

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:

- 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 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.

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.

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>.

Student Counselling Facility Academic Counsellings Session (ACS)

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.

Academic Counsellings Session (ACS)

The Department/School will provide sufficient number of Academic Counsellings Sessions on Sundays/ Gazetted Holidays at various Regional Centers and defined Learning Support Centres for their MBA Students through experienced faculty of University of Delhi and other educational expert to understand the about the course in more professional manner.