificates listed against the various categories given below.

1. Students who belong to the below mentioned categories can avail Financial Assistance on production of the relevant Card/Certificate.
 - a) B.P.L (Ration Card), b) A.A.Y. (Ration Card), c) Labour Card, d) PRS (Ration Card), e) PWBD cases of the above four categories (This is an addition to fee waiver).
2. Students who belong to the following Categories can avail of Financial Assistance on producing the relevant certificate along with Income Certificate* of Rs.2.5 Lakhs or Less per Annum.

Income Certificate issued by the Government/ Revenue Department/Tehsildar/SDM/ Patwari.

(a) Single Parent, (b) Death of Parent/s, (c) Divorced Female Students, (d) Divorce Parents, (e) Medical Cases.

3. Cases of other deserving students will be considered by the Committee. Application to be submitted to Assistant Registrar North, South and West Admission Section along with Income Certificate* of Rs.2.5 Lakhs or Less per annum.

Income Certificate issued by the Government (State or Central), Revenue Department, Tehsildar, SDM, Patwari.

8.9.3 PWBD Category

As per Delhi University Notification No.Aca.1/082/2001/ PWBD/2012- 2013/355, dated 13th Sept.2013, the following amendment to ordinance (4) of the university has been added after subclause 2 of Ordinance (4) of the said Ordinance.

"Provided that the Persons with Physical Disabilities shall be waived off all the fees payable including the Examination fee and other University fees (Except Admission fee). Subscription towards Delhi University Students Union and identity Card fee for pursuing Undergraduate, Post-graduate courses in the University or its Colleges.

The government of India notified the 'persons with benchmark' in this Ability Act (PWBD) vide notification No.ACT No.49 of 2016 dated 17.12.2016. The Admissions in University of Delhi are being done as per PWBD Act-2016.

8.9.4 Facilities for Students with Disabilities

The Department of Distance & Continuing Education, Campus of Open Learning/School of Open Learning has endeavored to pay special attention to the academic needs of students with disabilities. Their number on Department/School rolls has been increasing steadily, indicating the growing importance of distance education for this critical sector. Currently, approximately thousand students are enrolled in Department/School.

As per UGC guidelines, we are in the process of setting up an enabling unit with modern facilities such as computers and reading machines. The Department/School already has a Disability Coordinator and a Committee to help such students. As per Delhi University decisions, fee concession is provided to students with disabilities. Study materials is being provided in DAISY audio format.

A Single Window Service counter is available for disabled students in the Record Room, on the ground floor of the main building of Department/School. Such Students can approach this counter or get in touch with the Assistant Registrar, Admissions in case they face any difficulty.

8.9.5 Financial Assistance to SC/ST Students

Students belonging to Scheduled Castes /Scheduled Tribes are advised to apply to their respective State Governments for financial assistance to defray the expenses of their education.

8.9.6 Financial Assistance to Transgender Students

Full fee waiver is available to Transgender Students. Please Contact Assistant Registrar North, Assistant Registrar South, Convener, Admission & Students Welfare Committee. (Subject to acceptance of recommendation).

8.9.7 Fee Concession to University/Department/School Employee/Ward

The University employees and the employees working in affiliated colleges of the University of Delhi on permanent post can be granted exemption from payment of tuition fee. However, the employee has to produce documentary proof for the same. The ward/s of permanent employee of DDCE, COL/SOL are also exempted from paying tuition fee. However, the application must be verified by the Establishment Branch.

8.10. DEB-UGC Recognition

All the Courses offered by Department/School, are recognized by the Distance Education Bureau UGC for the Year 2022-23.