

Krishna Kanta Handiqui State Open University
Centre for Internal Quality Assurance Assessment (2018-19)

A. Summary

Assessment	Total Marks	Marks Obtained
System Assessment	77	57.88
Expert Assessment	323	166.6
Total	400	224.48

B. Criteria-wise Marks

Sr No.	Domain	Marks	Percentage
1	LSC	14 out of 40	3.5 % out of 10%
2	Faculty	47.1 out of 80	11.78 % out of 20%
3	SLM + PPR	33 out of 60	8.25 % out of 15%
4	Website Info	21 out of 40	5.25 % out of 10%
5	CIQA functioning	23.5 out of 40	5.88 % out of 10%
6	Examination	45.88 out of 80	11.47 % out of 20%
7	Innovative Practices	10 out of 20	2.5 % out of 5%
8	Admission and Fees	18 out of 20	4.5 % out of 5%
9	Grievance	12 out of 20	3 % out of 5%
	Total	224.48 out of 400	56.12 % out of 100%

C. Marks – Grade Correlation

% Score	Grade
>= 90	Outstanding
>= 80	Excellent
>= 70	Very Good
>=60	Good
>=50	Average
>=40	Satisfactory
< 40	Unsatisfactory

Part - 1: Centre Details and Initiatives

1.1 Notification of Centre:

Date of the notification: 07-09-2017

Copy of the notification: [View \(/Uploads/ODL/HEI-U-0054/CIQA/2018-19_notification_300.pdf\)](#)

1.2 Composition of Centre:

Sr No	Nomination as	Name	Designation	Specialization	Start Date	End Date
1	Head	Professor N. N. Sarma	Director, CIQA	Professor in Management	01-12-2017	30-11-2020
2	Member	Dr. Rahul S. Mazumdar	Dean (Academic)	History	11-02-2019	30-11-2020
3	Member	Dr. Dibyajyoti Mahanta	Dean (Study Centre)	Mathematics	01-12-2017	30-11-2020
4	Member	Dr Bhabaranjan Sarmah	Controller of Examinations	Computer Science	01-12-2017	30-11-2020
5	Member	Dr. Ratul Kumar Patowary	Deputy Registrar (Administration)	Zoology	01-12-2017	30-11-2020
6	Member	Dr. Pranab Saikia	Principal Coordinator	Associate Professor, Deptt. of Education Innovation and Teacher Education	01-12-2017	30-11-2020
7	Member	Dr. Sangeeta Kakoty	Deputy Director, Multimedia	Computer Science	01-12-2017	30-11-2020
8	Member	Dr. Gautam Sarma	Assistant Librarian	Library Science	01-12-2017	30-11-2020
9	Member	Mr Binod Deka	System Analyst	Computer Science	01-12-2017	30-11-2020
10	Member	Dr. Bhaskar Sarma	Convenor, NAAC Accreditation Committee	Associate Professor, Deptt. of Economics	01-12-2017	30-11-2020
11	Member	Dr. Prasenjit Das	Convenor, Committee for Innovation & International Affair	Associate Professor, Deptt. of English	01-12-2017	30-11-2020
12	Member	Dr. Samar Bhattacharyya	Assistant Registrar, SLM	English	01-12-2017	30-11-2020
13	Member	Mrs. Dopati Choudhury	Administrative Officer, CIQA	Education	01-12-2017	30-11-2020

1.3 Number of meetings held and its approval:

Sr No	Meeting	Name of Statutory Authority	Meeting Date	Approval Date	View Minutes
1	2nd Meeting of CIQA Committee	CIQA Committee	29-05-2018	09-08-2018	View (/Uploads/ODL/HEI-U-0054/CIQA/2018-19_meeting_312.pdf)
2	3rd Meeting of CIQA Committee	CIQA Committee	09-08-2018	19-12-2018	View (/Uploads/ODL/HEI-U-0054/CIQA/2018-19_meeting_313.pdf)
3	4th Meeting of CIQA Committee	CIQA Committee	19-12-2018	29-04-2019	View (/Uploads/ODL/HEI-U-0054/CIQA/2018-19_meeting_314.pdf)

1.4 Details of actions taken based on Objectives and Functions of CIQA:

Sr No	Function	Action taken by HEI	Marks
1	Maintenance of Quality in the services provided to the learners	With the establishment of CIQA as per UGC Guidelines, 2017 the University made the CIQA fully functioning in December, 2017. Since then with the approval of an Action Plan by CIQA Committee, CIQA has adopted various measures to improve and maintain quality in the services provided to the learners. The departments and branches of the university have also extended valuable services in the areas of development of SLM, e-SLM, Learners Portal, Video classes, Phone-in Radio Counseling etc.	2 out of 2
2	Continuous improvement	Conducting examination in the examination centres was quite problematic for adoption of unfair practices. In the year 2018 & 2019, the University adopted an all out approach for examination monitoring which dwells have very good result. Likewise the University continuously improved the office automation and website updating services. Because of the online admission complain handling mechanism the university could extent the online admission services in a hassle free manner.	1 out of 2
3	Identification of the key areas in which the HEI should maintain quality	SLMs are very important for distant learners. Providing complimentary services like e-SLM, Video Classes, Learner Portal are also very important. In addition to the academic aspects extending administrative services like e-Admit card, e-Marksheet, timely declaration of result, conduct of Examination processes and Management of Study Centres are also very important.	1 out of 2
4	Dissemination of information on quality assurance	The various reports, proceedings of meetings, workshops, seminars, training programmes, feedback surveys etc. are displayed in the university website for the benefit of information of stakeholders. Moreover CIQA has also shared the findings of quality assurance measures with the faculty and officers of the university vide internal mechanism like circular, group mail and WhatsApp.	1 out of 2
5	Mechanisms for interaction and obtaining feedback	CIQA has institutionalized mechanism for interaction and obtaining feedback from the stakeholders in forums like Stakeholders meeting, Workshop on Management of study centres, Alumni meet etc. CIQA has introduced mechanism for obtaining feedback from faculty, officers and employee of the university. Feedback surveys have been administered on the learners and alumni. Findings are shared with authority of the university and actions are also taken.	1 out of 2
6	Measures for qualitative improvement	Numbers of training programmes have been conducted for academic and administrative staff of university. Workshops and Training programmes have been conducted in the areas of Soft Skill, Core Aspects of SLM Writing, Creativity and Innovation in SLM Development, Academic Aspects of Question Paper Setting and Administering Assignments, Content Editing, Interactive Session with Prof. Sunil Khijwania, Director, CET, IIT, North Guwahati, Training Programme on effective communication and interpersonal relations.	1 out of 2
7	Ensuring Implementation of its recommendations through regular monitoring	While conducting the examination monitoring exercises it was reported that certain centres were not performing as per university expectation. Monitoring was strengthened in those centres. While administering the online admission exercises the kind of problems that the learners come across are regularly monitored and accordingly corrective measures are taken.	1.5 out of 2
8	Ensuring Participation of stakeholders	The University has organized a daylong stakeholders meeting on 6th April, 2018 with 120 nos. of participants from various stakeholders' groups like Academic Council, Board of Management, Parents of Learners, SLM Writers, In-house Officers and Faculty Members, Research Scholars, Learners, Alumni, Centre-in-charge and Coordinators of Study Centres etc. CIQA developed a Theme Paper which was circulated in advance. Likewise the University has organized a no. of workshops in various study centres in different parts of Assam. The graveness, problems and good experiences are discussed in these workshops and remedial measures are taken as appropriate.	1.5 out of 2
9	Preparation of Programme Project Report and Information regarding any new programmes launched	The University prepared PPRs as per the UGC Guidelines, which was submitted by university after the approval of Academic Council. While prepared the PPRs all the aspects like learning objectives, mission of the university, eligibility condition, evaluation requirements etc. were considered. No degree programme was introduced during the year. Two PG Diploma programme (One in HR and other in Sales and Marketing) were introduced.	1 out of 2
10	Collection, collation and dissemination of accurate, complete and reliable statistics about the quality of the programmes	CIQA conducted a survey among the Learners and other Stakeholders of KKHSOU regarding quality related institutional processes and services in a phase manner through instruments as stated below. • Learners' Feedback on Course (attached with SLM) • Programme Expectation Survey (administered through online) • Learners Feedback during the Programme (administered in dual mode i.e. online and offline) • Learners Feedback after completion of the Programme (within 1 year of award of degree, which is administered through online and offline mode) The collected findings are presented in the form of report, which are available at	1 out of 2
Total Marks			12 out of 20

