

## OFFICE TIMINGS

The office remains open for interaction with the students on all working days from **9:00 AM to 05:30 PM** and it remains closed on **Saturdays, Sundays** and **other declared Holidays**.

## STUDENT SUPPORT SERVICES

### 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.

### 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 oppsite 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.

### Library Facilities

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: