



## YEARLY STATUS REPORT - 2023-2024

### Part A

#### Data of the Institution

<b>1.Name of the Institution</b>	
	Krishna Kanta Handiqui State Open University
• Name of the Head of the institution	Prof. Rajendra Prasad Das
• Designation	Vice Chancellor
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no	9435119897
• Mobile No:	9425214226
• Registered e-mail ID (Principal)	vc@kkhsou.in
• Alternate Email ID	ciqa@kkhsou.in
• Address	Headquarters: Patgaon, Rani, Guwahati- 781017, Assam, India. City Campus: NH 37, Resham Nagar, Khanapara, Near Bodoland Guest House, Guwahati-781022
• City/Town	Guwahati
• State/UT	Assam
• Pin Code	781022
<b>2.Institutional status</b>	
• University:	State
• Type of Institution	Co-education

• Location	Urban				
• Financial Status	Grants-in aid				
• Name of the IQAC Co-ordinator/Director	Prof. N.N.Sarma				
• Phone no. (IQAC)	9707506071				
• Mobile (IQAC)	+91 94351 19897				
• Alternate e-mail address (IQAC)	nnsarma@kkhsou.in				
• IQAC e-mail ID	ciqa@kkhsou.in				
3.Website address	<a href="https://kkhsou.ac.in/web/">https://kkhsou.ac.in/web/</a>				
4.Website address (Web link of the AQAR (Previous Academic Year)	<a href="https://kkhsou.ac.in/web/storage/uploads/pdf/pdf26-040324124154.pdf">https://kkhsou.ac.in/web/storage/uploads/pdf/pdf26-040324124154.pdf</a>				
5.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://kkhsou.ac.in/web/storage/uploads/pdf/10112023_044250_AcademicCalendar_JULY_2023_2024(1)-20240125100401.pdf">https://kkhsou.ac.in/web/storage/uploads/pdf/10112023_044250_AcademicCalendar_JULY_2023_2024(1)-20240125100401.pdf</a>				
<b>6.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	2.68	2021	21/12/2021	20/12/2026
7.Date of Establishment of IQAC			01/12/2017		
<b>8.Provide the list of Special Status conferred by Central and/or State Government on the Institution/Department/Faculty/School (UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC, etc.)?</b>					
Institution/ Department/Faculty/School	Scheme	Funding Agency	Year of Award with Duration	Amount	
Nil	Nil	Nil	Nil	Nil	

<b>9. Whether composition of IQAC as per latest NAAC guidelines</b>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>• Upload latest notification of formation of IQAC</li> </ul>	<a href="#">View File</a>	
<b>10. No. of IQAC meetings held during the year</b>	<b>2</b>	
<ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>• (Please upload, minutes of meetings and action taken report)</li> </ul>	<a href="#">View File</a>	
<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>		
<b>12. Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
<p>* Special Talk on "Intellectual Property Rights (IPR)" on 17th June 2023 * Workshop on Open Educational Resources (OER) and Development of e-Content on 21st June 2023 * One-day Workshop on "Technology-Enabled Learning and Learning Management System" on 26th June 2023 * Seven-Day Training Programme on Development and Delivery of e-Content through LMS (Phase-1) from 2nd August to 10th August 2023 * Special Lectures on "Enrolment in ODL Institution under NEP 2020: Issues and Challenges" and "Relevance of Systemic Research in Developing Quality ODL System" on 11th August 2023 * Capacity Building Workshop on "Using Artificial Intelligence for Productivity Enhancement among the Office Personnel of KKHSOU" on 13th December 2023</p>		
<b>13. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year (web link may be provided).</b>		

Plan of Action	Achievements/Outcomes
<a href="https://dlkhsou.inflibnet.ac.in/bitstream/123456789/1048/1/CIQA%20Action%20Plan%202023-2024.pdf">https://dlkhsou.inflibnet.ac.in/bitstream/123456789/1048/1/CIQA%20Action%20Plan%202023-2024.pdf</a>	<a href="https://dlkhsou.inflibnet.ac.in/handle/123456789/756">https://dlkhsou.inflibnet.ac.in/handle/123456789/756</a>
<b>14. Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name of the statutory body	Date of meeting(s)
<b>Board of Management</b>	<b>20/12/2024</b>
<b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to Assess the functioning?</b>	<b>No</b>
<b>16. Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
<b>2023-24</b>	<b>01/01/2025</b>
<b>17. Multidisciplinary / interdisciplinary</b>	
<p>From its inception, the University has consistently emphasized offering multidisciplinary and interdisciplinary programs. In alignment with the National Education Policy (NEP) 2020, which underscores the importance of such education, the University has undertaken significant measures to implement NEP 2020 starting from the Academic Session 2023-24. The Curriculum and Credit Framework for Undergraduate (UG) Programs has been comprehensively restructured to reflect this commitment. Key changes include revised credit requirements, the introduction of lateral entry and exit provisions, and a greater emphasis on multidisciplinary and interdisciplinary approaches. Furthermore, assessment and evaluation methods have been upgraded, transitioning to a letter-grade system. Similarly, the University has revamped its Postgraduate (PG) Programs to align with the UGC's Choice-Based Credit System (CBCS). These redesigned programs now incorporate Ability Enhancement Courses and Skill Enhancement Courses alongside the Core and Elective components, ensuring a holistic and skills-oriented learning experience for students. The revamped Undergraduate (UG) and Postgraduate (PG) programs now incorporate a blend of discipline-</p>	

specific core courses and a diverse range of elective courses. This transformation aims to offer learners broader exposure and enhanced opportunities for academic exploration. For instance, students pursuing degrees in disciplines such as BBA, B.Com, MBA, or M.Sc.-IT can now opt for minor courses from the social sciences. Similarly, learners in social science programs have the flexibility to explore courses in mathematics or mass communication. Additionally, the University has started four-year UG programs starting from the academic session 2023-24. These programs include Ability Enhancement Courses (AECs), Value-Added Courses (VACs), and Skill Enhancement Courses (SECs) to align with the requirements of NEP 2020. With its academic disciplines organized under a School system, the implementation of multidisciplinary and interdisciplinary programs and courses is expected to progress seamlessly. Looking ahead, the University envisions launching innovative programs and courses to further promote opportunities for multidisciplinary and interdisciplinary learning, fostering a holistic educational experience for its learners.

#### **18.Academic bank of credits (ABC):**

The University implemented several initiatives to raise awareness among learners about the benefits of registering on the Academic Bank of Credits (ABC) Portal of the UGC. Learners were informed that ABC registration facilitates mobility across higher education institutions, enabling seamless integration of skills and experiences into a credit-based system. To support this initiative, multiple workshops were conducted to guide learners on using their Aadhaar cards for ABC registration. Additionally, the University has made video instructions and detailed guidelines available on its website to assist learners in registering on the ABC Portal. A tutorial video link for creating an ABC ID has also been provided to ensure ease of access and understanding. The link to the Tutorial video to create the Academic Bank of Credit (ABC) ID is <https://www.youtube.com/watch?v=1J0RFpPKq24> The registration of learners with the Academic Bank of Credit currently has placed the University in third position in Assam, with nearly 70,415 learners registered till 31st December 2024. These efforts demonstrate the University's commitment to enhancing learner mobility and aligning with the credit-based system envisioned under NEP 2020.

#### **19.Skill development:**

Krishna Kanta Handiqui State Open University has been offered various programme from different levels of study in Open Distance Learning (ODL) mode since the inception of this University with prior approval of UGC-DEB. At present, the University offers UGC-DEB

approved 26 numbers (15 Post Graduate Programme and 11 Under Graduate Programme) of Programmes). As part of this restructuring, the University has curated a diverse range of Skill Enhancement Courses (SECs) aligned with various levels of the National Skills Qualifications Framework (NSQF). These courses are designed to equip learners with practical and industry-relevant skills. The offered SECs include: Office Management Organic Farming Introduction to Geo-Informatics Tea Cultivation and Management Electricity and Electrical Wiring Cyber Security Spoken English Life Skills The Maniram Dewan School of Management offers a specialized course on Life Skills, with an emphasis on Soft Skills and Digital Skills. This course has been meticulously designed following the UGC Model Syllabus to ensure relevance and quality. To enhance the learning experience, the University has integrated practical applications, observational exercises, and field-based assignments into the course structure. These components are aimed at fostering hands-on learning and skill development across various disciplines, preparing learners to excel in their chosen fields. Additionally, Learnet Skills Limited, a company incorporated in India and having its Office located at "D-114, Pocket C, Okhla I, Okhla Industrial Area, New Delhi, through an MoU, provides Graduate Employability Enhancement Training in the service sector to UG/PG learners and alumni of the University. Kanta Handiqui State Open University (KKHSOU) is preparing to materialise a collaboration with the National Council for Educational and Vocational Training (NCEVT), New Delhi to enhance vocational education opportunities in Assam. As part of this collaboration, KKHSOU will function as the assessment and awarding body for NCEVT-recognized vocational courses. The application form for becoming an assessment body and awarding body of the NCVET has already been submitted by the University for approval. Through the Mother Teresa Social Welfare Mission and the APJ Abdul Kalam Student Welfare Mission, the University extends various services to society. These include adopting five tribal/minority villages, offering scholarships to women aspiring for civil services, conducting skill development programs for the youth in the adopted villages, hosting various awareness programs and celebrations of significant days at the University adopted villages.

