



কৃষ্ণকান্ত সন্দিকৈ ৰাজ্যিক মুক্ত বিশ্ববিদ্যালয়

KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY

Head Office : Patgaon, Rani, Guwahati- 781017, Assam, India

City Office: Housefed Complex, Last Gate, Dispur, Guwahati - 781006, Assam, India

September 5, 2018

NOTICE

This is for general information of all concerned that KKHSOU has decided to conduct a survey of its Study Centres for selecting *the Best Study Centre of KKHSOU* and subsequently to confer the award in the Foundation Day of the University from this year. Therefore the interested Centers in – Charge of the Study Centres are requested to complete the Proforma attached here and to submit it to the undersigned on or before 25 October 2018.

(Dr Dibyajyoti Mahanta)

Dean, Study Centre

KKHSOU

To

The Dean (Study Centre)

Krishan Kanta Handiqui State Open University

Housefed Complex, Last Gate

Dispur, Guwhati-6

Sub: Willingness for taking part in the Survey for the award of the Best Study Centre of KKHSOU

Sir,

It is for your information that we are extending our willingness for taking part in the process of the University to survey the Study Centres of KKHSOU in order to select the 'Best Study Centre of KKHSOU' for the year 2018. In this connection we have forwarded the proforma developed in this relation by the university with complete relevant information.

Name of the Study Centre with Code number-

Name of the Centre in-Charge-

Thanking you

Yours sincerely

Date:

(Office Seal)

Signature of the Centre in- Charge

Information to be provided by the Study Centre

1. Basic Information

Name and Address of the Host College/Institution where the Study Centre is located			
Name :			
Address :			
City :	Pin :	State :	
Website :			

2. For Communication:

Designation	Name	Telephone with STD code	Mobile	Fax	Email
Principal		O: R:			
Vice Principal		O: R:			
Co-ordinator		O: R:			

3. The Study Centre Management Committee is (Tick in the appropriate box) -

Constituted

Not constituted

(Please furnish the committee if it is constituted)

4) Whether the Principal of the host Institution is the Centre in-charge- Yes-----No---

(If not, then mention who is the Centre in -charge)

5.a) Please mention whether the Coordinator is a regular employee of the Host Institution

Yes ---- No----

b) Number of years of service of the Coordinator in the Host Institution -----

c) Number of years serving as the Coordinator of the Study Centre -----

d) Whether the Coordinator has any other qualification related to ODL- Yes--- No---

6. Status of the Host Institution: Provincialised and affiliated College -----
 Provincialised and non affiliated College -----
 Constituent College -----
 Any other (specify) -----

7 Type of Host Institution:

a. By Gender → For Men -- For Women -- Co-education --

b. By Shift → Regular -- Day -- Evening --

8 a. Date of establishment of the Host College/Institution (dd/mm/yyyy)

b. University to which the host college is affiliated /or which governs the college

c. Details of UGC recognition of the host institution, if it is a College:

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks(If any)
i. 2 (f)		
ii. 12 (B)		

d. Mention the recognition/approval by statutory/regulatory bodies like AICTE, NCTE etc (other than UGC).

Authority	Recognition/approval	Validity period	Remark

9. Is the host institution, if it is a college, recognized

a. by UGC as a College with Potential for Excellence (CPE)?

Yes No

If yes, date of recognition: (dd/mm/yyyy)

b. for its performance by any other governmental agency?

Yes No

If yes, Name of the agency and

Date of recognition: (dd/mm/yyyy)

10. Location of the Study Centre and functional area within the host college
 in sq.mts : Location -----

Campus area, if there is a separate building for the Study Centre

in sq. mts. -----

Built up area in sq. mts.-----

(* Urban, Semi-urban, Rural, Tribal, Hilly Area, Any others, please specify)

11. The Study Centre has a copy of
 a) the MoU with KKHSOU- Yes-----No-----
 b) approval letter from KKHSOU for conducting the courses- Yes-----No----

(If these documents are not with the Centre then please collect the same from the office of the Registrar, KKHSOU)

12. Details of programmes offered by the Study Centre (Give data for current academic year)

SI. No	Level	Name of the Programme/Course	Duration	No. of Students admitted
	Post-Graduate			
	Under-Graduate			
	PG Diploma			
	UG Diploma			
	Certificate			

- 13 Number of teaching and non-teaching positions in the Study Centre

Position	Regular		Contractual		From other institution		Total	Remark
	M	F	M	F	M	F		
Professor								
Asso Prof								
Asst Prof								
Office Staff								
Bearer/Peon								
Others								

14 Number of teachers engaged for teaching in the Study Centre (Please furnish the list of the teachers)

Total no. of Teachers	No. of Regular Teachers from Host Instt	No. of Contractual Teachers from Host Instt	No. of Teachers from outside the Host Instt

