



CENTRE OF EXCELLENCE

Government college sanjauli

Shimla-06 H.P

{NATIONAL SERVICE SCHEME}

A REPORT

HELPING DESK 2025

Date-05/06/2025

➤ INTRODUCTION:

To support and guide new students through the admission process, a Help Desk was set up at Sanjauli College from **13th June to 30th June**. This initiative aimed to assist incoming students with queries related to admission procedures, document verification, course selection, and other related concerns.



➤ OBJECTIVE:

- To provide guidance and support to new students during the admission process.
- To ensure smooth and hassle-free admissions.
- To address common doubts and assist with form filling, course choices, and required documentation.

➤ ACTIVITIES CONDUCTED:

- A dedicated **Help Desk** was operational from morning to evening throughout the duration.
- Students were welcomed and guided regarding the online/offline admission procedures.
- Assistance was provided in checking eligibility, preparing necessary documents, and understanding course structures.
- Queries related to hostel facilities, fee structure, and academic programs were also addressed.

➤ OUTCOME:

- A total of approximately **200 students** were successfully assisted over the course of 18 days.
- The Help Desk received positive feedback from students and their guardians for the timely and helpful support.
- The initiative contributed to an efficient and organized admission process, reducing confusion and delays.

➤ CONCLUSION:

The Help Desk proved to be a valuable support system for the incoming students at **Sanjauli College**. The smooth handling of over 200 queries and cases stands as a testimony to the commitment of the organizing team. It is recommended that such support mechanisms continue to be a part of the college's admission framework in the future.

➤ LINKS:

https://www.instagram.com/p/DLFSvE1zFgq/?img_index=1&igsh=dXlzZmVqNjQyMGI1

<https://www.facebook.com/share/p/16M6b6rVZK/>

https://x.com/coe_nss/status/1934813598020456523?t=12Q2-8ZEGb9gldokA8-WCg&s=08

REPORTED BY:

BHARTENDU CHANDEL