#### **20. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)**

As per the Board of Management Resolution No. BM/77/10/2024 dated 10th June 2024, the University has officially renamed the erstwhile Banikanta Kakati Research Institute (BKRI) to the Banikanta Kakati Centre for Indian Knowledge System (BKCIKS). This transformation, effective from 11th November 2024, marks a significant step towards

promoting indigenous knowledge systems and preserving the rich heritage of Indian philosophy, culture, and traditions. The University offers various programs and courses focusing on Indian languages, culture, values, society, and traditions. These include both undergraduate and postgraduate courses on Indian culture and traditions, as well as a diploma program in Yoga. To further popularise IKS, the University has introduced a SWAYAM-MOOC course titled "Essentials of Indian Philosophy." Several new courses on Indian Knowledge Systems (IKS) are currently being developed under the BKCIKS initiative and are set to be launched at the University in the near future. These programs emphasize Indian languages, culture, values, society, and traditions, reflecting the University's commitment to promoting indigenous knowledge systems. UG programs are available in Assamese and English, with SLMS accessible via the LMS. Students can also study Assamese, Bengali, Hindi, or Bodo. BA in Sanskrit, courses on Indian traditions, and a Diploma in Yoga promote cultural awareness and well-being. NEP 2020-aligned four-year UG programs include a 4-credit course on Assamese culture and a 3-credit mandatory Yoga course in the second semester. Through these initiatives, the University aims to create a learning environment rooted in Indian heritage, while fostering the holistic development of its learners.

#### **21.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):**

The University is committed to Outcome-Based Education (OBE), integrating it across program design, assessment, and effectiveness research. Outcome-Oriented Program Design All Undergraduate (UG) and Postgraduate (PG) programs, along with Programme Project Reports (PPRs) for UGC recognition, emphasize Learning Outcomes. Programs are structured with well-defined Program Outcomes (POs) and Course Outcomes (COs) from inception. The Learning Outcome-Based Curriculum Framework (LOCF), adopted in line with NEP 2020, ensures academic and non-academic competencies, including teamwork, communication, and ethics. Alignment with National Qualification Frameworks Programs align with the National Higher Education Qualification Framework (NHEQF) and the National Skills Qualification Framework (NSQF), equipping learners with industry-relevant skills and ensuring compliance with NEP 2020. Revamped Assessment Practices Assessment methods—both formative and summative—are designed to align with program- and course-specific learning outcomes. Intended learning outcomes are integrated into assessments, activities, and projects, ensuring a holistic evaluation of learners' competencies. Comprehensive Outcome Integration Program-Specific Outcomes (PSOs): Defined in PPRs and Program Guides. Course-Specific Outcomes (CSOs): Linked to program structure and explicitly stated in guides. Unit-

**Specific Learning Objectives:** Clearly mentioned in Self-Learning Materials (SLMs) and Program Guides. Transparent and Accessible Practices PPRs are available on the University website. Paper setters receive clear instructions to align questions with program, course, and unit outcomes. This ensures a structured, outcome-driven, and learner-centric education system, fostering transparency and consistency in learning and assessment.

## **22.Distance education/online education:**

As an Open University, the institution has been committed to providing higher education to unreached populations since its inception. In pursuit of this mission, the University effectively leverages Information and Communication Technology (ICT) to deliver flexible and accessible learning opportunities to learners from any location, at their convenience. The University's Learning Management System (LMS), e-Bidya (<https://www.lmskkhsou.in/web/>), offers a comprehensive digital learning platform that follows the four-quadrant approach to facilitate enriched learning experiences. To expand its reach further, the University has established a Centre for Online Education to develop and offer online programs in alignment with emerging educational trends. Many Faculty members of the University have made significant contributions to the development of Massive Open Online Courses (MOOCs) hosted on the SWAYAM platform. EMPC Developed multimedia content for the various academic programmes of the University, MOOCs, learning management systems (e-Vidya), the University YouTube channel and other digital platforms. In the last academic year, it has produced,-- i) 255 no. of total videos produced ii) 265 no. of videos for MOOCs in this session The Centre for Online Education has been working continuously to create an online education eco-system in the University through its different activities like conducting capacity building programmes for the faculty members on e-content development and delivery system, promotion of MOOC culture and blended learning. The Centre is presently working on launching PG programmes online from 2025. These contributions underscore the University's commitment to utilizing modern educational technologies and resources to democratize learning and empower learners with diverse opportunities for personal and professional growth.

## Extended Profile

<b>1.Programme</b>	
1.1 Number of programmes offered during the year:	<b>53</b>
1.2 Number of programmes offered during the year, Please provide consolidated number of Programs offered during the year without repeat count, including the programmes that are dropped)	<b>53</b>
1.3 Number of learners admitted afresh in first-year during the year	<b>36179</b>
1.4 Number of learners enrolled during the year	<b>106040</b>
1.5 Number of courses offered by the institution across all programs during the year	<b>512</b>
1.6 Total Number of Courses offered by the institution in all programs (without repeat count and include courses that are dropped)	<b>512</b>
<b>2.Student</b>	
2.1 Number of graduating students during the year	<b>5687</b>
2.2 Number of enrolled learners in the preceding academic year registered for term end examination	<b>15696</b>
2.3 Number of registered learners in the preceding academic year appeared for term end examination	<b>9972</b>
2.4 Number of learners in the preceding academic year passed in the term end examination	<b>5269</b>

<b>3.Institution</b>	
4.1 Total expenditure, excluding salary, during the year (INR in Lakhs):	3009.66
<b>4.Teacher</b>	
5.1 Number of sanctioned posts for the year:	47
5.2 Number of full-time teachers during the year:	44
5.3 Number of other academics in position against the sanctioned posts	7
5.4 Number of Full time Academic consultants employed	15
5.5 Total number of full time teachers worked in the institution during the year (Please include the teachers who left / joined the institution during the assessment period without repeat counts:	59
5.6 Total number of other academics worked in the institution during the year (Please include the other academics who left / joined the institution during the assessment period without repeat counts	6
<b>Part B</b>	
<b>CURRICULAR ASPECTS</b>	
<b>1.1 - Curriculum Planning Design and Development</b>	
1.1.1 - Relevance of curricula planned, designed and developed/adopted	
<p>The University has redesigned its undergraduate (UG) and postgraduate (PG) curricula in line with the National Education Policy (NEP) 2020, starting from the July 2023 session. This effort adheres to guidelines and frameworks provided by the UGC and the State Government. A significant highlight of this initiative is the</p>	

launch of four-year UG programmes, developed within the frameworks of the UGC and the Government of Assam, while conforming to the National Credit Framework. The programme includes a diverse mix of courses such as Discipline-Specific Core and Elective Courses, Interdisciplinary Courses, Ability Enhancement Courses, Value-Added Courses, and Skill Enhancement Courses.

In tandem, the two-year PG programmes have been revamped to meet NEP 2020 standards and comply with the credit requirements of the National Credit Framework. Notably, both these programmes were aligned with the National Higher Qualifications Framework (NHQF) and the National Skills Qualifications Framework (NSQF), focusing on graduate attributes and outcomes.

The redesigned curricula aim to equip students with relevant skills and knowledge, tailored to local demands and needs. By integrating innovation and relevance, the University is fostering a transformative educational experience, empowering graduates to contribute meaningfully to their communities and the broader workforce.

