

***5.1.7 Making Study Material available to Learners in a timely fashion by DDE
Strategy followed by DDE for timely availability of study material to learners.***

Guest faculties and Part-time Teachers are fully engaged to prepare Self Learning Material of all programs of CDOE. The distribution division handles the distribution of self-instructional material for various programmes and courses, as per the registration of learners in a particular program. This division collects the details of learners and prints SLM accordingly. Then the Materials are nicely packed and distributed to the learners within India in time via Indian Post Services. Generally the materials are dispatched within 21 days after the last date of Admission for various programmes. The distribution division confirms whether learners have received the SLMs in time.

In case of any issue regarding timely availability of SLMs the learners can contact through e-mail, or call CDOE through the number available in the website and prospectus. The distribution division will take it as a primary issue and check the errors to clear them immediately. In case of any problem of arrival of material, e-copy of the same will be sent to the learners.