1.5 Quality Assurance:

Sr No	Objective	Yes/No	View	Marks
1	Whether the CIQA prepared a Programme Project Report for each programme as per norms and guidelines of the UGC?	Yes	View (/Uploads/ODL/HEI-U-0054/CIQA/2018-19_assurance_638.pdf)	1 out of 1.5
2	Whether the Programme Project Report for each of the implemented programmes approved by the appropriate authority of the HEI; prior to its launch?	Yes	View (/Uploads/ODL/HEI-U-0054/CIQA/2018-19_assurance_568.pdf)	1.5 out of 1.5
3	Whether a monitoring mechanism was put in place to ensure the proper implementation of Programme Project Reports?MvcHtmlString.Create(Yes	View (/Uploads/ODL/HEI-U-0054/CIQA/2018-19_assurance_639.pdf)	1 out of 1.5
4	Whether annual plans for quality enhancement were prepared and their implementation ensured?	Yes	View (/Uploads/ODL/HEI-U-0054/CIQA/2018-19_assurance_640.pdf)	1 out of 1.5
5	Whether a mechanism was put into place to collect feedback from students and undertake its analysis and corrective actions thereof?	Yes	View (/Uploads/ODL/HEI-U-0054/CIQA/2018-19_assurance_641.pdf)	1 out of 1.5
6	Has the CIQA organized workshops or seminars on quality related themes and Disseminated proceedings of such activities?	Yes	View (/Uploads/ODL/HEI-U-0054/CIQA/2018-19_assurance_642.pdf)	1 out of 1.5
7	Whether all the learning centres were operationalized with prior approval of CIQA?	No	-	0 out of 1.5
8	Whether the admission criteria and pass/fail criteria of ODL programmes is exactly identical to conventional programmes?	Yes	View (/Uploads/ODL/HEI-U-0054/CIQA/2018-19_assurance_643.pdf)	0 out of 1.5
9	Whether the HEI has ensured compliance to the territorial jurisdiction norms as per Annexure IV of the UGC(ODL) Regulations, 2017	Yes	View (/Uploads/ODL/HEI-U-0054/CIQA/2018-19_assurance_644.pdf)	1 out of 1.5
10	Whether the details of faculty in School or Centre for Distance Education of the Higher Educational Institutions and in the Learner Support Centres are declared on the website of the HEI and linked to Aadhaar details or other Government identifiers, as per Regulations 9(5) of the UGC (ODL) Regulations, 2017 (Provide explicit link address also)	Yes	View (/Uploads/ODL/HEI-U-0054/CIQA/2018-19_assurance_645.pdf)	1 out of 1.5
			Total Marks	8.5 out of 15

1.6 Describe the mechanism implemented to ensure that the quality of ODL programmes matches with the quality of relevant programmes in conventional mode:

The degree offered by Open Universities are recognized as equivalent the ones offer by the conventional universities. However in order to earn the social and industrial acceptability, the content and pedagogical elements of the courses of different programmes have to be continually updated. In KKHSOU with the implementation of recommendation of Madhava Menon Committee, the course coverage of different programmes has been quite extensive and comprehensive. To minimize the constrain of serving the distant learners through F2F mode, the University has augmented the Learner Support Services in terms of offering Learner Portal, Mobile App, Phone-in Radio Counselling, e-SLM, Counselling at Study Centres etc. All these mechanisms are expected to implement to ensure that the quality of ODL Programmes matches with the quality of relevant programmes in conventional mode.

Mechanism Implemented

Total Marks

3 out of 5

1.7 Describe the details of personal contact programmes implemented:

Sr No	Centre Name	Implemented Date	Student Attended
1	Nirmal Haloi College	21-10-2018	4
2	Madhya Kamrup College	21-10-2018	6
3	Jnyanam Educational Institute	21-10-2018	25
4	Newas Academy	21-10-2018	1
5	Bapujee College	21-10-2018	5
6	Sankerdv ODL Study Centre	21-10-2018	7
7	Mandia Anchalik College	21-10-2018	3
8	Ataur Rahman College of Education	21-10-2018	12
9	Howly Jr. College	21-10-2018	5
10	Navasakti College	21-10-2018	1
11	Madhab Choudhury College	21-10-2018	3
12	Kayakuchi College	21-10-2018	3
13	Buds Academy	21-10-2018	3
14	Bajali College	21-10-2018	2
15	District Jail, Barpeta	21-10-2018	9
16	Goreswar College	21-10-2018	5
17	Nazira College	21-10-2018	4
18	Amguri College	21-10-2018	4
19	Demow College	21-10-2018	1
20	Swahid Maniram Dewan College	21-10-2018	1
21	Tezpur College	21-10-2018	30
22	BDPS Computer Education Centre	21-10-2018	1
23	Sonitpur Dhatri Sewa Samity	21-10-2018	2

Sr No	Centre Name	Implemented Date	Student Attended
24	Rangapara College	21-10-2018	3
25	North East Education	21-10-2018	1
26	Mankachar College	21-10-2018	12
27	Tinsukia College	21-10-2018	10
28	Tinsukia Commerce College	21-10-2018	2
29	Margherita College	21-10-2018	2
30	Sadia College	21-10-2018	1
31	Doomdooma College	21-10-2018	2
32	Digboi College	21-10-2018	2
33	Makum College	21-10-2018	1
34	Sankardeva Mahavidyalaya	21-10-2018	9
35	Bibhiram Hazarika College	21-10-2018	5
36	Dhakuakhana College	21-10-2018	1
37	Nowboicha College	21-11-2018	3
38	Avanari College	21-10-2018	1
39	Panigaon Omprakash Dinodia College	21-10-2018	1
40	Kherajkhat College	21-10-2018	7
41	Lakhimpur Commerce College	21-10-2018	2
42	Madhavdev College	21-10-2018	4
43	Pub Majuli College	21-11-2018	1
44	Jengraimukh College	21-10-2018	1
45	Majuli College	21-10-2018	2
46	Morigaon College	21-10-2018	40
47	Jagiroad College	21-10-2018	9
48	Nowgaon Girls' College	21-10-2018	14
49	Dr Birinchi Kumar Barooah College	21-10-2018	2
50	Nowgaon College	21-10-2018	26
51	Kaliabor College	21-10-2018	7
52	Nagaon G.N.D.G Commerce College	21-10-2018	1

Sr No	Centre Name	Implemented Date	Student Attended
53	Nonoi College	21-10-2018	2
54	Kampur College	21-11-2018	3
55	Rupahi College	21-10-2018	1
56	Raha College	21-10-2018	7
57	M.N.C. Open College	21-10-2018	30
58	Swahid Smriti College	21-10-2018	14
59	Nalbari Commerce College	21-10-2018	19
60	Dhomdhoma Anchalik College	21-10-2018	3
61	Nalbari College	21-10-2018	2
62	Halfong Govt College	21-10-2018	8
63	Dikhowmukh College	21-10-2018	2
64	Gargaon College	21-10-2018	6
65	Sibsagar College	21-10-2018	12
66	Jhanji Hemnath Sarma College	21-10-2018	1
67	Tamulpur Commerce College (Jr.)	21-10-2018	12
68	Salbari College	21-10-2018	5
69	Mushalpur College	21-10-2018	9
70	Barama College	21-10-2018	4
71	Gyanpeeth College	21-10-2018	4
72	Biswanath College	21-10-2018	66
73	Chaiduar College	21-10-2018	21
74	Chatia College	21-10-2018	7
75	Behali Degree College	21-10-2018	4
76	Kalabari College	21-10-2018	5
77	Birjhora Kanya Mahavidyalaya	21-10-2018	30
78	Birjhora Mahavidyalaya	21-10-2018	4
79	Abhyapuri College	21-10-2018	5
80	Cachar College	21-10-2018	62
81	Sapekhati Collge	21-10-2018	1

Sr No	Centre Name	Implemented Date	Student Attended
82	Bengtol College	21-10-2018	7
83	Purbanchal Jyanpith	21-10-2018	3
84	Kharupetia College	21-10-2018	5
85	Pramathesh Barua College	21-10-2018	11
86	Bilasipara College	21-10-2018	16
87	Sapatgram College	21-10-2018	2
88	Halakura College	21-10-2018	6
89	Nandalal Borgohain City College	21-10-2018	8
90	Namrup College	21-10-2018	5
91	Duliajan College	21-10-2018	3
92	Lahowal College	21-10-2018	6
93	Tinkhong College	21-10-2018	7
94	Jaleswsar College	21-10-2018	12
95	Dudhnoi College	21-10-2018	6
96	Agia College	21-10-2018	3
97	Bikali College	21-10-2018	1
98	Kamargaon College	21-10-2018	4
99	Furkating College	21-10-2018	7
100	Joya Gogoi College	21-10-2018	3
101	Dhakuakhana College	21-10-2018	1
102	Nabajyoti College	21-10-2018	2
103	Madhya Bajali Jr College	21-10-2018	3
104	G L Choudhury College	21-10-2018	2
105	Harhi College	21-10-2018	0
106	Jagoroad College	21-10-2018	12
107	Nowgong Girls' College	21-10-2018	25
108	Panigaon Omprakash Dinodia College	21-10-2018	0
109	Kherajkhat College	21-10-2018	10
110	Bhawanipur Anchalik College	21-10-2018	4

Sr No	Centre Name	Implemented Date	Student Attended
111	National College of Information Technology	21-10-2018	2
112	BDPS Computer Education Society	21-10-2018	3
113	Miraj Foundation	21-10-2018	2
114	Janata College	21-10-2018	12
115	Guru Charan College	21-10-2018	6
116	Moran College	21-10-2018	16
117	Sonari College	21-10-2018	16
118	Mangaldai College	21-10-2018	17
119	Dhemaji Town College	21-10-2018	2
120	Gogamukh College	21-10-2018	5
121	Jonai Girls College	21-10-2018	2
122	Ratnapith College	21-10-2018	13
123	DHSK Commerce College	21-10-2018	6
124	Naharkatia College	21-10-2018	4
125	JDSG College	21-10-2018	6
126	Golaghat Commerce College	21-10-2018	8
127	Hemo Prova Girls' College	21-10-2018	3
128	Kamarbandha Jr College	21-10-2018	2
129	Debraj Roy College	21-10-2018	18
130	Barpathar College	21-10-2018	8
131	Golaghat Purbanchalik College	21-10-2018	2
132	District Jail, Golaghat	21-10-2018	7
133	ALC College	21-10-2018	1
134	Srikishan Sarada College	21-10-2018	1
135	Lumding College	21-10-2018	3
136	Lanka Mahavidyalaya	21-10-2018	11
137	Sri Sri Bishnudev Janajati (Jr.) College	21-10-2018	1
138	Nakachari College	21-10-2018	1
139	Jorhat College	21-10-2018	5

