



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
SEC-16C, DWARKA, NEW DELHI- 110078



OFFICE OF CONTROLLER OF EXAMINATION-II

GGSIU/COE-II/CET-2022/316

Dated: 14th June, 2022

Office Order

Subject: Facilitation Help Desk for the CET-2022

The schedule of CET-2022 has already been uploaded on the University Website. Now, the link for downloading of E-Admit Card is going to be available on the University Website very soon. University is receiving various types of grievances/queries from the applicants/candidates related to CET-2022. Therefore, for the convenience of the candidates, a Facilitation Help Desk is created which shall start functioning from 9.00 am to 5.30 pm w.e.f. 15th June, 2022 for all days till 25th June, 2022. Following officers and staff shall look after the Facilitation Help Desk to ensure that no request is left unattended.

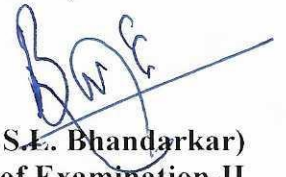
S.No.	Name of Facilitation Help Desk Team	Dates for which deputed
1.	1. Sh. Ashok Kumar Dev, Asstt. Registrar 2. Ms. Monika, Sr. Steno 3. Sh. Ajay Singh Sekhawat, MTS	15 th June, 2022 to 17 th June, 2022
2.	1. Sh. Charanjeet Kapoor, Section Officer 2. Sh. Puneet Gupta, Jr. Asstt. 3. Sh. Ghanshyam, MTS	20 th June, 2022 to 22 nd June, 2022

The Conduct Team shall look after the above duties during the days of examinations i.e. 18th, 19th, 23rd, 24th and 25th June, 2022.

The Facilitation Help Desk shall function in the Room No. 25, Examination Department, Administrative Block, GGS IP University, Sector-16C, Dwarka, New Delhi-110078. The Facilitation Help Desk shall look into the following grievances/query etc.:-

1. Grievances/queries etc. received through physical mode or through emails at coe2@ipu.ac.in or from other departments of the University like admission/PRO etc.
2. Resolve the grievances/queries etc. of the candidates immediately at their end and in case, if any guidance is required, the undersigned may be contacted.

The above committee shall forward the detailed report, on daily basis, of all queries received consisting of the detail of the candidate, grievance/query raised, existing problem (if any) like change of course/ centre and course/centre etc. desired now and suggest the solution. The Committee shall also coordinate with EdCII. Team deputed at the Facilitation Help Desk regarding grievances/query etc.


(Dr. S.L. Bhandarkar)
Controller of Examination-II

Copy to:

1. Controller of Examinations-I, GGS IP University
2. Incharge, Admission, GGS IP University
3. P.R.O., GGS IP University
4. Incharge (UITS), GGS IP University with the request to upload on the University Website
5. Concerned Officer/Official/staff, for compliance.

Copy for information to:

1. A.R. to Hon'ble Vice Chancellor, GGS IP University
2. A.R. to Registrar, GGS IP University