



কৃষ্ণকান্ত সন্দিকৈ ৰাজ্যিক মুক্ত বিশ্ববিদ্যালয়  
KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY

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Ref: KKHSOU/Induction Prog./22/2018/67/1007

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NOTIFICATION

As per UGC guidelines of September 4, 2020 (page no.103) attendance in Personal Contact Programme (PCP) is required for all ODL programmes. As such the Study Centre at KKHSOU City office at Khanapara, Guwahati (Model Study Centre) is going to follow this guideline for awarding marks and keeping records of PCPs attended by the learners. All other study centers of KKHSOU may prepare a schedule for PCP for the learners of that particular study centre, based on the guidelines being followed by the city Study Centre of KKHSOU. However, the Study Centre can make suitable modification regarding the components as outlined below.

*Personal Contact Programme with the Learners:*

The Study Centers may organize the following Personal Contact Programmes for their Learners:

**1. Induction Programme at the advent of the academic session: 14<sup>th</sup> November'2021**

In this programme, the following activities are to be carried out:

- Welcoming learners and giving them broad view about the Open and Distance Learning system.
- Interface with the Coordinator and Counsellors
- Giving Learners idea about Study Hours, Counselling, Assignment, e-SLMs of all new courses available in the Website as well as in the Mobile App of the University and the Audio-Visual materials available through YouTube channel which can be accessed through the University website, Jnan Taranga Community Radio, (Internet Radio), Mobile Application, Email Support, Learner Portal, Social Networking Support (through Facebook) etc
- Facilities available for learners at the Learner Support Centre like access to library, viewing of audio/video programmes etc.

**2. Interaction Programme on component of Formative Assessment(FA): 19<sup>th</sup> December, 2021 (tentative) (Sunday)**

In this programme, the following activities are to be carried out:

- a) Briefing the learners about the components of Formative Assessment like Home assignment, Environment based assignment, Quiz, MCQ etc.
- b) Sharing information about the schedule of FA.
- c) Detailing them how to prepare these FA Components.
- d) Addressing the queries of the learners regarding submission.
- e) Informing them that timely submission of HA (carries additional 2 marks).

**3. Interaction Programme on the modes of Formative Assesment: 9<sup>th</sup> January,2022(tentative) (Sunday)**

In this programme, the following activities are to be clarified further:

- a) Sharing information about the schedule of MCQ tests/other components of FA.
- b) Detailing them how to prepare these MCQs/ other components of FA.
- c) Addressing the queries of the learners regarding submission of MCQs/ other modes of evaluation.

**4. Interaction Programme on : 16<sup>th</sup> January, 2022(tentative)(Sunday)**

In this programme, the following activities are to be carried out:

- a) In the first half, addressing the various issues faced by the learners in their academic pursuit
- b) In the second half, providing them a platform for showcasing or performance of various cultural items by the learners, even some incentives may be given to the participants like a certificate. The records may be preserved and the good ones may be uploaded in the university you-tube channel.

**5. Interaction Programme on the eve of Summative Assessments: 12<sup>th</sup>/13<sup>th</sup> March,2022 (Saturday/Sunday) Exam in 4<sup>th</sup> week of March'2022**

In this programme, the following activities are to be carried out:

- a) Detailed discussion of various aspects of Summative Assessments with focus on how to prepare them best.
- b) Addressing the queries of the learners regarding varied aspects Summative Assessments.

c) Importance of availing the admit cards and if the same is not available they should immediately send the payment receipt and an application to [dre@kkhsou.in](mailto:dre@kkhsou.in). Learners will not be allowed to appear in the examination without a valid admit card.

**Note:**

The maximum marks for PCP is 5 (Five). The learners who attend all the PCPs will get full 5 marks and others will get proportionately less marks. The coordinators of the Study Centre should ensure that all learners attend minimum 3 PCPs. If required, additional PCP may be arranged to facilitate the learners to attend minimum 3 (three) Personal Contact Programmes in each Programme.

Same PCP marks may be given to all the courses (subjects) in that particular programme.

**All the LSCs are also requested to maintain a PCP Register with details of attendance.**

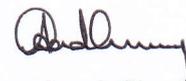


(Arupjyoti Choudhury)  
Registrar

Memo No. KKHSOU/Induction Prog./22/2018/67/-A, dated 09-11-2021

Copy to-

1. Secretary (i/c) to the Vice Chancellor
2. Centre in-Charge, KKHSOU, City Study Centre
3. System Analyst- with a request for circulation
4. Guard File



(Arupjyoti Choudhury)  
Registrar