Sr No	Centre Name	Implemented Date	Student Attended
140	Chaygaon College	21-10-2018	8
141	Saraighat College	21-10-2018	4
142	KKHSOU City Study Centre	21-10-2018	28
143	Cotton University	21-10-2018	33
144	Prajyotish College	21-10-2018	23
145	Icon Commerce College	21-10-2018	3
146	Darwin School of Correspondence	21-10-2018	3
147	R.J. Educational Trust	21-10-2018	1
148	Technosys	21-10-2018	3
149	Bonda Anhalik College	21-10-2018	1
150	Assam Engineering Institute	21-10-2018	1
151	Paschim Guwahati Mahavidyalaya	21-10-2018	6
152	North-Guwahati College	21-10-2018	2
153	Assam School of Journalism	21-10-2018	1
154	Sonapur College	21-10-2018	1
155	Pinnacle Education & Research Institute	21-10-2018	1
156	Jigyas Academy	21-10-2018	8
157	K. K. Handique Govt Sanskrit College	21-10-2018	1
158	Deomornoi College	21-10-2018	3
159	Sipajhar College	21-10-2018	12
160	Burhinagar Degree College	21-10-2018	10
161	District Jail, Mangaldoi	21-10-2018	2
162	Ajmal Foundation	21-10-2018	9
163	Murazar College	21-10-2018	1
164	Hojai College	21-10-2018	5
165	Kakojan College	21-10-2018	11
166	J. B. College	21-10-2018	21
167	Cinnamara College	21-10-2018	21
168	Central Jail	21-10-2018	1

Sr No	Centre Name	Implemented Date	Student Attended
169	Bahona College	21-10-2018	3
170	Jawaharlal Nehru College	21-10-2018	11
171	F.A. Ahmed College	21-10-2018	11
172	Rangia Teacher College	21-10-2018	18
173	Dakshin Kamrup College	21-10-2018	26
174	SBMS College	21-10-2018	5
175	Baihata Chariali B.Ed. College	21-10-2018	7
176	Kamalpur Jr College	21-10-2018	5
177	Manabendra Sarma Girls' College	21-10-2018	4
178	North-East Development Foundation	21-10-2018	1
179	Pub Kamrup College	21-10-2018	3
180	Rangia College	21-10-2018	4
181	Assam Institute of Mass Communication & Media Research	21-10-2018	5
182	SADBA Institute of Technology and Management	21-10-2018	3
183	Dispur College	21-10-2018	33
184	Central Jail, Guwahati	21-10-2018	1
185	Assam Professional Academy	21-10-2018	2
186	Assam Siksha Academy	21-10-2018	9
187	Asian Infotech	21-10-2018	5
188	S. B. Deorah College	21-10-2018	8
189	KKHSOU Patgaon (Rani) Campus	21-10-2018	8
190	K.R.B. College	21-10-2018	4
191	R.G.Baruah College	21-10-2018	5
192	Mind India Institute of Positive Health & Research	21-10-2018	5
193	Purbanchal Yoga Mahabidyalaya	21-10-2018	100
194	Gauhati Commerce College	21-10-2018	3
195	Diphu Commerce College	21-10-2018	20
196	Eastern Karbi Anglong College	21-10-2018	4
197	Rukasen College	21-10-2018	5

Sr No	Centre Name	Implemented Date	Student Attended
198	Thong Nokbe College	21-10-2018	7
199	Ramkrishna Nagar College	21-10-2018	7
200	Highbrow	21-10-2018	15
201	Karimganj College	21-10-2018	8
202	Kokrajhar Science College	21-10-2018	15
203	S A Memorial College	21-10-2018	1
204	Fakiragram College	21-10-2018	7
205	Shalbagan Jr Commerce College	21-10-2018	3
206	Lakhimpur Girls' College	21-10-2018	5
207	North Lakhimpur College	21-10-2018	16
208	West Guwahati College of Education	21-10-2018	4
209	Karmashree Hiteswar Saikia College	21-10-2018	32

Details of programmes	Total Marks	3 out of 3
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1.9 Describe the details of in-semester and end semester assessments/examinations conducted with the actions taken to ensure sanctity of the examinations:

Sr No	Objective	Yes/No	Marks
1	Whether examination centre centrally located in the city, with good connectivity from railway station or bus stand, for the convenience of the students	Yes	1 out of 1
2	Whether the number of examination centres in a city or State are proportionate to the student enrollment from the region	Yes	1 out of 1
3	Whether building and grounds of the examination centre are clean and in good condition	Yes	1 out of 1
4	Whether the examination centre have an examination hall with adequate seating capacity and basic amenities	Yes	1 out of 1
5	Whether fire extinguishers are in working order, locations well marked and easily accessible. Further, are emergency exits clearly identified and clear of obstructions	Yes	1 out of 1
6	Whether the examination centre provides adequate lighting, ventilation and comfortable seating. Further, is the safety and security of the examination centre ensured	Yes	1 out of 1
7	Whether restrooms located in the same building as the examination centre, and restrooms are clean, supplied with necessary items, and in working order	Yes	1 out of 1
8	Whether the provision of drinking water is made for learners	Yes	1 out of 1
9	Whether adequate parking is available near the examination centre	Yes	1 out of 1
10	Whether facilities for Persons with Disabilities are available	Yes	1 out of 1
		Total Marks	10 out of 10

1.10 Total Students enrolled & fees during Academic Session 2018-19 :

Sr No	Academic Session	Level	Name of Program	Number of students	Programme Fee (Rs.)
1	July	PG Diploma	Human Resource Management	40	6400
2	July	PG Diploma	Mass Communication	14	6400
3	July	PG Diploma	yoga	253	5200
4	July	PG Diploma	Computer application	48	9500
5	July	UG	BACHELOR OF ARTS	8078	2600
6	July	UG	BACHELOR OF BUSINESS ADMINISTRATION	65	4000
7	July	UG	BACHELOR OF COMMERCE	285	3000
8	July	PG	MASTER OF ARTS - ASSAMESE	808	5100
9	July	PG	MASTER OF ARTS - SOCIOLOGY	108	5600
10	July	Certificate	Counselling skills	9	20335
11	January	PG Diploma	Sales and Marketing management	1	6400
12	January	PG Diploma	human resource management	12	6400
13	July	Certificate	Certificate in scientific tea cultivation and plantation management	3	4435
14	July	Diploma	diploma in parliamentary and constitutional studies	1	4135
15	July	Diploma	diploma in sanskrit learning	1	4135
16	July	PG Diploma	Business Management	14	11900
17	July	PG Diploma	broadcast journalism	1	6900
18	July	UG	BACHELOR OF COMPUTER APPLICATIONS	114	5250
19	July	PG	MASTER OF BUSINESS ADMINISTRATION	44	12300
20	July	PG	MASTER OF ARTS - ENGLISH	80	5100
21	July	PG	MASTER OF ARTS - POLITICAL SCIENCE	184	5100
22	July	PG	MASTER OF COMMERCE	11	6600
23	July	Diploma	DIPLOMA IN JOURNALISM AND MASS COMMUNICATION	35	4135
24	July	Diploma	diploma in creative writing in english	12	4135
25	July	Diploma	diploma in library and information science	104	4135
26	July	Diploma	diploma in computer hardware and networking	1	4500
			Total	10326	

Part - 2: Programme Recognition and Admission Details

2.1 Number of programmes recognized during Academic Session 2018-19:

Number of programmes recognized from July, 2018 academic session and a copy of the UGC recognition letter:

Number of programmes: 22

Copy of the UGC recognition letter: [View \(/Uploads/ODL/HEI-U-0054/CIQA/2018-19_projul_620.pdf\)](#)

Number of programmes recognized from January, 20 19 academic session and a copy of the UGC recognition letter:

Number of programmes: 22

Copy of the UGC recognition letter: [View \(/Uploads/ODL/HEI-U-0054/CIQA/2018-19_projan_621.pdf\)](#)

2.2 Number of programmes started as per clause 1(v) of Regulation 8 of UGC(ODL) Regulations, 2017:

Sr No	Academic Session	Level	Name of Program	Duration	Approval of statutory Authority (s) (DD-MM-YYYY) of HEI/Regulatory authorities	UGC Recognition Letter No. and date	No. of Learning Support Centres Operationalized	Number of students admitted (Male/Female/Trans-gender)			
								M	F	TG	Total
1	July	PG	MASTER OF BUSINESS ADMINISTRATION	2 Years	14-09-2017	1-4/2018 (DEB-111) dated 16th August, 2018 & dated 23rd October, 2018	10	35	9	0	44
2	July	PG	MASTER OF ARTS - ENGLISH	2 Years	14-09-2017	1-4/2018 (DEB-111) dated 16th August, 2018 & dated 23rd October, 2018	0	0	0	0	0
3	July	PG	MASTER OF ARTS - POLITICAL SCIENCE	2 Years	14-09-2017	1-4/2018 (DEB-111) dated 16th August, 2018 & dated 23rd October, 2018	0	0	0	0	0
4	July	PG	MASTER OF ARTS - SOCIOLOGY	2 Years	14-09-2017	1-4/2018 (DEB-111) dated 16th August, 2018 & dated 23rd October, 2018	0	0	0	0	0
5	July	PG	MASTER OF ARTS - ASSAMESE	2 Years	14-09-2017	1-4/2018 (DEB-111) dated 16th August, 2018 & dated 23rd October, 2018	0	0	0	0	0
6	July	PG	MASTER OF ARTS - ECONOMICS	2 Years	14-09-2017	1-4/2018 (DEB-111) dated 16th August, 2018 & dated 23rd October, 2018	0	0	0	0	0
7	July	PG	MASTER OF COMMERCE	2 Years	14-09-2017	1-4/2018 (DEB-111) dated 16th August, 2018 & dated 23rd October, 2018	0	0	0	0	0
8	July	UG	BACHELOR OF ARTS	3 Years	14-09-2017	1-4/2018 (DEB-111) dated 16th August, 2018 & dated 23rd October, 2018	0	0	0	0	0
9	July	UG	BACHELOR OF COMMERCE	3 Years	14-09-2018	1-4/2018 (DEB-111) dated 16th August, 2018 & dated 23rd October, 2018	0	0	0	0	0
10	July	UG	BACHELOR OF COMPUTER APPLICATIONS	3 Years	14-09-2017	1-4/2018 (DEB-111) dated 16th August, 2018 & dated 23rd October, 2018	0	0	0	0	0

