



IMPORTANT INFORMATION FOR STUDENTS

1. For all academic difficulties/problems related to study, study plan, counselling sessions, preparation of assignments, submission of assignments etc. you can contact with the officials of the study centre and academic Counsellors during the course of counselling
2. For administrative difficulties if any, [change of RC/Study Centre/address/Name/Contact No/Courses/Migration Certificate etc. You can contact with the Help Desk at the Study Centre OR at the Regional Centre also
- 3) For submission of Re-Registration Form (Registration to next Year/Sem)/Examination Form etc. you can contact with the Help Desk at the Study Centre OR at the Regional Centre also
- 4) For Admission to new session January 2013 contact with Help Desk at the Study Centre OR at the Regional Centre also
- 5) Difficulties if any which cannot be resolved at the Study Centre and Help Desk, you can come to the Regional Centre **only during MONDAY, WEDNESDAY & FRIDAY between 10:30AM-3:00PM** and take up the matter at the **STUDENT COUNSELLING CELL (Room No 4, Ground Floor)** with your valid Student Card and with a formal application to take up your problem with the Sr officers of the Regional Centre (Regional Director/Asst. Regional Directors)
- 6) In other days (Tuesday & Thursday) you can meet with the Sr. Officers at the Regional Center, if and only if, you have prior appointment.
- 7) In all working days (Monday -Friday between 9:30AM -6:00PM) you can obtained general enquiry from the office of the Regional Centre (counter 1 at the Ground Floor) which is otherwise readily available at the HELP DESK of your study centre also.
- 8) Suggestion/Complaint Box & Suggestion/Complaint Register is available at The HELP DESK (at the Study Centre) and with the Security Guard at the RC (Ground Floor).You have to mention your En. No, Programme code, and contact detail with complete communication address also in your application in support of your complaint/suggestion. Without off which it will not be entertained.
- 9) In all communication you need to mention your En. No, Programme Code and Study Centre Code.
- 10) Read your Students Hand Book and (**University Rules: Page 87-89 & WHOM TO CONTACT FOR WHAT: Page 139**) Programme Guide thoroughly for all your clarity and clear understanding
- 11) Different modes of communication with the RC from Monday-Friday between 9:30AM-6:00PM are: 1) Telephone No: 25088944/939; 2) Fax No.: 25088983; 3) E. Mail ID : rcdelhi3@ignou.ac.in

Dr. M. K. Dash
REGIONAL DIRECTOR
IGNOU RC DELHI 3