15 Number of teachers engaged as Invigilators in Examinations, semester wise for last 2 years, held in the Study Centre (Please furnish the list of the teachers)

Total no. of Teachers	No. of Regular Teachers from Host Instt	No. of Contractual Teachers from Host Instt	No. of Teachers from outside the Host Instt

16 A) Number of candidates expelled in the examinations held in last two year in the Study Centre (Please furnish the list of the candidates)

B) How many of them were expelled by

Teachers in regular post in the Host Instt	Teachers in contractual post in the Host Instt	Teachers other than the Host Instt	By EMO	By SO

17 Number of office staff of the host institution who are engaged in the study Centre for office management

Total Staff	Regular employee of the host Insst	Contractual employee of the host Insst	employee from outside the host Insst

18 Qualifications of the teaching staff:

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc./D.Litt.							
Ph.D.							
M.Phil.							
PG							
Temporary teachers							
Ph.D.							
M.Phil.							
PG							
Part-time teachers							
Ph.D.							
M.Phil.							
PG							

19 Furnish the number of the students admitted in the centre during the last four academic years

Categories	Year 1		Year 2		Year 3		Year 4	
	Male	Female	Male	Female	Male	Female	Male	Female
SC								
ST								
OBC								
General								
Others								

20 .Details on students enrolment in the centre during the current academic year:

Type of students	UG	PG	Diploma	PG Diploma	Total
Students from the same state where the college is located					
Students from other states of India					
Students from outside India					
Total					

21. Number of courses offered by the Institution across all programs during the last five years (Please furnish a separate sheet in details)

Year					
Number					

22 Number of students admitted in different programmes in the last five years

Year					
Number					
Number					

23. Total number of Classrooms of the Host Institution used for the classes of KKHSOU by the Study Centre

24. Is there a Seminar Hall of the Host Institute which is used for the Study Centre? _____

If yes, then mention how the hall has been used (please furnish the activities conducted there by the centre)

25. A) Whether the study Centre was allotted any examination centre for conducting KKHSOU Examinations Yes-----No-----

B) If Yes- then for how many times(mention in a separate sheet)-

26. Total Share money received from the university, year wise for last 3 years

Year	20--	20--	20--
Share money			
To be paid by the University			

27. Account balance in the study centre fund at the time of submitting this report
 (Please furnish a copy of the deposit amount from the bank with signature and seal of the Manager)

28. Total expenditure for paying salary to teaching and non teaching staff year wise during the last five years (INR in lakhs)

Year					
Amount					

29. If the study centre has spent any amount spared from the study centre deposit for any activity/construction in the host institution- yes-----No-----

a) If yes then amount spent in the purpose to be mentioned

Purpose of expenditure	Amount spent	Year	The expenditure is incurred with the approval of GB/SMC Yes/ No

30. If any gadgets (like Computer, TV, Phone etc) were supplied by the university to the study centre-

If yes, please furnish the items with number of pieces-

31. Number of Computers in the Study Centre _____

32. Whether the centre has purchased any computer or other equipments for ICT support to the learners or other use from the share money- yes-----No-----

(Please mention the items purchased)

33. Is there a Structured feedback mechanism to be obtained from

(for design and review of syllabus-Semester wise/ year wise or on quality aspects of the Study Centre))

- 1) Students
- 2) Teachers
- 3) Employers
- 4) Alumni
- 5) Parents

34. Number of differently-abled students (*Divyang persons*) enrolled in the study centre

Yes-----No-----

(If yes, please furnish the record with names)

35. Percentage of teachers using ICT for effective teaching with E-Learning resources etc. in the classes of the study centre (last year data)

36. Number of teachers using ICT for any other use

37. Number of teachers using ICT (LMS, e- resources) for helping students-----

38. ICT tools and resources available in the study Centre-

Computer	Computer with internet facility	Smart Class room	Specify any other

38. Percentage of full time teachers engaged in the Study Centre who have received awards, recognition, fellowship (at State, National, International level from government, recognised bodies) during last five years

39. How does the Study Centre feel about their own mechanism to deal with the errors and grievances related to admission, classes and examination -

- a) Transparent
- b) time- bound
- c) efficient
- d) learners friendly
- e) not satisfactory
- f) problematic

Total number of final year students who passed the university examination

Courses	Total Students appeared	Total passed	Pass percentage
Degree			
Master Degree			
Diploma			

40. If the Institution has created an attempt for environmental activities within /outside the institution with the learners of the Study Centre- Yes-----No-----

41. Total number of workshops/ seminars conducted in the Study Centre during last five years

- Name of the workshops/seminars
 - Number of participants
 - Date (From – to)
- (Please furnish a separate sheet)

42. Whether any awareness programme on ODL was organised by the centre-

43. A)Mention the publications, if any, of the study centre--

B) Number of the Journals/Souvenirs published by the Study Centre during the last five years