File Description	Documents
Curricula implemented by the University	<a href="https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/17/17_20241231_10401139.pdf">https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/17/17_20241231_10401139.pdf</a>
Mapping of curricula to Programme Outcomes	<a href="https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/17/17_20241231_103157698.pdf">https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/17/17_20241231_103157698.pdf</a>
Outcome analysis of Programme Specific Learning Outcomes and Course Learning Outcomes	<a href="https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/17/17_20241231_103304259.pdf">https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/17/17_20241231_103304259.pdf</a>
Minutes of the relevant BoS/ School Board / Academic Council	<a href="https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/17/17_20241231_103440742.pdf">https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/17/17_20241231_103440742.pdf</a>
Any other relevant information	<a href="https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/17/17_20241231_103617195.pdf">https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/17/17_20241231_103617195.pdf</a>

### 1.1.2 - New Programmes introduced - Percentage of programmes newly introduced by the institution during the year

41.5

#### 1.1.2.1 - Number of new programmes introduced during the year

22

File Description	Documents
Minutes of relevant Academic Council/ School Board /BoS meetings	<a href="#">View File</a>
Details of the Curricula/Syllabi of the new programmes during the year	<a href="#">View File</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 1.1.3 - Revision of Programmes - Percentage of Programmes revised during the year

0

**1.1.3.1 - Total number of Programmes revised during the year**

0

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	No File Uploaded
Details of the revised Curricula/Syllabi of the programmes during the year	No File Uploaded
As per Data Template	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**1.1.4 - Courses being offered as MOOCs or using OERs. - Percentage of courses being offered as MOOCs or using OERs to supplement the existing courses (data for the preceding academic year)**

0

**1.1.4.1 - Number of courses being offered as MOOCs or using OERs to supplement the existing courses (data for the preceding academic year)**

1

File Description	Documents
Web-link to the list of MOOCs approved	<a href="https://onlinecourses.swayam2.ac.in/nou23_ed11/preview">https://onlinecourses.swayam2.ac.in/nou23_ed11/preview</a>
Curriculum/ Syllabus of the courses being offered as MOOCs or using OERs	<a href="#">View File</a>
Minutes of the Boards of Studies/ School Boards/ Academic Council meetings for approvals of these courses	<a href="#">View File</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**1.1.5 - Electronic media and other digital components in the curriculum - Percentage of the Courses on offer that have incorporated electronic/digital media and other digital components in their curriculum delivery during the year**

9.3

**1.1.5.1 - Total number of the Courses on offer have incorporated electronic/ digital media and other digital components in their curriculum during the year**

50

File Description	Documents
Details of Programmes incorporating electronic media and other digital components offered during the year	<a href="#">View File</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**1.2 - Academic Flexibility****1.2.1 - Programmes being adopted/adapted by other HEIs - Percentage of programmes adopted/adapted by other HEIs through formal MOU during the year**

0

**1.2.1.1 - Number of programmes adopted/adapted by other HEIs during the year**

0

File Description	Documents
MOU for programmes adopted/adapted by other HEIs	No File Uploaded
Details of Programme	No File Uploaded
As per Data Template	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**1.2.2 - Implementation of CBCS / ECS - Percentage of Programmes (UG/PG) in which Choice Based Credit System CBCS/ Elective Course System (ECS) has been implemented (Data of the latest completed academic year)**

100

**1.2.2.1 - Number of Programmes (UG/PG) in which Choice Based Credit System CBCS/ Elective Course System (ECS) has been implemented (Data of the latest completed academic year)**

22

File Description	Documents
Minutes of relevant Academic Council/BoS/ School Board meetings for implementation of CBCS	<a href="#">View File</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 1.2.3 - Enabling provision for lateral entry for learners - Percentage of learners admitted in the Institution through lateral entry during the year

0

#### 1.2.3.1 - Number of admitted strength in programs where lateral entry is provisioned

1

File Description	Documents
Credit transfer policy	<a href="#">View File</a>
List of programmes having provision for lateral entry	<a href="#">View File</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 1.2.4 - Enabling provision for modular approach Provision for modular approach for flexible exit to the learners

The University's newly introduced 4-year Undergraduate (UG) and 2-year Postgraduate (PG) programs for the academic session 2023-24, aligned with the National Credit Framework and NEP 2020, offer an exceptional opportunity for learners through lateral entry across all 22 programs. This innovative approach reinforces the University's longstanding commitment to a modular and flexible education system, as evidenced by Notification dated 14/08/2020.

Lateral entry eligibility extends to candidates who have successfully completed the first two or four semesters of BA, BBA, BCom, or BCA programs from KKHSOU or other recognized institutions in India or abroad. Eligible learners can directly enroll in the 3rd or 5th semesters of their chosen program. Similarly, lateral entry into the 3rd semester of PG programs, including MA, MSc, MCom, MSW, MScIT, and MBA, is available for those who have completed the first two semesters.

The MBA program provides a distinct advantage, allowing learners to exit after two semesters with a Diploma in Business Management (DBM). This qualification adds immediate value to their credentials while enabling seamless re-entry into the MBA's 3rd semester for further studies.

Additionally, the M.Sc.IT program enhances flexibility by offering a Diploma in Computer Science (DCS) after two semesters, ensuring learners can tailor their educational journey to their goals and aspirations.

File Description	Documents
The list of Programmes having modular approach with flexible exit options for the learners	<a href="https://kkhsou.ac.in/eservices/agar/2023-24/cpanel/UploadedFiles/2024-25/26/26_20241231_115117965.pdf">https://kkhsou.ac.in/eservices/agar/2023-24/cpanel/UploadedFiles/2024-25/26/26_20241231_115117965.pdf</a>
Any other relevant information	<a href="https://kkhsou.ac.in/eservices/agar/2023-24/cpanel/UploadedFiles/2024-25/26/26_20241231_115315610.pdf">https://kkhsou.ac.in/eservices/agar/2023-24/cpanel/UploadedFiles/2024-25/26/26_20241231_115315610.pdf</a>

### 1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Gender, Environment and Sustainability Human Values, Emerging Demographic changes and Professional Ethics in the curricula

The University has strategically integrated crosscutting issues into its curriculum to enhance learners' awareness of pressing global challenges. A compulsory course on Environmental Studies and Disaster Management is a part of all undergraduate programs, while postgraduate curricula feature modules on Environment and Sustainability in disciplines such as Sociology, Political Science, Commerce, and Economics.

Themes related to Gender and Social Justice are interwoven into programs in Language and Literature, Sociology, Social Work, Economics, and Commerce. Postgraduate courses in various disciplines incorporate topics on feminism, gender, and politics to provide a nuanced understanding of these critical issues. Human Rights education is embedded in fields like Political Science, Education, and Social Work, addressing concerns at regional, national, and international levels.

Professional ethics, encompassing both personal and corporate

behavioral standards, are comprehensively addressed in the Commerce and Business Administration programs. Emerging demographic trends are analyzed in Education, Sociology, and Economics, with specialized courses such as Population Studies, Diaspora Issues, and Migration Studies offering in-depth exploration. Furthermore, sustainability concerns are emphasized across all programs, particularly in Economics, Sociology, and Political Science, ensuring a holistic and forward-thinking academic approach.

File Description	Documents
List of courses that integrate crosscutting issues mentioned above	<a href="https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/28/28_20250204_105031236.pdf">https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/28/28_20250204_105031236.pdf</a>
Description of the courses which address Gender, Environment and Sustainability, Human Values, Emerging Demographic changes and Professional Ethics in the Curricula	<a href="https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/28/28_20250204_105135110.pdf">https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/28/28_20250204_105135110.pdf</a>
Any other relevant information	Nil

### 1.3.2 - Awareness/ soft skills / life skills/value-added courses etc., on offer

#### 1.3.2.1 - Number of Value-added courses imparting life skills and soft skills being offered by the Institution during the year

145

File Description	Documents
Brochure relating to the listed courses	<a href="#">View File</a>
Course content of the Value-added courses	<a href="#">View File</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 1.3.3 - Learners undertaking fieldwork / projects / internships etc. - Percentage of learners undertaking field work / projects / internships leading to submission of dissertation / Reports

67.32

#### 1.3.3.1 - Number of learners undertaking field work / projects / internships leading to

**submission of dissertation / Reports (data for the latest completed academic year)**

3036

File Description	Documents
Link to Programme structure(s)	<a href="https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/30/30_20250204_105524764.pdf">https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/30/30_20250204_105524764.pdf</a>
Handbook/Manual for field work/ projects / internships.	<a href="#">View File</a>
List of learners enrolled in Programme involving field work/ projects / internships etc.	<a href="#">View File</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**1.3.4 - Courses on employability/ entrepreneurship/ skill development - Percentage of courses on offer has focus on employability/ entrepreneurship/ skill development during the year**