2.3 LSC wise enrolment details

Sr No	Academic Session	Level	Name of Programme	No. of students admitted	No. of students appeared in exams	No. of students progressed to next semester	% of students passed	% of students passed in first class
1	July	Certificate	Counselling skills	9	8	8	89	89
2	July	Certificate	Certificate in scientific tea cultivation and plantation management	3	0	0	0	0
3	July	PG Diploma	Computer application	48	42	12	29	2
4	July	PG Diploma	broadcast journalism	1	12	4	33	33
5	July	PG Diploma	Human Resource Management	40	26	12	46	7
6	July	PG Diploma	Mass Communication	14	8	4	50	0
7	July	PG Diploma	yoga	254	205	177	86	50
8	July	UG	BACHELOR OF BUSINESS ADMINISTRATION	0	37	8	22	0
9	July	UG	BACHELOR OF COMPUTER APPLICATIONS	0	80	16	20	4
10	July	UG	BACHELOR OF COMMERCE	0	178	34	19	2
11	July	PG	MASTER OF BUSINESS ADMINISTRATION	44	35	12	34	17
12	July	UG	BACHELOR OF ARTS	0	5653	2597	46	5
13	July	PG	MASTER OF ARTS - ENGLISH	0	46	12	26	11
14	July	PG	MASTER OF ARTS - ASSAMESE	0	608	240	39	7
15	July	PG	MASTER OF ARTS - POLITICAL SCIENCE	0	139	56	40	9
16	July	PG	MASTER OF ARTS - SOCIOLOGY	0	109	71	48	7

Percentage of student passed	Total Marks	5.31 out of 10
Percentage of students passed in first class	Total Marks	1.56 out of 10
	Total Marks	6.88 out of 20

Part - 4.1: Compliance status of Regulations 7 of UGC(ODL) Regulations, 2017 – Self-regulation through disclosures, declarations and reports:

Sr No	Provision	Yes/No with explicit link address	Marks
1	Declaration by an authorized signatory has been displayed on HEI website authenticating that the documents from sr. no. '2' to '14' have been uploaded on the HEI website?	Yes http://kkhsou.in/web_new/viewDocumentPdf.php?pdf=pdf/disclosure/KKHSOU%20SELF%20REGULATIONS.pdf&q=SELF%20DISCLOSURES (http://kkhsou.in/web_new/viewDocumentPdf.php?pdf=pdf/disclosure/KKHSOU%20SELF%20REGULATIONS.pdf&q=SELF%20DISCLOSURES)	2 out of 3
2	The establishing Act and Statutes thereunder or the Memorandum of Association, as the case may be or both of the Higher Educational Institution, empowering it to offer programs in Open and Distance Learning mode	Yes http://kkhsou.in/web_new/viewDocumentPdf.php?pdf=pdf/kkhsou-act.pdf&q=Acts , http://kkhsou.in/web_new/viewDocumentPdf.php?pdf=pdf/statutes.pdf&q=Statutes (http://kkhsou.in/web_new/viewDocumentPdf.php?pdf=pdf/kkhsou-act.pdf&q=Acts , http://kkhsou.in/web_new/viewDocumentPdf.php?pdf=pdf/statutes.pdf&q=Statutes)	2 out of 3

Sr No	Provision	Yes/No with explicit link address	Marks
3	Copies of the letters of recognition from Commission and other relevant statutory or regulatory authorities	Yes http://kkhsou.in/web_new/recognition.php (http://kkhsou.in/web_new/recognition.php)	3 out of 3
4	Programme details including brochures or programme guides with information such as name of the programme, duration, eligibility for enrolment, programme fee, programme structure etc.	Yes http://kkhsou.in/web_new/all-programmes.php (http://kkhsou.in/web_new/all-programmes.php)	3 out of 3
5	Programme-wise information on syllabus, suggested readings, contact points for counseling, programme structure with credit points, programme-wise faculty details, list of supporting staff, list of Learner Support Centres with addresses and contact details, their working hours and counseling schedule etc.	Yes Programme information: a) http://dlkkhsou.in/flibnet.ac.in/bitstream/123456789/674/2/Prospectus%2018-19.pdf b) http://dlkkhsou.in/flibnet.ac.in/bitstream/123456789/674/1/Information%20Broucher%202018-19.pdf c) http://kkhsou.in/web_new/all-programmes.php Study Center information: a) http://kkhsou.in/web_new/study-center-search.php b) http://kkhsou.in/web_new/sc_class_schedule.php (Programme information: a) http://dlkkhsou.in/flibnet.ac.in/bitstream/123456789/674/2/Prospectus%2018-19.pdf b) http://dlkkhsou.in/flibnet.ac.in/bitstream/123456789/674/1/Information%20Broucher%202018-19.pdf c) http://kkhsou.in/web_new/all-programmes.php Study Center information: a) http://kkhsou.in/web_new/study-center-search.php b) http://kkhsou.in/web_new/sc_class_schedule.php)	0 out of 3
6	Important schedules or date-sheets for admissions, registration, re-registration, counseling, assignments and feedback thereon, examinations, result declarations etc.	Yes http://kkhsou.in/web_new/viewDocumentPdf.php?pdf=pdf/academic_planner/2018_19.pdf&q=Academic%20Planner%202018-19 (http://kkhsou.in/web_new/viewDocumentPdf.php?pdf=pdf/academic_planner/2018_19.pdf&q=Academic%20Planner%202018-19)	2 out of 3
7	Detailed strategy plan related to On-line course delivery, if any including learning materials offered through On-line and learner assessment system and quality assurance practices of e-learning programmes	No	0 out of 3
8	The feedback mechanism on design, development, delivery and continuous evaluation of learner-performance which shall form an integral part of the transactional design of the Open and Distance Learning mode programmes and shall be an input for maintaining the quality of the programmes and bridging the gaps, if any	Yes http://kkhsou.in/web_new/learner_feedback_all.php (http://kkhsou.in/web_new/learner_feedback_all.php)	2 out of 3
9	Information regarding any new programmes launched and those proposed for the next two years	Yes 1. http://kkhsou.in/web_new/details.php?p=dzYzcUM2MFdZdlM5cldEdFlaM0psdz09 2. http://kkhsou.in/web_new/details.php?p=ZEFMRWVTazhraHNDeTVMaElwZiczZz09 (1. http://kkhsou.in/web_new/details.php?p=dzYzcUM2MFdZdlM5cldEdFlaM0psdz09 2. http://kkhsou.in/web_new/details.php?p=ZEFMRWVTazhraHNDeTVMaElwZiczZz09)	0 out of 2
10	Data of year-wise or programme-wise student enrolment details and degrees or certificates or diplomas or post graduate diplomas awarded	Yes http://kkhsou.in/web_new/degreeAwarded.php (http://kkhsou.in/web_new/degreeAwarded.php)	2 out of 3
11	Complete information about 'Self Learning Material' including name of the faculty who prepared it, when was it prepared and last updated, source of Self Learning Material, references of Self Learning Material, etc	Yes http://kkhsou.in/web_new/viewDocumentPdf.php?pdf=pdf/Annexure/SLM/Annexure-I.pdf&q=Availability%20of%20Printed%20SLM (http://kkhsou.in/web_new/viewDocumentPdf.php?pdf=pdf/Annexure/SLM/Annexure-I.pdf&q=Availability%20of%20Printed%20SLM)	3 out of 3
12	A compilation of questions and answers under the head 'Frequently Asked Questions' with the facility of 'on-line' interaction with learners providing hyperlink support	Yes http://kkhsou.in/web_new/faq/ (http://kkhsou.in/web_new/faq/)	2 out of 2

Sr No	Provision	Yes/No with explicit link address	Marks
13	List of the 'Learner Support Centres' along with the number of students Period of the admission process along with the academic session and dates of the term end examinations	Yes http://kkhsou.in/web_new/studyCenterStatisticsIframe.php , http://kkhsou.in/web_new/viewDocumentPdf.php?pdf=pdf/academic_planner/2018_19.pdf&q=Academic%20Planner%202018-19 (http://kkhsou.in/web_new/studyCenterStatisticsIframe.php, http://kkhsou.in/web_new/viewDocumentPdf.php?pdf=pdf/academic_planner/2018_19.pdf&q=Academic%20Planner%202018-19)	0 out of 3
14	List of the 'Examination Centres' along with the number of students in each centre who shall appear at any examination centre and details of the Information and Communication Technology facilities available for conduct of examination in a fair and transparent manner	Yes 1. http://kkhsou.in/web_new/viewDocumentPdf.php?pdf=pdf/exam_center/TotalCandidatesCentrewiseDEG6.pdf&q=Exam%20Centre%20Details 2. http://www.kkhsou.in/web_new/examutility/noticeNresults.php 3. http://kkhsou.in/web_new/ugc-info-2018/SOP%201-32.pdf (1. http://kkhsou.in/web_new/viewDocumentPdf.php?pdf=pdf/exam_center/TotalCandidatesCentrewiseDEG6.pdf&q=Exam%20Centre%20Details 2. http://www.kkhsou.in/web_new/examutility/noticeNresults.php 3. http://kkhsou.in/web_new/ugc-info-2018/SOP%201-32.pdf)	0 out of 3
		Total Marks	21 out of 40