C) The Study Centre has a Wall Magazine for the learners of KKHSOU- Yes----No----

Year of publishing the first issue-

Number of issues published so far-

44. The study centre has arranged training/motivational camps for the learners for literary activity or other cocuricular activities - Yes----- No----

45. Is there any learner in the centre who has any publication on literary activities

46. Is there any learner in the centre who is a regular or an occasional writer in newspaper/ magazines – Yes----- No-----

(If yes please furnish the names)

47. Extension activities in the neighborhood/community for sensitizing students to social issues and holistic development during the last five years

- Name and number of the extension Programmes
- Name of the collaborating agency: Non-government, industry, community with contact details

- Brief reports of the event organized

- Any additional information

48. If any eminent scholar/educationist/important Govt official visited the centre-
yes----- no-----

If yes please give the name of the person(s) and the purpose of visit-

49. The Institution has adequate facilities for teaching- learning. viz.- classrooms, laboratories, computing equipment etc.

50. If the learners of the Study Centre are allowed to use the Library of the Host Institution ?

51. Is there a separate Library of the Study Centre- Yes/No

a) If yes then specify the Number of Books and Journals

b) Average annual expenditure for purchase of books and journals during the last five years out of the share money from the university to the study centre-

52. Number of students benefited by scholarships and freeships provided by the Government year wise during last five years (if any)

53. The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment –yes/no

54. Percentage of student progression to higher education (previous graduating batch) (current year data)

55. Number of students proceeding from

- UG to PG:

- PG to MPhil:
 - PG to PhD:
56. Number of students qualifying in state/ national/ international level examinations/ Civil Service Examination or any other
57. Number of awards/medals for outstanding performance in sports/cultural activities at national / international level by any learner during the last five years.
58. Number of sports and cultural activities/competitions organised at the institution level year wise during last five years
59. Is there an alumni association in the Study Centre- Yes/No
60. The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the centre through financial and non financial means during the last five years
61. Is there any contribution of alumni association to the centre –yes/no
62. Whether the centre has developed any Faculty Empowerment Strategies- yes/no
63. a) Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years
- b) Whether the Centre had participated in any such programmes organized by the University-yes/no
- c) If yes then what were those programmes and in which years-
64. Institution has conducted internal and external financial audits regularly - Yes-----No---
- (If audit is conducted then please furnish the dates of submitting the audit reports to the university)
- 65) Is there any mechanism for quality monitoring (both academic and financial) in the study Centre- yes/no
(Support papers required for establishing how the mechanism is working)
- 66) Describe two practices institutionalized as a result of quality initiatives in the study centre
- 67) Is there any initiatives for promoting quality of teaching and conduct of examinations year wise for the last five years- yes/no
How is the initiative working?
- 68) The centre has developed a mechanism to defuse the tendency of unfair means of the learners in the examinations- yes/no
- 69) a)The study centre organised Induction Programme for the new learners in the last year – yes/ no
b) The study centre organised Awareness Programme for the new learners in the last year - yes/ no
- 70) Is there any other ODL programme, other than KKHSOU, offered by the Host Institute – yes/no
A) If yes, name the university that has granted the program

B) Name the ODL courses under that university

71) The study centre keeps the record of attendance of the learners in the counselling classes - yes/no

72) The study centre has a cell, other than the Study Centre Management Committee, formed for adopting and monitoring the quality aspects for all activities of the centre- yes/no

73) Whether the facilities mentioned below are available in the Study Centre-

- a) Notice Board for learners of KKHSOU separately
- b) Cafeteria for ODL learners
- c) First Aid
- d) Power Generator
- e) Waste Management system-
- f) Drinking water
- g) Wash Rooms for male and female separately
- h) Wash Room Common

74) Whether the study Centre despatch to the Examination Branch of KKHSOU the assignment marks regularly on time - yes/No

75) Does the Study Centre has developed any networking or interaction mechanism with nearby centres to maintain a relation for quality matter on ODL- Yes/No

76) If any of the members of the teaching staff of the host Institution or the study centre is associated with SLM development of the University- Yes/No

77) Is there any member in the teaching faculty of kkhsou who attended any programme on ODL organised by other universities- Yes/No

78) Does the centre provide any extra classes (other than the announced scheduled classes usually held on Sundays) to the learners on demand- Yes/No

If yes, then if the centre collects extra fees from the learners-yes/no

79) Whether the centre gives advertisement/publicity about the ODL system at the time of admission -yes/no

80) Mention any other aspects which is not covered above or about which the centre is interested to mention

Signature of the Coordinator

Signature of the Centre in-Charge

(Seal)

NB: Please complete the format and forward the above information to the Dean, Study Centre, KKHSOU within the specified date in closed envelop duly sealed.