



**Krishna Kanta Handiqui State Open University
Guwahati**

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**Dr Dibyajyoti Mahanta
Dean (Study Centre)**

Ref.: KKHSOU/Dean (S.C.)/129/2015/01

November 19, 2015

To

The Centre-in-Charge
KKHSOU Study Centre

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Subject: - Workshop on the management of Study Centres of Kamrup (Metro & Rural)

Sir/Madam

Greetings from KKHSOU!

On behalf of the University, I acknowledge and appreciate the incredible service that your Study Centre has extended to the society for making education reachable to those who come to KKHSOU. We are looking forward to many more years of mutual cooperation and association in matters of Open and Distance Learning for all round development of the society.

It is a matter of fact that the role of a Study Centre is very crucial in providing support to the learners. As of now, the University has so many courses to the education seekers which require a smooth mechanism for conducting the affairs of the Study Centre. In this regard I am directed to inform you that Hon'ble Vice-Chancellor is interested for a discussion on the Management of the Study Centres of the University as per venue, date and time mentioned below.

In order to have a threadbare discussion in relatively smaller group, Study Centres of a particular district (s) with the following persons of each Study Centre are to attend the workshop on a specific date.

1. Centre-in-Charge
2. Coordinator
3. One Teacher Representative of the Study Centre Management Committee.

Therefore, you are requested to kindly make it convenient for attending the same along with the other two persons on the date and time as noted below for the sake of greater interest of the learners. You are further requested to complete the form available in our website which is 'Format for submission of information by the Co-ordinator of a Study Centre, to the Dean (Study Centre), KKHSOU' and bring it to submit at the time of registration in the workshop.

The University is of the view that the three persons should come by one car for convenience and the fare will be borne by the University.

Thanking you.

Yours sincerely

(D.Mahanta)

Dean, Study Centre

Venue: Assam Engineering Institute, Chandmari, Guwahati-3

Date: December 13, 2015 (Sunday)

Time: 10-00 a.m.

N.B.: The meeting will start sharp at 10-00 a.m. and all are requested to be seated before 10-00 a.m. The meeting will continue up to 4-00 p.m. and all are requested to remain present till the meeting is over.