11

**1.3.4.1 - Number of courses having focus on employability/ entrepreneurship/ skill development during the year**

69

File Description	Documents
Link to programme structure and syllabus of such courses having focus on Employability/ Entrepreneurship/ Skill development	<a href="https://kkhsou.ac.in/web/index_page_details.php?page=WktCZ2RlOVJ5d1N6NTJrSi9rdnFWdz09&amp;title=ppr-list-2023">https://kkhsou.ac.in/web/index_page_details.php?page=WktCZ2RlOVJ5d1N6NTJrSi9rdnFWdz09&amp;title=ppr-list-2023</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**1.4 - Feedback System**

**1.4.1 - Feedback for design and review of curriculum Mechanism is in place for obtaining structured feedback on curricula/syllabi from various stakeholders Structured feedback has been designed for review of curriculum/syllabus for the**

**B. Any 3 of the above**

**preceding academic year 1) Learners 2) Teachers and other Academics 3) Academic Counsellors 4) External Subject Experts 5) Employers 6) Alumni**

File Description	Documents
20 sample filled in Feedback forms in each category opted for the metrics	<a href="#">View File</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**1.4.2 - Action on feedback (feedback collection, analysis and action taken) Mechanism is in place for analyzing the Feedback obtained from stake holders on curriculum/syllabus for the preceding academic year**

**C. Feedback collected and analyzed**

File Description	Documents
Stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council/ Syndicate/ Board of Management	No File Uploaded
As per Data Template	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## **TEACHING-LEARNING AND EVALUATION**

### **2.1 - Learner Enrollment**

#### **2.1.1 - Average variation in enrolment of learners in the Institution during the year**

**38.78**

File Description	Documents
Total enrollment data during the year authenticated by Registrar of the University	<a href="#">View File</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 2.1.2 - Efforts for reaching the unreached Efforts undertaken by the Institution for reaching out to the persons who do not have access to higher education

As an Open University, KKHSOU is committed to extending quality education to all the underserved communities in the state of Assam. Through strategically established Study Centers spread across all districts of Assam, particularly in areas with sizable Tribal, Scheduled Caste (SC), Other Backward Class (OBC) and minority populations, the university bridges educational gaps and fosters inclusivity. KKHSOU's commitment is reflected in its provision of free education for Persons with Disabilities, jail inmates, and transgender individuals, promoting empowerment and social equity.

Recognising the importance of outreach, the university regularly organizes awareness camps and induction programmes in remote areas to ensure that all its academic programmes are accessible to every corner of the state. Special enrolment drives, such as those targeting police personnel, highlight the value of education across professions. KKHSOU integrates technology into its ODL model through its Learning Management System (e-Bidya), YouTube channel and extensive use of virtual meeting platforms like Zoom and Google Meet, enhancing learner engagement and adaptability. The Learner's Portal on the university website provides centralized access to study materials and vital resources.

By blending traditional outreach methods with modern technological tools, KKHSOU exemplifies its mission of making education inclusive and accessible, empowering diverse learners through the ODL mode.

File Description	Documents
Documents on efforts taken for reaching the unreached	<a href="https://kkhsou.ac.in/eservices/agar/2023-24/cpanel/UploadedFiles/2024-25/39/39_20241231_153528595.pdf">https://kkhsou.ac.in/eservices/agar/2023-24/cpanel/UploadedFiles/2024-25/39/39_20241231_153528595.pdf</a>
Any other relevant information	<a href="https://kkhsou.ac.in/eservices/agar/2023-24/cpanel/UploadedFiles/2024-25/39/39_20241231_153802630.pdf">https://kkhsou.ac.in/eservices/agar/2023-24/cpanel/UploadedFiles/2024-25/39/39_20241231_153802630.pdf</a>

## 2.2 - Catering to Learner Diversity

### 2.2.1 - Catering to rural population - Percentage of learners enrolled from rural areas during the year

82.03

**2.2.1.1 - Total number of learners enrolled from rural areas during the year****29678**

File Description	Documents
Number of rural learners authenticated by Registrar of the University	<a href="#">View File</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**2.2.2 - Reaching out to learners from socially backward categories - Percentage of learners enrolled across different socially backward categories during the year****54.88****2.2.2.1 - Number of learners admitted against SC/ST/OBC and other reserved categories as per GOI norms****19856**

File Description	Documents
Number of SC, ST and OBC learners authenticated by Registrar of the University	<a href="#">View File</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**2.2.3 - Reaching out to Persons with Disabilities (PwD) - Percentage of PwD learners enrolled during the year****0.02****2.2.3.1 - Number of learners enrolled from Divyangjans categories during the year****423**

File Description	Documents
Number of PwD learners authenticated by Registrar of the University	<a href="#">View File</a>
As per Data Template	<a href="#">View File</a>
Document submitted by the Institution to a Government agency giving this information	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

#### 2.2.4 - Reaching out to women / Transgender learners -Percentage of Women learners enrolled during the year

52.4

##### 2.2.4.1 - Total number of Women / Transgender learners enrolled from during the year

18958

File Description	Documents
Number of Women / transgender learners authenticated by Registrar of the University	<a href="#">View File</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	No File Uploaded

#### 2.2.5 - Reaching out to employed persons - Percentage of the employed learners who are enrolled during the year

31.15

##### 2.2.5.1 - Number of employed learners (including self employed) enrolled during the year

11270

File Description	Documents
Number of employed learners authenticated by Registrar of the University	<a href="#">View File</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	No File Uploaded

#### 2.2.6 - Learners from Special Target Group: prison inmates - Average number of prison

**inmates enrolled as learners during the year**

20

**2.2.6.1 - Number of prison inmates enrolled as learners during the year**

20

File Description	Documents
As per Data Template	<a href="#">View File</a>
Any other relevant information	No File Uploaded
Number of prisoners enrolled authenticated by Registrar of the University	<a href="#">View File</a>

**2.2.7 - Learners from Defense and Security Forces - Average number of persons from Defense and Security Forces background namely: Defense / Security Personnel, Ex Service men/ War widows enrolled as learners during the year**

582

**2.2.7.1 - Number of persons from Defense and Security Forces background namely: Defiance / Security Personnel, Ex Service men/ War widows enrolled as learners during the year**

582

File Description	Documents
Number of learners from defense/security background authenticated by Registrar of the University	<a href="#">View File</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**2.3 - Teaching- Learning Process****2.3.1 - Development of Self-Learning Material (SLM) in Print**

Self-Learning Materials (SLMs) are the backbone of all academic programmes at KKHSOU and they are meticulously developed to meet the needs of Open and Distance Learning. The process begins within each discipline, involving conceptualization, designing and alignment with the course structure recommended by the concerned School of Studies and approved by the Academic Council. Every academic program comprises multiple courses and the SLMs for these are crafted following a standardized Institutional House Style.

Courses are often divided into 2-3 blocks, each containing 4-8 units, with each unit spanning 3,500-5,000 words or 12-15 pages. The SLM preparation team, led by the Course Coordinator, includes subject experts, content writers, editors (content, language, and format), and translators for bilingual SLMs. Strict adherence to timelines ensures the timely production and delivery of materials. In 2023-24, KKHSOU successfully developed 196 courses across 43 programmes, adhering to the SLM Policy in line with UGC guidelines.

Camera-Ready Copies (CRCs) are prepared by each discipline, with empanelled printing presses and the SLM Production and Distribution Cell ensuring prompt production and delivery. This streamlined process reflects KKHSOU's dedication to providing high-quality learning resources, empowering learners and upholding the principles of timely and efficient dissemination of resources in Open and Distance Learning.

File Description	Documents
Policy document on SLM	<a href="https://dlkkhsou.inflibnet.ac.in/jspui/bitstream/123456789/825/1/KKHSOU_SLM%20Policy.pdf">https://dlkkhsou.inflibnet.ac.in/jspui/bitstream/123456789/825/1/KKHSOU_SLM%20Policy.pdf</a>
Any other relevant information	<a href="https://kkhsou.ac.in/eservices/agar/2023-24/cpanel/UploadedFiles/2024-25/49/49_20241231_113517471.pdf">https://kkhsou.ac.in/eservices/agar/2023-24/cpanel/UploadedFiles/2024-25/49/49_20241231_113517471.pdf</a>

### 2.3.2 - Use of Radio for providing instruction - Percentage of programmes where radio has been used for providing instruction in the latest completed academic year

100

#### 2.3.2.1 - Number of programmes where radio has been used for providing instruction in the latest completed academic year

25

File Description	Documents
Proof of radio broadcasting with schedules of the programs	<a href="#">View File</a>
Schedules of the above activities	<a href="#">View File</a>
As per Data template	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 2.3.3 - Use of telecast / webcast for providing instruction - Percentage of programmes where

**telecast / webcast (TV broadcast, teleconferencing, web conferencing / webinars, etc) for providing instructions in the latest completed academic year**

**81.8**

**2.3.3.1 - Number of programmes where telecast / webcast (TV broadcast, teleconferencing, web conferencing / webinars, etc) for providing instructions in the latest completed academic year**

**18**

File Description	Documents
Proof of tele- broadcasting with schedules of the programs	<a href="#">View File</a>
Schedules of the above activities	<a href="#">View File</a>
As per the data template	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**2.3.4 - Availability of digitized SLMs for the learners - Percentage of programs having access to online SLMs**

**100**

**2.3.4.1 - Number of learning material of the Institution digitized and the SLMs uploaded on the website / Online Repository/ e-content app / LMS for their availability to the learners during the year**

**3414**

File Description	Documents
Links to Digital repository of SLMs	<a href="https://lmskkhsou.in/eservices/e-Resources/#Resources%2Fe-SLM">https://lmskkhsou.in/eservices/e-Resources/#Resources%2Fe-SLM</a>
Any other relevant information	<a href="#">View File</a>
Data template in Section B	<a href="#">View File</a>

**2.3.5 - Institutional Mechanism to provide academic counseling support** An Institutional mechanism is in place to provide academic counselling support to learners enrolled in different programs including strategies for learner participation and engagement as well as development of required competencies and skills

**KKHSOU has established a robust institutional mechanism to provide academic counselling support to its learners, ensuring engagement, skill development and the acquisition of essential competencies. Counselling services are delivered through multiple channels, blending traditional and digital approaches to cater to learners**

across Assam, including remote and inaccessible areas.

Study Centres across the state conduct regular face-to-face counselling sessions, guided by a comprehensive Handbook for Study Centres. To further enhance support, the University offers e-mentoring services via Telegram, WhatsApp, Facebook, and popular meeting apps like ZOOM and Google Meet, alongside its dedicated YouTube channel. Academic transactions are seamlessly facilitated through KKHSOU's Learning Management System, e-Bidya.

Since the 2020-2021 academic session, KKHSOU has introduced a centralized face-to-face counselling mechanism from its City Campus at Khanapara, Guwahati. Faculty members from various disciplines also conduct scheduled offline counselling sessions, providing regular guidance to learners. Walk-in counselling services at the City Campus allow direct, personalized interactions between learners and faculty, addressing diverse academic needs.

This comprehensive counselling system reflects KKHSOU's commitment to supporting its learners through diverse and accessible platforms, fostering academic success, and enhancing the overall learning experience in an inclusive and learner-centric manner.

File Description	Documents
Schedules of different counseling activities	<a href="https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/53/merged.pdf">https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/53/merged.pdf</a>
Report of academic Counseling sessions	<a href="https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/53/53_20250103_104823465.pdf">https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/53/53_20250103_104823465.pdf</a>
Any other relevant information	Nil

## 2.4 - Teachers and other Academics- Profile and Quality

**2.4.1 - Full-time teachers and other academics in positions – Percentage of the sanctioned posts occupied by full-time teachers and other academics respectively during the year**

90.74

**2.4.2 - Full-time teachers and other academics with Ph.D. - Percentage of full-time teachers and other academics with Ph.D. degree**

97.67

**2.4.2.1 - Number of full-time teachers and other academics with Ph.D. degree**

42

File Description	Documents
Number of teachers and other academics with PhD	<a href="#">View File</a>
As per the Data Template	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**2.4.3 - Programmes on offer through Collaboration - Programmes offered which are developed through collaboration with Government / other agencies**

0

**2.4.3.1 - Number of Programmes offered which are developed through collaboration with Government / other agencies during the year**

0

File Description	Documents
Copies of MoUs with other agencies	No File Uploaded
Minutes of relevant Academic Council/BoS/ School Board meetings	No File Uploaded
As per Data Template	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**2.4.4 - Percentage of in-house faculty involved in design and development of SLMs during the year**

100

**2.4.4.1 - Number of in-house faculty involved in design and development of SLMs during the year**

43

File Description	Documents
Minutes of relevant Academic Council/BoS/ School Board meetings	<a href="#">View File</a>
Credit page of Blocks/ Courses	<a href="#">View File</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	No File Uploaded

#### 2.4.5 - Recognition earned by full time teachers and other academics

##### 2.4.5.1 - Number of full time teachers who received awards, fellowships, recognition etc. from state /national /international level, Government recognized bodies during the year

3

File Description	Documents
Scanned copies of award/ appointment letters	<a href="#">View File</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	No File Uploaded

#### 2.4.6 - Learner : Academic Counselor ratio

##### 2.4.6.1 - Number of empanelled Academic Counselors for the latest completed academic year:

4813

File Description	Documents
Number of Academic Counsellors with details of total teaching experience for the preceding academic year	<a href="#">View File</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	No File Uploaded

#### 2.5 - Evaluation Process and Reforms

##### 2.5.1 - Process of conduct of Term-end examination Process of conduct of Term End Examination and efforts done for fair and smooth conduct of the examination

The Term-End Examinations at KKHSOU are conducted with strict adherence to established Rules, Regulations, and Standard Operating Procedures (SOP). The Examination Branch meticulously schedules odd

semester exams between December and March, and even semester exams from July to September, as per the Examination and Academic Calendars available on the University website. Exams are held at designated centres across Assam, selected through a rigorous process overseen by the Examination Committee. Criteria for centre selection include capacity, infrastructure, accessibility via road/rail, CCTV arrangements in exam halls, and proximity to district or sub-divisional headquarters.

To uphold the integrity of the examination process, Supervisory Officers (SOs) from other Higher Education Institutions (HEIs) and Examination Monitoring Officers (EMOs) from KKHSOU are appointed. These officers are empowered to take disciplinary actions, such as expulsion or cancellation, in consultation with the Centre in Charge, with mandatory reporting to the Controller of Examinations as per SOP Clause 5.2. Additionally, Flying Squads, comprising officers and faculty members from the University, conduct surprise inspections to ensure transparency.

In the year 2023-24, 170 exams were conducted in 21 different groups, 599 SOs and 104 EMOs were deployed, 620 Exam centers were inspected, and 271 learners were expelled for using unfair means. This reflects KKHSOU's commitment to maintaining fairness and high standards in examinations.

#### 2.5.2 - Examination related Grievances Mechanism of the Institution to deal with examination related grievances in a transparent manner

KKHSOU has implemented an efficient grievance redressal mechanism to address examination-related concerns promptly and effectively. Learners can raise their issues at the dedicated counter of the front office located at the City Campus, Khanapara, Guwahati, where grievances are resolved within a stipulated timeframe of seven days. Alternatively, learners can send their queries via the dedicated examination email [dre@kkhsou.in](mailto:dre@kkhsou.in) and [are@kkhsou.in](mailto:are@kkhsou.in).

To enhance accessibility, the Examination Branch offers multiple communication channels, including helpline numbers for mobile calls, text messages, and interactions on the University's Facebook page. If grievances are not resolved within a reasonable timeframe, learners can escalate their concerns to higher authorities, including the Vice-Chancellor.

In the year 2023-24, KKHSOU successfully resolved a total of 2460 grievances, including those related to examinations, showcasing its commitment to the learners. The University's robust grievance

redressal system ensures timely and transparent resolution of concerns, reflecting its dedication to maintaining an effective and responsive support framework for its learners.

File Description	Documents
Any other relevant information	<a href="https://kkhsou.ac.in/eservices/agar/2023-24/cpanel/UploadedFiles/2024-25/63/63_20241231_125740486.xlsx">https://kkhsou.ac.in/eservices/agar/2023-24/cpanel/UploadedFiles/2024-25/63/63_20241231_125740486.xlsx</a>
Standard Operating Procedures related to Term End Examination related Grievances	<a href="https://kkhsou.ac.in/web/index_page_details.php?page=Nkp6OVk0NVdXT1BjVDJWZUVtN2ZDQT09&amp;title=rules-and-regulation-and-sop">https://kkhsou.ac.in/web/index_page_details.php?page=Nkp6OVk0NVdXT1BjVDJWZUVtN2ZDQT09&amp;title=rules-and-regulation-and-sop</a>

2.5.3 - Formative Assessment Standard Operating Procedures employed for continuous (internal) assessment followed by the Institution

Formative assessment at KKHSOU is a key component of the learning process, designed to measure understanding and provide constructive guidance to learners. By fostering engagement and personalizing the learning journey, it creates a more effective and inclusive educational environment. Formative assessment is a compulsory and continuous evaluation method for all learners, who must complete it within a specific timeframe set by the institution after admission.

In line with UGC ODL Regulations 2020, formative assessment accounts for 30% of the total marks, which are reflected on the final mark sheets alongside Term-End Examination scores. To pass the Term-End Examination, learners must achieve the minimum passing marks in formative assessment, making it an essential part of their academic progress. This evaluation encourages consistent effort and helps learners identify areas for improvement early in their studies.

The marks distribution for formative assessment is structured with a maximum total of 30 marks, aligning with regulatory requirements. By integrating formative assessment into its academic framework, KKHSOU emphasizes the importance of continuous evaluation, ensuring that learners are actively engaged and supported throughout their educational journey, while maintaining a high standard of academic rigor and compliance with established guidelines.

File Description	Documents
Policy documents on Evaluation Methodology	<a href="https://kkhsou.ac.in/web/index_page_details.php?page=Nkp6OVk0NVdXT1BjVDJWZUVtN2ZDQT09&amp;title=rules-and-regulation-and-sop">https://kkhsou.ac.in/web/index_page_details.php?page=Nkp6OVk0NVdXT1BjVDJWZUVtN2ZDQT09&amp;title=rules-and-regulation-and-sop</a>
Any other relevant information	Nil

**2.5.4 - Status of automation of Examination/ Evaluation processes Status of automation of examination / evaluation processes is represented by:**

B. Only learner registration, Hall ticket issue & Result Processing automated

File Description	Documents
Current Manual of examination automation system	<a href="#">View File</a>
Annual reports of examination including the present status of automation	<a href="#">View File</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**2.5.5 - Involvement of external subject experts in evaluation process Extent of involvement of external subject experts and other academics in the evaluation related activities in the preceding academic year: 1. Evaluation of Assignments 2. Evaluation of Projects 3. Preparation of Term End question papers 4. Moderation of Term End question papers 5. Evaluation of answer scripts 6. Examination related duties as invigilator, observer etc.**

A. Any 4 or more of the above

File Description	Documents
Link to list of evaluators	<a href="https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/66/66_20241231144256260.pdf">https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/66/66_20241231144256260.pdf</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 2.6 - Learner Performance and Learning Outcomes

2.6.1 - Programme Outcomes The Institution has stated Graduate Attributes / Programme Outcomes, Programme Specific Outcomes and Course Outcomes which are integrated into the assessment process

KKHSOU has established clear Programme Outcomes and Course Outcomes, which are seamlessly integrated into the assessment process. For every academic programme, the University submits a Programme Project Report (PPR) to UGC outlining these outcomes. It is a standard practice at KKHSOU to formulate learning objectives for each course, block, and unit before preparing the self-learning materials (SLMs). These objectives are explicitly stated in the PPRs and Programme Guides and at the beginning of each SLM unit. PPRs are made available on the University website for the benefit of learners and stakeholders.

1. Programme Specific Outcomes: Derived from approved PPRs, these outcomes are detailed in the Programme Guides for each academic programme. 2. Course Specific Outcomes: These outcomes are also documented in the PPRs and guide learners in understanding the goals of individual courses. 3. Unit-Specific Learning Objectives: Each unit of the SLMs is designed to help learners achieve the stated learning objectives and align with course and programme outcomes.

To ensure alignment, the programme-specific and course-specific outcomes are integrated into the assessment process, influencing the design of question papers, assignments, and projects. Paper setters are instructed via appointment letters to align questions with the stated outcomes as detailed in the Programme Guide available on the website.

File Description	Documents
Graduate Attributes / Programme Outcomes, Programme Specific Outcomes and Course Outcomes	<a href="https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/68/68_20241231_145523843.pdf">https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/68/68_20241231_145523843.pdf</a>
Any other relevant information	<a href="https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/68/68_20241231_150228464.pdf">https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/68/68_20241231_150228464.pdf</a>

2.6.2 - Percentage of completion status of UG and PG degree programmes with in specified period

36

**2.6.2.1 - Number of UG learners enrolled in first year of the present assessment period.**

10634

File Description	Documents
Link to declaration of results	<a href="https://kkhsou.ac.in/web/index_news_all.php?c=dE9hTkRwd05wc3RrV1JjaTBDO2VBZz09">https://kkhsou.ac.in/web/index_news_all.php?c=dE9hTkRwd05wc3RrV1JjaTBDO2VBZz09</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**2.7 - Learner Satisfaction Survey****2.7.1 - Online Learner Satisfaction Survey regarding teaching-learning process**

Nil

File Description	Documents
Database of all currently enrolled learners	No File Uploaded
As per Data Template	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**RESEARCH, INNOVATIONS AND EXTENSION****3.1 - Promotion of Research and Facilities**

3.1.1 - Policy for promotion of research The Institution has a well defined policy for promotion of systemic and discipline based research. Also, explain the assigned budget for research and its utilization, methods for implementation and monitoring.

- The University has a well-defined policy on promotion of Research on socially, politically and economically relevant areas, systematic, discipline based and emerging issues of ODL, need based interdisciplinary issues of research, which was approved in the 51st Meeting of Board of Management held on 27/09/2019.
- The university encourages for presentation and attending seminars, workshops, Short- term Training programme etc. The regulation is approved in the 40th BOM Meeting held on 07.11.2017
- The KKHSOU Regulations for M.Phil./ PhD degree placed in the 29th Academic council held on 30-7-2020 and approved in 58th

BOM meeting held on 10-08-2020.

- Bani Kanta Kakati Research Institute was established for creating research on areas covering India's North East and its neighbours, approved 30th Board of Management held on 31-03-2016.
- The University has an Academic integrity panel constituted vide KKHSOU/Academic correspondence/58/15/61 dated 14-08-2019 to maintain the Academic integrity of the University.
- The University has an Academic Integrity Panel and all publications goes through plagiarism-check.
- The Minimum Standards and Procedures for the Award of M.Phil./ PhD Degree is followed as per UGC regulations.
- For 2023-24 session, the University has sanctioned 23 lakhs for research-based activities.

File Description	Documents
Minutes of the Governing Council/ Syndicate/Board of Management / Academic Council/ Research Council related to research promotion policy adoption	<a href="http://dlkkhsou.inflibnet.ac.in/bitstream/123456789/844/1/51st_BoM.pdf">http://dlkkhsou.inflibnet.ac.in/bitstream/123456789/844/1/51st_BoM.pdf</a>
Policy document on promotion of research	<a href="https://dlkkhsou.inflibnet.ac.in/bitstream/123456789/828/1/KKHSOU_Promotion%20of%20Research%20Policy.pdf">https://dlkkhsou.inflibnet.ac.in/bitstream/123456789/828/1/KKHSOU_Promotion%20of%20Research%20Policy.pdf</a>
Any other relevant information	<a href="http://research.kkhsou.in/doc/KKHSOU_MPhil_PhD_Degree_Regulation_2019.pdf">http://research.kkhsou.in/doc/KKHSOU_MPhil_PhD_Degree_Regulation_2019.pdf</a>

**3.1.2 - Research facilities for teachers, other academics and learners Research facilities available to the teachers, other academics and learners of the Institution for pursuing research 1. Reference Library 2. Online subscription to research journals 3. Research/Statistical Databases 4. Media Laboratory / studios 5. Science laboratories 6. Computing Laboratory and support for both qualitative and quantitative data analysis**

**B. Any 4 or 5 of the above**

including softwares 7. Data curation and sharing facility 8. Language laboratory 9. Central Instrumentation Centre

File Description	Documents
URLs of the available facilities	<a href="https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/75/75_20241231143124217.pdf">https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/75/75_20241231143124217.pdf</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 3.2 - Resource Mobilization for Research

#### 3.2.1 - Government and Non-government grants for research

3.2.1.1 - Grants for research projects and Chairs sponsored by the government and non-government sources such as Industry, Corporate Houses, International bodies, endowments, professional associations etchas been received by the Institution during the year (INR in Lakhs)

3.9

File Description	Documents
Award letters for research projects sponsored by government and non-government	<a href="#">View File</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	No File Uploaded

3.2.2 - Research projects funded to teachers – Number of research projects funded by the institution / government and non-government agencies per teacher

00

File Description	Documents
List of research projects	No File Uploaded
Document from Funding Agency	No File Uploaded
Link of the funding agency website	Nil
As per Data Template	<a href="#">View File</a>

### 3.3 - Innovation Ecosystem

3.3.1 - Innovative initiatives of the Institution Institution has taken initiatives for creating an ecosystem for Innovation by establishing Innovation Centre/Cell. The institution has also taken innovative initiatives by providing access to diversified learner groups

Krishna Kanta Handiqui State Open University (KKHSOU) has implemented several innovative measures to enhance its services and support for diverse learners. The University's Innovation Cell oversees these initiatives, focusing on ICT integration, quality governance, and learner support.

Key initiatives include:

1. **KKHSOU Learners Mentoring System:** Digital tools were employed during COVID-19 to ensure uninterrupted learning for students.
2. **Learners Charter:** A document outlining the rights and responsibilities of learners.
3. **Single Window Grievance Redressal System:** Handles complaints and feedback through email, calls, SMS, and social media.
4. **Model Study Centre and Siksharthi Mitra:** Established at the City Campus (Khanapara) to provide technical and academic assistance.
5. **360° Feedback Mechanism:** Regular feedback from stakeholders is institutionalized through the Centre for Internal Quality Assurance (CIQA).
6. **Android Mobile Application:** Enables 24x7 access to learner portals.
7. **Admission Alert System:** Provides updates on admissions through a web-based notification system.

These initiatives reflect KKHSOU's commitment to improving learner support, fostering innovation, and maintaining excellence in open and distance education.

File Description	Documents
The Innovation Centre/ Cell	<a href="https://kkhsou.ac.in/web/index_sections.php?aca=TU5LOXIzenRUeERHRXOwNTI0Y2lEdz09&amp;title=innovation">https://kkhsou.ac.in/web/index_sections.php?aca=TU5LOXIzenRUeERHRXOwNTI0Y2lEdz09&amp;title=innovation</a>
Initiatives taken by the institution	<a href="https://kkhsou.ac.in/web/section_page.php?section=TU5LOXIzenRUeERHRXOwNTI0Y2lEdz09&amp;page=S0tsdHd4bUpxcU1wS2FtYWRPNWc5dz09">https://kkhsou.ac.in/web/section_page.php?section=TU5LOXIzenRUeERHRXOwNTI0Y2lEdz09&amp;page=S0tsdHd4bUpxcU1wS2FtYWRPNWc5dz09</a>
Any other relevant information	Nil

**3.3.2 - Workshops / seminars conducted on innovative practices**

**3.3.2.1 - Total number of workshops/seminars conducted during the year on: ? Intellectual Property Rights (IPR); ? Open Educational Resources (OERs); ? Massive Open Online Courses (MOOCs); ? Technology-Enabled Learning; ? Learning Management System; ? Development of e-content and**

**4**

File Description	Documents
Report of the event/ link to the material developed	<a href="#">View File</a>
List of workshops/seminars during the year	<a href="#">View File</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**3.3.3 - Innovative content developed in the form of e-modules / e-SLMs / MOOCs for : A. NMEICT B. NPTEL C. SWAYAM D. e-PG Pathshala E. e-SLMs F. other MOOCs platform G. Institutional LMS**

**3.3.3.1 - Total number of e-content modules developed for any of the platforms listed above.**

**3774**

File Description	Documents
List of the innovative contents developed during the year	<a href="#">View File</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**3.3.4 - Awards for innovation**

**3.3.4.1 - Number of Awards for innovation received by the Institution, its teachers/other academics/ research scholars/Learners during the year**

**0**

File Description	Documents
Scanned copies of award letters	No File Uploaded
Award details	No File Uploaded
As per Data Template	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 3.4 - Research Publications and Awards

**3.4.1 - Mechanisms to check malpractices and plagiarism in research** The institution has a stated code of ethics for research, the implementation of which is ensured by the following: (during the year) 1) Research methodology with course on research ethics 2) Ethics Committee 3) Plagiarism Check 4) Committee on publication guidelines

A. All 4 of the above

File Description	Documents
Institutional code of ethics document	<a href="#">View File</a>
Notification for Research Ethics Committee	<a href="#">View File</a>
Minutes of the committee	<a href="#">View File</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 3.4.2 - Ph.D. degrees awarded per recognised research guide of the University.

**3.4.2.1 - Number of Full time teachers recognized as guides by the University as per UGC regulation during the year:**

2

File Description	Documents
Web-link of the Research page	<a href="https://kkhsou.ac.in/web/index_course_details.php?crs=ODd5SDFTUDJzdXVUdnUvYkR6eVZwdz09">https://kkhsou.ac.in/web/index_course_details.php?crs=ODd5SDFTUDJzdXVUdnUvYkR6eVZwdz09</a>
List of Ph.D. scholars and their details like name of the guide , title of thesis, year of award etc	<a href="#">View File</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 3.4.3 - Research publications – Number of research papers published per teacher of the institution in the Journals notified by UGC care list during the year

78

File Description	Documents
Web-link of research papers published	<a href="https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/89/89_20250205_154332470.pdf">https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/89/89_20250205_154332470.pdf</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 3.4.4 - Books and Chapters in edited volumes published per teacher etc.

#### 3.4.4.1 - Number of books and chapters/ units in books/ SLMs published of the institution during the year

73

File Description	Documents
Web-link of publications	<a href="https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/90/90_20250205_163404383.pdf">https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/90/90_20250205_163404383.pdf</a>
Any other relevant information	No File Uploaded
As per Data Template	<a href="#">View File</a>

3.4.5 - Citations of the publications Impact Factor of the research publications from the Institution Citations of the publications by teachers and academics during the year based on average Citation index in Scopus/ Web of Science.

The faculty of the University regularly publishes Research Papers in reputed and Peer reviewed journals. Their works are regularly cited by the other Researchers which is evident from Scopus publications.

File Description	Documents
as per data templates	<a href="#">View File</a>

3.4.6 - h-index of the Institution Details of the publications of the teachers and other academics of the Institution during the year to calculate h-index of the Institution based on the Citations of the publications in Scopus / Web of Science

**During 2023-24, the University has eight publications with h-index.**

File Description	Documents
Citations of publications based on Scopus / Web of Science – h-index of the institution	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>
As per Data Template	<a href="#">View File</a>

### 3.5 - Consultancy

3.5.1 - Consultancy Policy The Institution has a policy on consultancy including revenue sharing between the institution and the individual/ agency

KKHSOU has a well-defined Consultancy Policy, adopted by the Board of Management (Resolution No. 51st Meeting, 27/09/2019), outlining revenue-sharing rules between the university and individuals/agencies. The policy ensures consultancies align with the university's strategic goals, benefiting sectors like industry, government, arts, and research.

Key principles include: • Ensuring income, reputation, or staff expertise benefits the university. • Compliance with university policies and avoidance of conflicts. • Prohibition of external research without formal university agreements.

The policy also governs project execution, revenue sharing, and financial rules. A four-member consultancy committee oversees proposals, monitors activities, approves projects, and ensures revenue distribution post-audit. This reinforces KKHSOU's commitment to impactful and regulated consultancy services.

File Description	Documents
Minutes of the Governing Council/ Syndicate/Board of Management related to consultancy policy	<a href="https://dlkksou.inflibnet.ac.in/bitstream/123456789/844/1/51st_BoM.pdf">https://dlkksou.inflibnet.ac.in/bitstream/123456789/844/1/51st_BoM.pdf</a>
Policy document on consultancy	<a href="https://dlkksou.inflibnet.ac.in/bitstream/123456789/834/1/KKHSOU_Consultancy%20Policy.pdf">https://dlkksou.inflibnet.ac.in/bitstream/123456789/834/1/KKHSOU_Consultancy%20Policy.pdf</a>
Any other relevant information	Nil

### 3.5.2 - Revenue from consultancy – Revenue generated by the Institution from consultancy

#### 3.5.2.1 - Revenue generated from consultancy provided by teachers and other academics of the Institution during the year (INR in Lakhs)

00

File Description	Documents
Audited statements of accounts indicating the revenue generated through consultancy	No File Uploaded
List of teachers and other academics providing consultancy	No File Uploaded
As per Data Template	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 3.5.3 - Revenue from training/ seminars/ conferences/ etc. –Revenue generated by the Institution from training / seminars/ conferences/ etc. through sponsorship during the year (INR in lakhs)

3.48

File Description	Documents
Audited statements of account indicating the revenue generated through training	<a href="#">View File</a>
Schedule of the training programmes	<a href="#">View File</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 3.6 - Extension Activities

3.6.1 - Extension activities The impact of the extension activities of the Institution in sensitizing the learners and other stakeholders to social and sustainable development issues leading to inclusive society during the year

**KKHSOU has undertaken various extension activities to support community development:**

1. **Village Adoption:** Five economically backward villages have been adopted, focusing on financial and environmental awareness, health camps, women empowerment, and mother counseling.
2. **Livelihood Skills:** Workshops and training in skills like computer literacy and electrical wiring aim to enhance employability and improve living standards.
3. **Viksit Bharat @2047:** Over 400 participants across study centers engaged in discussions on India's developmental goals, reflecting a collective commitment to national aspirations.
4. **Community Radio Service:** Jnan Taranga, the first community radio in Northeast India, broadcasts programs on socially relevant issues to promote public awareness.
5. **Support for Jail Inmates:** The University provides free education to inmates in various Central Jails.
6. **Welfare Missions:** Two funds—Mother Teresa Welfare Mission and APJ Abdul Kalam Mission—offer scholarships and relief to underprivileged but meritorious students.
7. **Gender Focus:** Activities such as International Women's Day celebrations, health initiatives, and capacity-building programs address gender issues.

These initiatives highlight KKHSOU's commitment to community empowerment and inclusive growth.

File Description	Documents
Brochures of the activities	<a href="https://dlkkhsou.inflibnet.ac.in/handle/123456789/1147">https://dlkkhsou.inflibnet.ac.in/handle/123456789/1147</a>
Activity Reports	<a href="https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/98/98_20241231153102672.pdf">https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/98/98_20241231153102672.pdf</a>
Any other relevant information	Nil

**3.6.2 - Recognition of extension activities****3.6.2.1 - Number of awards and recognition received for extension activities from Government /recognized bodies during the year:**

0

File Description	Documents
Awards for extension activities	No File Uploaded
Scanned copy of the award letters	No File Uploaded
As per Data Template	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**3.6.3 - Collaborative extension and outreach Programmes****3.6.3.1 - Number of extension and outreach Programmes conducted in collaboration with Community Based Organizations, Government and non-government Organizations during the year**

3

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**3.6.4 - Participation in extension activities****3.6.4.1 - Number of employees and learners participating in extension activities conducted by the Institution with Government Organizations, Non-Government Organizations and Programmes such as Swachh Bharat, AIDS Awareness, Gender issues, Rights of PwD during the year**

5

File Description	Documents
As per Data Template	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>
Report of the event	No File Uploaded

**3.7 - Collaboration**

**3.7.1 - Collaborative activities with Institutions****3.7.1.1 - Number of Collaborative activities for research, programme development and faculty exchange with institutions during the year**

1

File Description	Documents
Scanned copies of collaboration document	<a href="#">View File</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**3.7.2 - Collaborations with industries****3.7.2.1 - Number of collaborations with industries for learner exchange, internship, establishing Chairs during the year**

0

**INFRASTRUCTURE AND LEARNING RESOURCES****4.1 - Physical Facilities**

4.1.1 - Facilities available at Institution Headquarters and Regional Centres Infrastructural facilities viz., academic units, administrative units, storage and dispatch units, library, Laboratories, Multimedia Laboratories, Seminar Rooms, Auditorium, warehouses, Media Production, Print Production, etc.

The University Headquarters comprises two campuses: The City Campus situated in Resham Nagar, and the Patgaon Campus in Rani. The City Campus spans 3.5 acres and features seven interconnected eight storied buildings, constituting an inclusive structure. The construction of city campus is completed, boasting a total built-up area of 3,07,000 sqft. This area constitutes academic units, administrative offices, examination branches, storage and dispatch units, a library, multimedia studio with all required facilities, seminar rooms, auditorium, two computer labs, health care center, canteen, day-care centre, breastfeeding room, toilet blocks, and four lifts. The campus is fully equipped with modern facilities, including computers, printers, LAN and Wi-Fi connectivity, internet access, and drinking water. The IT Cell manages two dedicated cloud spaces, utilizing Godaddy VPS and Microsoft Azure. On the other hand, the Rani Campus spans 20 acres, housing a functional built-up area of 1420 sqm. It serves as the hub for the Vocational & Skill Development Centre, providing training halls, workshops, and a bulk distribution unit for SLMs. Additionally, the university extends its

presence with a Regional Centre in Jorhat, featuring IT-enabled learner support services. a conference room, counselling cabin, and a visitor's lounge, ensuring comprehensive academic support beyond the main campuses. The University has a dedicated EMPC Cell.

File Description	Documents
Annual report of the Institution	<a href="https://dlkkhsou.inflibnet.ac.in/jspui/bitstream/123456789/1147/1/ANNUAL%20REPORT%2023-24.pdf">https://dlkkhsou.inflibnet.ac.in/jspui/bitstream/123456789/1147/1/ANNUAL%20REPORT 2023-24 .pdf</a>
Geo-tagged photographs of campus and all other infrastructural facilities	<a href="https://kkhsou.ac.in/eservices/agar/2023-24/cpanel/UploadedFiles/2024-25/107/107_20241231_113157447.pdf">https://kkhsou.ac.in/eservices/agar/2023-24/cpanel/UploadedFiles/2024-25/107/107_20241231_113157447.pdf</a>
Any other relevant information	Nil

#### 4.1.2 - Expenditure incurred for infrastructure augmentation –Percentage of expenditure incurred for infrastructure augmentation

25.24

##### 4.1.2.1 - Expenditure incurred for infrastructure augmentation excluding salary during the year (INR in lakhs)

1590.29

File Description	Documents
Audited utilization statements	<a href="#">View File</a>
Budget allocation for infrastructure	<a href="#">View File</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	No File Uploaded

#### 4.1.3 - Percentage of the expenditure incurred on maintenance of physical facilities and academic support facilities

24.93

##### 4.1.3.1 - Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary during the year (INR in lakhs)

1571.55

File Description	Documents
Audited statements of accounts.	<a href="#">View File</a>
Budget and Statements of Expenditure	<a href="#">View File</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 4.2 - IT Infrastructure

### 4.2.1 - ICT enabled facilities at HQs – Percentage of IT enabled rooms and seminar halls of the Institution for academic support at Headquarters.

100

#### 4.2.1.1 - Number of rooms and seminar halls for academic support with ICT facilities/Wi-Fi/LAN at the Institution HQs (Data for the latest completed academic year) :

91

File Description	Documents
Geo- tagged Photographs of IT infrastructure facilities at HQs	<a href="#">View File</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 4.2.2 - ICT enabled facilities at RCs – Percentage of IT enabled rooms and seminar halls of the Institution for academic support in Regional Centres (RCs)

100

#### 4.2.2.1 - Number of rooms and seminar halls for academic support with ICT facilities/Wi-Fi/LAN at Regional Centres (RCs). (Data for the latest completed academic year)

7

File Description	Documents
Photographs of infrastructure facilities at a few RCs	<a href="#">View File</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 4.2.3 - ICT enabled facilities at LSCs – Percentage of IT enabled rooms and seminar Halls of the Institution for academic support in learner support centres (LSCs)

65.4

**4.2.3.1 - Number of rooms and seminar halls for academic support with ICT facilities/Wi-Fi/LAN at Learner Support Centres (LSCs) (Data for the latest completed academic year)**

1189

File Description	Documents
Geo – tagged Photographs of infrastructure facilities at a few LSCs	<a href="#">View File</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**4.2.4 - Frequency of updating of IT facilities – Frequency of IT facilities updated at the Headquarters and the Regional Centres of the Institution including website, online system, etc**

- **Software:**

1. **Website:** The University web portal has been updated from time to time to meet the requirements of the end user.

2. **Application Software:**

**Admission Software:** For smooth functioning of the admission process in the 2023 session, the web server of the host website has been upgraded to handle the massive traffic flow. In addition, to this, security plugins are also added to the web server.

**Learner Support:** For providing learner support during admission, special features like bulk WhatsApp messages and promotion using Facebook are incorporated during admission. To provide instant learner support, WhatsApp channel has been created.

3. **Network Connectivity:**

**Network Management System (NMS)** has been customized to monitor, manage the University network system.

**Virtual LAN:** The University Local Area Network (LAN) of 1 Gbps has been divided into separate virtual LAN for easy management

and security purposes.

**Jio Fiber: 500 Mbps JIO Fiber broadband connection is used as backup connectivity for Internet.**

File Description	Documents
Scanned copy of agreement	<a href="https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/114/114_20241231_113833464.pdf">https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/114/114_20241231_113833464.pdf</a>
Any other relevant information	<a href="https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/114/114_20241231_113922830.pdf">https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/114/114_20241231_113922830.pdf</a>

**4.2.5 - