

### Help Desk Information

The Help Desk of the Institute has started functioning in the Institute w.e.f. 17<sup>th</sup> October, 2017 from 9.00 AM to 5.00 PM in the Old Administrative building near Training & Placement Centre of the Institute. A comprehensive application form has been developed for academic & examination related issues of the students which can be obtained from the Institute website. The students submit the application form mentioning therein the requirement of the students. The requirement of the students are as under:-

1. Bonafide certificates.
2. Character certificates
3. DMCs of all courses upto pre-final year.
4. Hostel leaving
5. Security refund
6. Migration certificate
7. Result related issue
8. Internship at external institutes.
9. Transcripts
10. Scholarships forms.
11. UGC/CSIR scholarship forms of Ph.D
12. Identity Card
13. Backlog Certificate
14. Progress report
15. DMC/Degree correction
16. Re-appear forms.
17. Registration forms etc.
18. Attendance Benefit/Medical Benefit forms
19. Verification of educational qualification etc.

These forms are sent to the concerned seats as under:-

1. For all UG related work, forms are sent to Mr. Gopal Krishan Sharma, Supdt. SG-II/Vikram, Computer Operator.
2. For all PG related work, forms are sent to Mrs. Shashi Bala, Sr. Supdt./Mrs. Saroj, Computer Operator.
3. For scholarship purpose the forms are sent to Mrs. Saroj, Computer Operator.
4. For Ph.D related work, forms are sent to Mrs. Rachna, Computer Operator.
5. For Exam/result related work forms are sent to Exam Cell.

The students are replied/delivered necessary documents from the Students Help Desk only within maximum 7 days from the date of application. Till now 433 applications have been received (copy enclosed) and all have been replied to.