Part - 4.2: HEI shall mention the process followed for monitoring of Examination to ensure sanctity of examinations, including the following:

i) No. of examination centres inspected during conduct of exam.
ii) No. of cases of unfair means reported.
iii) Disciplinary action taken.
iv) Detail of observer of the examination centres appointed by HEI and its reports.
<p>University attached top priority on examination reform in 2018-19 as maintaining the sanctity in the conduct of examinations is an important aspect for the credibility of any education system. CIQA initiated a reform agenda with involvement of all faculty members and officers of the University for 100% coverage of examination centres of KKHSOU. Detailed Report 2018-19: 1. Supervisory Officers (SOs) are appointed in all the Examination Centers for all the examinations for the year 2018-19 2. Flying Squad: Total number of Examination Centers visited by the Flying Squad based on the previous examination feedback report of Supervisory Officers (SOs) are 6 (Six) 3. Action Taken: Expulsion in 4 (Four) number of Examination Centers 4. CCTV unfair means/malfunctions found in 1 (One) Examination Centre and which was immediately rectified. Based on the reports of the Examination Monitoring Officers Summary Statements (Jan-May 2018) are, i) Total no. of Examination Centres visited: 111 ii) Total no. of visits conducted by EMOs: 257 iii) No. of cases where unfair means were reported: 118 iv) No. of cases where disciplinary actions were taken: 109 Note: Special visits were undertaken in the Examination Centres wherein unfair means were reported. The matter was discussed in the review meetings. In some cases, based on EMO reports, the Office of the Controller of Examinations deputed Squads also for monitoring purpose. Special Drive for Examination Monitoring on 17/03/2019 Summary Statement from EMO Reports: i) Total no. of Examination Centres visited: 30 ii) Total no. of visits conducted by EMOs: 30 iii) No. of cases where unfair means were reported: 18 iv) No. of cases where disciplinary actions were taken: 15 Though unfair means were reported in 18 out of 30 study centres, it has been observed that there was no major case of unfair means except on 5 centres i.e Tinsukia College, Sarupathar College, Furkating College, Kokrajhar Science College and Rukasen College where 1, 6, 10, 4 and 3 nos. of learners respectively were expelled. In most of the cases adoption of unfair means were negligible. Detailed reports of the Examination Monitoring Officers may be seen in the below link: http://dlkhsou.in/bitstream/123456789/757/1/CIQA%20Annual%20Report_KKHSOU_2019.pdf</p>

Processes	Marks
No. of examination centres inspected during conduct of exam	2 out of 2
No. of cases of unfair means reported	0.5 out of 2
Disciplinary action taken	0.5 out of 2
Total Marks	3 out of 6

Part - 5: Compliance status of Academic and Infrastructural Requirements – As per Annexure - V of UGC(ODL) Regulations, 2017:

HEI shall mention compliance details against the requirements in terms of Staffing norms and physical infrastructure exclusively/independently, as mentioned in the Annexure-VI of the Regulations. In addition, the faculty details shall be provided in the following format:

1 . MASTER OF BUSINESS ADMINISTRATION						
Academic Session:July		Level: PG		No. of Fulltime Dedicated Faculty:3		
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience		Salary
1	Prof. Nripendra Narayan Sarma (Professor)	Regular	19/04/2016	Teaching: 300 Months Industrial: 60 Months		244362
2	Smritisikha Choudhury (Assistant Professor)	Regular	25/10/2007	Teaching: 192 Months Industrial: 12 Months		101256
3	Chayanika Senapati (Assistant Professor)	Regular	30/11/2007	Teaching: 144 Months Industrial: 12 Months		92,716
2 . MASTER OF ARTS - ENGLISH						
Academic Session:July		Level: PG		No. of Fulltime Dedicated Faculty:3		
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience		Salary
1	Prof. Nripendra Narayan Sarma (Professor)	Regular	19/04/2016	Teaching: 348 Months Industrial: 26 Months		244362
2	Smritisikha Choudhury (Assistant Professor)	Regular	25/10/2007	Teaching: 192 Months Industrial: 0 Months		101256
3	Chayanika Senapati (Assistant Professor)	Regular	30/11/2007	Teaching: 144 Months Industrial: 0 Months		92,716
3 . MASTER OF ARTS - POLITICAL SCIENCE						
Academic Session:July		Level: PG		No. of Fulltime Dedicated Faculty:3		
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience		Salary
1	Prof. Nripendra Narayan Sarma (Professor)	Regular	19/04/2016	Teaching: 348 Months Industrial: 26 Months		244362
2	Smritisikha Choudhury (Assistant Professor)	Regular	25/10/2007	Teaching: 192 Months Industrial: 0 Months		101256
3	Chayanika Senapati (Assistant Professor)	Regular	30/11/2007	Teaching: 144 Months Industrial: 0 Months		92,716
4 . MASTER OF ARTS - SOCIOLOGY						
Academic Session:July		Level: PG		No. of Fulltime Dedicated Faculty:3		
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience		Salary
1	Dola Borkataki (Assistant Professor)	Regular	02/06/2014	Teaching: 72 Months Industrial: 0 Months		80028
2	Gargi Gayan (Assistant Professor)	Regular	12/01/2016	Teaching: 48 Months Industrial: 0 Months		80028
3	Murchana Kaushik (Academic Consultant)	Contractual	10/11/2017	Teaching: 24 Months Industrial: 0 Months		30000
5 . MASTER OF ARTS - ASSAMESE						
Academic Session:July		Level: PG		No. of Fulltime Dedicated Faculty:3		
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience		Salary
1	Dola Borkataki (Assistant Professor)	Regular	02/06/2014	Teaching: 72 Months Industrial: 0 Months		80028
2	Gargi Gayan (Assistant Professor)	Regular	12/01/2016	Teaching: 48 Months Industrial: 0 Months		80028
3	Murchana Kaushik (Academic Consultant)	Contractual	10/11/2017	Teaching: 24 Months Industrial: 0 Months		30000
6 . MASTER OF COMMERCE						
Academic Session:July		Level: PG		No. of Fulltime Dedicated Faculty:3		
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience		Salary
1	Dola Borkataki (Assistant Professor)	Regular	02/06/2014	Teaching: 72 Months Industrial: 0 Months		80028
2	Gargi Gayan (Assistant Professor)	Regular	12/01/2016	Teaching: 48 Months Industrial: 0 Months		80028
3	Murchana Kaushik (Academic Consultant)	Contractual	10/11/2017	Teaching: 24 Months Industrial: 0 Months		30000
7 . BACHELOR OF ARTS (HONS) (ASSAMESE)						
Academic Session:July		Level: UG		No. of Fulltime Dedicated Faculty:3		
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience		Salary
1	Dola Borkataki (Assistant Professor)	Regular	02/06/2014	Teaching: 72 Months Industrial: 0 Months		80028
2	Gargi Gayan (Assistant Professor)	Regular	12/01/2016	Teaching: 48 Months Industrial: 0 Months		80028
3	Murchana Kaushik (Academic Consultant)	Contractual	10/11/2017	Teaching: 24 Months Industrial: 0 Months		30000

8 . BACHELOR OF ARTS (HONS) (ENGLISH)

Academic Session:July Level: UG No. of Fulltime Dedicated Faculty:3

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dola Borkataki (Assistant Professor)	Regular	02/06/2014	Teaching: 72 Months Industrial: 0 Months	80028
2	Gargi Gayan (Assistant Professor)	Regular	12/01/2016	Teaching: 48 Months Industrial: 0 Months	80028
3	Murchana Kaushik (Academic Consultant)	Contractual	10/11/2017	Teaching: 24 Months Industrial: 0 Months	30000

9 . BACHELOR OF ARTS (HONS) (SANSKRIT)

Academic Session:July Level: UG No. of Fulltime Dedicated Faculty:1

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dola Borkataki (Assistant Professor)	Regular	02/06/2014	Teaching: 72 Months Industrial: 0 Months	80028

10 . BACHELOR OF ARTS (HONS) (EDUCATION)

Academic Session:July Level: UG No. of Fulltime Dedicated Faculty:2

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dola Borkataki (Assistant Professor)	Regular	02/06/2014	Teaching: 72 Months Industrial: 0 Months	80028
2	Gargi Gayan (Assistant Professor)	Regular	12/01/2016	Teaching: 48 Months Industrial: 0 Months	80028

11 . BACHELOR OF ARTS (HONS) (HISTORY)

Academic Session:July Level: UG No. of Fulltime Dedicated Faculty:2

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dola Borkataki (Assistant Professor)	Regular	02/06/2014	Teaching: 72 Months Industrial: 0 Months	80028
2	Gargi Gayan (Assistant Professor)	Regular	12/01/2016	Teaching: 48 Months Industrial: 0 Months	80028

12 . BACHELOR OF ARTS (HONS) (JOURNALISM AND MASS COMMUNICATION)

Academic Session:July Level: UG No. of Fulltime Dedicated Faculty:2

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dola Borkataki (Assistant Professor)	Regular	02/06/2014	Teaching: 72 Months Industrial: 0 Months	80028
2	Gargi Gayan (Assistant Professor)	Regular	12/01/2016	Teaching: 48 Months Industrial: 0 Months	80028

13 . BACHELOR OF ARTS (HONS) (PHILOSOPHY)

Academic Session:July Level: UG No. of Fulltime Dedicated Faculty:2

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dola Borkataki (Assistant Professor)	Regular	02/06/2014	Teaching: 72 Months Industrial: 0 Months	80028
2	Gargi Gayan (Assistant Professor)	Regular	12/01/2016	Teaching: 48 Months Industrial: 0 Months	80028

14 . MASTER OF ARTS - ECONOMICS

Academic Session:July Level: PG No. of Fulltime Dedicated Faculty:3

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dola Borkataki (Assistant Professor)	Regular	02/06/2014	Teaching: 72 Months Industrial: 0 Months	80028
2	Gargi Gayan (Assistant Professor)	Regular	12/01/2016	Teaching: 48 Months Industrial: 0 Months	80028
3	Murchana Kaushik (Academic Consultant)	Contractual	10/11/2017	Teaching: 24 Months Industrial: 0 Months	30000

15 . BACHELOR OF ARTS (HONS) (POLITICAL SCIENCE)

Academic Session:July Level: UG No. of Fulltime Dedicated Faculty:3

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dola Borkataki (Assistant Professor)	Regular	02/06/2014	Teaching: 72 Months Industrial: 0 Months	80028
2	Gargi Gayan (Assistant Professor)	Regular	12/01/2016	Teaching: 48 Months Industrial: 0 Months	80028
3	Murchana Kaushik (Academic Consultant)	Contractual	10/11/2017	Teaching: 24 Months Industrial: 0 Months	30000

16 . BACHELOR OF ARTS (HONS) (SOCIOLOGY)

Academic Session:July Level: UG No. of Fulltime Dedicated Faculty:3

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dola Borkataki (Assistant Professor)	Regular	02/06/2014	Teaching: 72 Months Industrial: 0 Months	80028
2	Gargi Gayan (Assistant Professor)	Regular	12/01/2016	Teaching: 48 Months Industrial: 0 Months	80028
3	Murchana Kaushik (Academic Consultant)	Contractual	10/11/2017	Teaching: 24 Months Industrial: 0 Months	30000

17 . BACHELOR OF BUSINESS ADMINISTRATION

Academic Session:July Level: UG No. of Fulltime Dedicated Faculty:3

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dola Borkataki (Assistant Professor)	Regular	02/06/2014	Teaching: 72 Months Industrial: 0 Months	80028
2	Gargi Gayan (Assistant Professor)	Regular	12/01/2016	Teaching: 48 Months Industrial: 0 Months	80028
3	Murchana Kaushik (Academic Consultant)	Contractual	10/11/2017	Teaching: 24 Months Industrial: 0 Months	30000

18 . BACHELOR OF COMMERCE

Academic Session:July Level: UG No. of Fulltime Dedicated Faculty:3

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dola Borkataki (Assistant Professor)	Regular	02/06/2014	Teaching: 72 Months Industrial: 0 Months	80028
2	Gargi Gayan (Assistant Professor)	Regular	12/01/2016	Teaching: 48 Months Industrial: 0 Months	80028
3	Murchana Kaushik (Academic Consultant)	Contractual	10/11/2017	Teaching: 24 Months Industrial: 0 Months	30000

19 . BACHELOR OF SOCIAL WORK

Academic Session:July Level: UG No. of Fulltime Dedicated Faculty:1

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dola Borkataki (Assistant Professor)	Regular	02/06/2014	Teaching: 72 Months Industrial: 0 Months	80028

20 . Business Management

Academic Session:July Level: PG Diploma No. of Fulltime Dedicated Faculty:3

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dola Borkataki (Assistant Professor)	Regular	02/06/2014	Teaching: 72 Months Industrial: 0 Months	80028
2	Gargi Gayan (Assistant Professor)	Regular	12/01/2016	Teaching: 48 Months Industrial: 0 Months	80028
3	Murchana Kaushik (Academic Consultant)	Contractual	10/11/2017	Teaching: 24 Months Industrial: 0 Months	30000

21 . broadcast journalism

Academic Session:July Level: PG Diploma No. of Fulltime Dedicated Faculty:2

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dola Borkataki (Assistant Professor)	Regular	02/06/2014	Teaching: 72 Months Industrial: 0 Months	80028
2	Gargi Gayan (Assistant Professor)	Regular	12/01/2016	Teaching: 48 Months Industrial: 0 Months	80028

22 . DIPLOMA IN JOURNALISM AND MASS COMMUNICATION

Academic Session:July Level: Diploma No. of Fulltime Dedicated Faculty:2

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dola Borkataki (Assistant Professor)	Regular	02/06/2014	Teaching: 72 Months Industrial: 0 Months	80028
2	Gargi Gayan (Assistant Professor)	Regular	12/01/2016	Teaching: 48 Months Industrial: 0 Months	80028

23 . diploma in creative writing in english

Academic Session:July Level: Diploma No. of Fulltime Dedicated Faculty:3

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dola Borkataki (Assistant Professor)	Regular	02/06/2014	Teaching: 72 Months Industrial: 0 Months	80028
2	Gargi Gayan (Assistant Professor)	Regular	12/01/2016	Teaching: 48 Months Industrial: 0 Months	80028
3	Murchana Kaushik (Academic Consultant)	Contractual	10/11/2017	Teaching: 24 Months Industrial: 0 Months	30000

24 . diploma in computer hardware and networking

Academic Session:July Level: Diploma No. of Fulltime Dedicated Faculty:3

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dola Borkataki (Assistant Professor)	Regular	02/06/2014	Teaching: 72 Months Industrial: 0 Months	80028
2	Gargi Gayan (Assistant Professor)	Regular	12/01/2016	Teaching: 48 Months Industrial: 0 Months	80028
3	Murchana Kaushik (Academic Consultant)	Contractual	10/11/2017	Teaching: 24 Months Industrial: 0 Months	30000

25 . diploma in parliamentary and constitutional studies

Academic Session:July Level: Diploma No. of Fulltime Dedicated Faculty:3

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dola Borkataki (Assistant Professor)	Regular	02/06/2014	Teaching: 72 Months Industrial: 0 Months	80028
2	Gargi Gayan (Assistant Professor)	Regular	12/01/2016	Teaching: 48 Months Industrial: 0 Months	80028
3	Murchana Kaushik (Academic Consultant)	Contractual	10/11/2017	Teaching: 24 Months Industrial: 0 Months	30000

26 . diploma in sanskrit learning

Academic Session:July Level: Diploma No. of Fulltime Dedicated Faculty:1

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dola Borkataki (Assistant Professor)	Regular	02/06/2014	Teaching: 72 Months Industrial: 0 Months	80028

27 . Certificate in scientific tea cultivation and plantation management

Academic Session:July Level: Certificate No. of Fulltime Dedicated Faculty:1

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dola Borkataki (Assistant Professor)	Regular	02/06/2014	Teaching: 72 Months Industrial: 0 Months	80028

28 . Human Resource Management

Academic Session:July Level: PG Diploma No. of Fulltime Dedicated Faculty:3

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dola Borkataki (Assistant Professor)	Regular	02/06/2014	Teaching: 72 Months Industrial: 0 Months	80028
2	Gargi Gayan (Assistant Professor)	Regular	12/01/2016	Teaching: 48 Months Industrial: 0 Months	80028
3	Murchana Kaushik (Academic Consultant)	Contractual	10/11/2017	Teaching: 24 Months Industrial: 0 Months	30000

29 . Mass Communication

Academic Session:July Level: PG Diploma No. of Fulltime Dedicated Faculty:2

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dola Borkataki (Assistant Professor)	Regular	02/06/2014	Teaching: 72 Months Industrial: 0 Months	80028
2	Gargi Gayan (Assistant Professor)	Regular	12/01/2016	Teaching: 48 Months Industrial: 0 Months	80028

30 . BACHELOR OF COMPUTER APPLICATIONS

Academic Session:July Level: UG No. of Fulltime Dedicated Faculty:2

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dola Borkataki (Assistant Professor)	Regular	02/06/2014	Teaching: 72 Months Industrial: 0 Months	80028
2	Gargi Gayan (Assistant Professor)	Regular	12/01/2016	Teaching: 48 Months Industrial: 0 Months	80028

31 . Computer application

Academic Session:July Level: PG Diploma No. of Fulltime Dedicated Faculty:2

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dola Borkataki (Assistant Professor)	Regular	02/06/2014	Teaching: 72 Months Industrial: 0 Months	80028
2	Gargi Gayan (Assistant Professor)	Regular	12/01/2016	Teaching: 48 Months Industrial: 0 Months	80028

32 . Sales and Marketing management

Academic Session:January Level: PG Diploma No. of Fulltime Dedicated Faculty:3

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Nripendra Narayan Sarma (Professor)	Regular	19/04/2016	Teaching: 348 Months Industrial: 26 Months	244326
2	Smritisikha Choudhury (Assistant Professor)	Regular	25/10/2007	Teaching: 192 Months Industrial: 0 Months	1,01,25
3	Chayanika Senapati (Assistant Professor)	Regular	30/11/2007	Teaching: 144 Months Industrial: 0 Months	92,716

33 . human resource management

Academic Session: January Level: PG Diploma

No. of Fulltime Dedicated Faculty: 3

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Nripendra Narayan Sarma (Professor)	Regular	19/04/2016	Teaching: 348 Months Industrial: 26 Months	244326
2	Smritisikha Choudhury (Assistant Professor)	Regular	25/10/2007	Teaching: 192 Months Industrial: 0 Months	1,01,25
3	Chayanika Senapati (Assistant Professor)	Regular	30/11/2007	Teaching: 144 Months Industrial: 0 Months	92,716

34 . BACHELOR OF ARTS (HONS) (ECONOMICS)

Academic Session: July Level: UG

No. of Fulltime Dedicated Faculty: 3

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Chandrama Goswami (Associate Professor)	Regular	11/05/2016	Teaching: 276 Months Industrial: 0 Months	131925
2	Bhaskar Sarmah (Assistant Professor)	Regular	14/10/2007	Teaching: 144 Months Industrial: 0 Months	92,716
3	Utpal Deka (Assistant Professor)	Regular	15/02/2017	Teaching: 108 Months Industrial: 0 Months	80,028

Compliance status	Marks
Adequacy	2.74 out of 2
Qualified	0 out of 2
Experienced	1.97 out of 4
Total Marks 8 marks/programme	47.1 out of 80

Part - 6: Compliance status of 'Quality Assurance Guidelines of Learning Material in Multiple Media, Curriculum and Pedagogy' – As per Annexure - VII of UGC(ODL) Regulations, 2017:

HEI shall mention compliance details against the requirements in terms of Learning material (Print Media), Audio-Video Material: Quality Standards, Online Material: Quality Standards, Computer-based material: Quality Standards and Curriculum and Pedagogy: Quality Standards, as mentioned in the Annexure-VII of the Regulations.

CIQA of KKHSOU conducted SLM Audit in phases to see aspects of quality adherence in SLM. An SLM Audit Committee was formed and internal SLM Auditors were engaged to see whether quality assurance guidelines of learning material, curriculum and pedagogy are complied. The SLM Audit Committee prepared the modalities of selecting programme-wise units at random. An Audit Checklist was developed based on the parameters as spelt out in the UGC Guidelines so as to ensure uniformity, clarity and transparency in the audit process. The mean scores were developed for comparison in the same process to be repeated in the next Academic Year. The Audit Checklist was developed keeping the following aspects: i) Approval of two way communication between learner; the Unit follows the dialogue method which creates interactivity ii) Existence of problem solving activities, case study examples and appropriate sequence iii) Existence of learning map, summaries and key points iv) Scope for encouraging learners to apply new knowledge and skill v) Clear specification of learning objectives and outcomes vi) Division of the Unit to small section and sub-section vii) Existence of assignments for self assessment viii) Existence of glossary section, reference, suggested readings. The SLM Audit process in various phases, as per the list of quality standards for print material, indicated that the University has developed the SLM with the approval of making it self explanatory, self contained, self directed, self motivating and self evaluating. While developing the e-SLM, audio-visual material, the print SLMs are considered as the base material. With the facilities available in the Multimedia Studio of the University, the University faculty members have developed video classes which are uploaded on YouTube and University website. Regarding curriculum and pedagogy, the University is guided by the PPR and specified credit structure. While developing the audiovisual material, the University ensures that synchronization of sound and image, appropriate graphics and animation relevant to the course content, and appropriate visual texture and related images are incorporated.

Compliance status	Marks
Learning Material (Print)	2 out of 4
Audio-Video Material	2 out of 4
Online Material	3 out of 4
Computer based Material	2 out of 4
Curriculum & Pedagogy	3 out of 4
Total Marks	12 out of 20

Part - 7: Compliance status of 'Guidelines on preparation of Self-learning Material' – As per Annexure - VIII of UGC (ODL) Regulations, 2017:

HEI shall mention the process followed to ensure that SLMs are prepared as per the guidelines mentioned in the Regulations. The explicit details of approval by its Statutory Authorities shall also be mentioned.

The SLM Audit process of the University and the process of development of PPR have taken care of aspects like credit structure, learning objectives etc. The print SLMs of the University have been converted into e-SLMs. The courses of the University have been organized into Blocks and Units. The Units have introduction, objectives, activities, assignments, references etc. The check-your-progress questions and answers at the end of the Unit facilitate the learning progress. The University has developed guidelines for SLM Writers and Content Editors. The links of guidelines for SLM Writers and Content Editors may be accessed http://kksou.in/web_new/slm-download.php All these indicates that the University has adopted the required process for preparation of Self Learning Material as per UGC guidelines.

Compliance status	Total Marks
Process formulated	5 out of 10
Process implementation including approval of its statutory authorities	6 out of 10
Total Marks	11 out of 20

Part - 8: Compliance status of 'Guidelines on Programme Project Report' – As per Annexure - IX of UGC(ODL) Regulations, 2017:

HEI shall mention the process followed to ensure that PPRs are prepared as per the guidelines mentioned in the Regulations. The explicit details of approval by its Statutory Authorities shall also be mentioned.

The University submitted the PPR to UGC after approval by the Academic Council. While preparing the PPR, the University spelt out the programmes' missions and objectives, relevance of the programme with the University's missions and goals, the nature of target group of learners, instructional design, procedure for admission, curriculum transactions, evaluation etc. The University has conducted the admission, SLM preparation, evaluation process as per the provisions of the PPR. The University has developed mechanism for obtaining learners' feedback on the SLM and the course. CIQA and the office of the Dean (Academic) of the University are continually observing that SLM units are prepared as per the framework provided in the PPR for the respective programmes. The course structure (as it was proposed to UGC in the PPR and based on the subsequent approval of UGC) has been announced in the University Prospectus and Information Brochure. Accordingly, the office of the Controller of Examinations is conducting the evaluation process of the approved programmes course wise and as per evaluation criteria of formative and summative assessment.

Compliance status	Total Marks
Process formulated	5 out of 10
Process implementation including approval of its statutory authorities	5 out of 10
Total Marks	10 out of 20

Part - 9: Compliance status of 'Guidelines on Learner Support Centre' – As per Annexure - X of UGC(ODL) Regulations, 2017:

HEI shall mention the process followed for identification of LSCs and the agreement terms for providing support to the learners thereby ensuring compliance to the LSCs provisions of the Regulations. The explicit details of approval by its Statutory Authorities/CIQA shall also be mentioned.

The Office of the Dean Study Centre has prepared a Detailed Handbook for Management of Study Centre which has been circulated among study centres. MoU are signed with study centres with details of all relevant requirement. The Handbook for Study Centres is a compiled book of rules and procedures developed concisely for the Study Centres. Detailed Handbook for Management may be seen in the below link: http://kksou.in/web_new/pdf/inductionProgram/2019/Handbook%20for%20the%20Study%20Centres%20PDF%20.pdf

Compliance status	Marks
Process followed for Identification of LSCs	1 out of 4
Approval of the LSCs by CIQA	0 out of 4
Approval of the LSCs by its Statutory Authorities	0 out of 4
Total Marks	1 out of 12

Part - 10: Compliance status of 'Grievance Redressal Mechanism' – As per Annexure - XI of UGC (ODL) Regulations, 2017:

HEI shall mention the mechanism put into place along with brief details of grievances received and actions taken thereof. Also mention that how the learners have been made aware about this mechanism.

The University has a Grievance Redressal Mechanism/ Complaint Handling Procedure which is indicated in the home page of the University (http://www.kkhsou.in/web_new/grievance-redress.php). For complaints/ grievances regarding online admission, there is another link <http://kkhsou.in/online/>, where complaints are registered, tracked and addressed so that admissions take place in a smooth manner. All the grievances received through the web-page on grievances are accordingly routed to the concerned department/branch of the University. During the period (June 2018 to May 2019), 1289 nos of queries/complaints/grievances were received. The same were routed to various branches like Academic, Examinations, SLM, Study Centre, Administration etc., for necessary action. The University could very successfully manage the complaint registration and redressal process in the online admission portal during the admission process of the Academic Year 2017-18 and 2018-19 as well. In addition to the above, the phone numbers and e-mails of all concerned officers of various departments of the University are provided in the University website. Moreover, the e-mails of the faculty members are also provided in the University website. The queries/complaints/grievances received from the learners and other stakeholders are addressed/ redressed through phone and e-mail as well. The University organizes an hour long phone-in-radio programme every Thursday through AIR, Guwahati in which also the attending officials receive a number of queries/grievances which are addressed/ redressed preferably on the spot. Likewise, in the workshops organized for Study Centres and in the Induction Programmes as well, the learners and other stakeholders are encouraged to share their problems. The policy incorporating the existing practices and as per UGC guidelines is yet to be formulated. The University has notified a Grievance Redressal Cell with the notification no. KKHSOU/Committee/36/2017/28 dated 2nd January, 2018. The University is taking measures to formulate the policy.

Mechanism for Grievance Redressal Type of grievances received Actions taken	Total Marks	12 out of 20
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Part - 11: Compliance status of 'Evaluation and Certification' – As per Regulations 13 of UGC(ODL) Regulations, 2017:

Sr No	Provision	Whether being complied Yes/No	Marks
1	There shall be home assignments, students' response sheets, contact programmes and semester or year-end examination, and the marks or grades obtained in home assignment and response sheets shall be shown separately in the grade card)	Yes	2out of 2
2	A Higher Educational Institution offering a Programme in Open and Distance Learning mode shall adopt a rigorous process in development of question papers, question banks, assignments and their moderation, conduct of examination, evaluation of answer scripts by qualified teachers, and result declaration, and shall so frame the question papers as to ensure that no part of the syllabus is left out of study by a learner	Yes	2out of 2
3	The examination of the programmes in Open and Distance learning mode shall be managed by the examination or evaluation Unit of the Higher Educational Institution and shall be conducted in the examination centre approved by the Higher Educational Institution	Yes	2out of 2
4	The evaluation shall include two types of assessments continuous or formative assessment in the form of assignments, and summative assessment in the form of end semester examination or term end examination: Provided that no semester or year-end examination shall be held in a subject unless the Higher Educational Institution is satisfied that at least 75% of the programme of study stipulated for the semester or year have been actually conducted: Provided further that the weightage for "Term End Examination" shall not be less than 70%.	Yes	2 out of 2
5	The 'Examination Centre' shall be established within the territorial jurisdiction of the Higher Educational Institution	Yes	2 out of 2
6	The Examination Centre shall be located in Government schools such as Navodaya Vidyalaya, Kendriya Vidyalaya, Sainik school etc. including approved affiliated colleges under the University system in the country and no Examination Centres shall be allotted to any private organizations or unapproved Higher Educational Institutions	Yes	2 out of 2
7	The Examination Centre shall have proper monitoring mechanisms for Closed-Circuit Television (CCTV) recording of the entire examination procedure and biometric system and in case of non-availability of the Closed-Circuit Television facilities, the Higher Educational Institution shall ensure that proper videography be conducted and video recordings are submitted by particular incharge of examination centre to the Higher Educational Institution.	Yes	2 out of 2
8	The attendance of examinees shall be authenticated through biometric system as per Unique Identification Authority of India (UIDAI) records or Unique Identification Number (UIN), issued by the University.	No	0 out of 2
9	There shall be an observer for each of the Examination Centre appointed by the Higher Educational Institution and it shall be mandatory to have observer report submitted to the Higher Educational Institution.	Yes	2 out of 2
10	The Higher Educational Institution shall make a mention in the mark sheet and degree about the mode of delivery i.e. Open and Distance Learning and the photograph and the Unique Identification or Aadhaar number of the learner shall be mandatorily mentioned in all the documents issued by the Higher Educational Institution to the learner.	No	0 out of 2
11	It shall be mandatory for the Higher Educational Institution to mention 'Date of Admission' and 'Date of Completion' on each of the certificates (in semester or end of the semester or end of the programme or course) issued by it.	Yes	2 out of 2
		Total Marks	18 out of 22

Part - 11.2: Observer Report

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Observer Report	Total Marks	8 out of 22
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Part - 12:Compliance status of 'Admissions and Fees' – As per Regulations 12 of UGC(ODL) Regulations, 2017:

Sr No	Provision	Whether being complied Yes/No	Marks
1	A Higher Educational Institution shall, for admission in respect of any programme in Open and Distance Learning mode, accept payment towards admission fee and other fees and charges - <ul style="list-style-type: none"> i. as may be fixed by it and declared by it in the prospectus for admission, and on the website of the institution; ii. with a proper receipt in writing issued for such payment to the concerned student admitted in such Higher Educational Institutions; iii. only by way of online transfer, bank draft or pay order directly in favour of the Higher Educational Institution. 	Yes	1 out of 1
2	It shall be mandatory for the Higher Educational Institutions to upload the details of all kind of payment or fee paid by the students on the website of the institution	Yes	1 out of 1

Sr No	Provision	Whether being complied Yes/No	Marks
3	The fee waiver for Scheduled Caste, Scheduled Tribe and Persons with Disabilities category of students shall be in accordance with the instructions or orders issued by Central Government or State Government	Yes	1 out of 1
4	Admission of learners to a Higher Educational Institution for a programme in Open and Distance Learning mode shall be offered in a transparent manner and made directly by the headquarters of the Higher Educational Institution which shall be solely responsible for final approval relating to admissions or registration of students: Provided that a Learner Support Centre shall not admit a learner to any programme in Open and Distance Learning for or on behalf of the Higher Educational Institution	Yes	1 out of 1
5	The 'Every Higher Educational Institution shall – i. record Aadhaar details or other Government identifiers of learner; ii. maintain the records of the entire process of selection of candidates, and preserve such records for a minimum period of five years; iii. exhibit such records on its website iv. The Commission in its 543rd Meeting has decided that Aadhar details of learners should not be exhibited on the public domain. This is for information and compliance by the HEIs.	No	0 out of 1
6	Every Higher Educational Institution shall publish, before expiry of sixty days prior to the date of the commencement of admission to any of its programme in Open and Distance Learning mode, a prospectus containing the following for the purposes of informing those persons intending to seek admission to such Higher Educational Institutions and the general public, namely, as mentioned at sr. no. '7' to '17' below	Yes	1 out of 1
7	Each component of the fee, deposits and other charges payable by the learners admitted to such Higher Educational Institutions for pursuing a programme in Open and Distance Learning, and the other terms and conditions of such payment	Yes	1 out of 1
8	The percentage of tuition fee and other charges refundable to a learner admitted in such Higher Educational Institutions in case such learner withdraws from such Higher Educational Institutions before or after completion of course or programme of study and the time within, and the manner in, which such refund shall be made to the learner	Yes	1 out of 1
9	The number of seats approved in respect of each course or programme of Open and Distance Learning mode, which shall be in consonance with the resources	No	0 out of 1
10	The conditions of eligibility including the minimum age of a learner in a particular course of programme of study, where so specified by the Higher Educational Institution	Yes	1 out of 1
11	The minimum educational qualifications required for admission in programme(s) specified by the relevant statutory authority or body, or by the Higher Educational Institution, where no such qualifying standards have been specified by any statutory authority	Yes	1 out of 1
12	The process of admission and selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each course or programme of study and the amount of fee to be paid for the admission test	Yes	1 out of 1
13	Details of the teaching faculty, including therein the educational qualifications and teaching experience of every member of its teaching faculty and also indicating therein whether such member is employed on regular or part time or visiting or contractual basis	Yes	1 out of 1
14	Pay and other emoluments payable for each category of teachers and other employees	Yes	1 out of 1
15	Information in regard to physical and academic infrastructure and other facilities, including that of each of the Learner Support Centres and in particular the facilities accessible by learners on being admitted to the institution	Yes	1 out of 1
16	Broad outline of the syllabus specified by the appropriate statutory body or by Higher Educational Institution, as the case may be, for every course or programme of study	Yes	1 out of 1
17	Activity planner including all the academic activities to be carried out by the Higher Educational Institution during the academic session and the details of July cycle and January cycle shall be notified separately	Yes	1 out of 1
19	No Higher Educational Institution shall, directly or indirectly, demand or charge or accept, capitation fee or demand any donation, by way of consideration for admission to any seat or seats in a course or programme of study conducted by it	Yes	1 out of 1
20	No Higher Educational Institution shall, issue or publish- i. any advertisement for inducing learners for taking admission in the Higher Educational Institution, claiming to be recognised by the appropriate statutory authority or by the Commission where it is not so recognised; or ii. any information, through advertisement or otherwise in respect of its infrastructure or its academic facilities or of its faculty or standard of instruction or academic or research performance, which the Higher Educational Institution, or person authorized to issue such advertisement on behalf of the Higher Educational Institution knows to be false or not based on facts or to be misleading	Yes	1 out of 1
21	On being granted recognition under clause (i) of sub-regulation (4) of regulation 3, a Higher Educational Institution shall admit students to its approved programmes only from the academic session specified in the recognition order	Yes	1 out of 1
		Total Marks	18 out of 20

Part - 13: Innovation and Best Practices

i) Innovation introduced during academic year

The University conducted the admission process completely through online mode as per UGC Notification of 23rd June, 2017. The online admission portal, awareness camps, telephonic conversation, online complaints redressal mechanism helped the University a lot in administering the online admission process. The Android KKHSOU App. provides the services of e-learning along with the notice board and other information for the learners and stakeholders. A learner portal has been developed for easy access of SLM, Question Papers and latest notification, e-Admit Cards etc. E-SLMs are made available in the University website as OER.

ii) Give Best Practices of Institution

i) The University maintains transparencies in its financial, academic, administrative and auxiliary functions. The Finance Committee Meetings are held regularly. As already stated, admission is conducted online only. Payments are made through cheque/bank accounts only. ii) Examinations are notified in the website. Results of examinations and details of the Study Centres and Courses are also uploaded and updated in the website of the University. A Booklet on Standard Operating Procedure and Management of Study Centre has been sent to the Study Centres and is made available in the University website. Online and offline grievance redressal mechanism are in place.

iii) Any other Information

i) National awards and national fellowship are given for outstanding contribution to select individuals/ institutions. The University maintains the tradition of celebrating regional/national/international festivals and functions like Constitution Day, Banikanta Kakati Memorial Lecture, and World Environment Day etc. ii) Jail inmates, transgenders, persons with disabilities, women learners are provided additional benefits during the admission process in terms of fee concession/ waive.

Processes	Marks
Innovation introduced during academic year	3 out of 5
Give Best Practices of Institution	2 out of 5
Total Marks	5 out of 10

Part - 14: Plan of Institution for next year

NAAC has released the Manual for Assessment and Accreditation of the Open Universities. The University will make all out efforts to meet the requirements of criteria wise metrics. The University has formulated various policies on SLM, Internal Audit, Resource Mobilization, OER, Performance Appraisal, Welfare Measure, Resource Promotion etc. Implementation of these policies and development of the internal processes to earn a favorable score from NAAC A&A will be the main priority of the University in the next year.

Plan of Institution for next year	Total Marks	5 out of 10
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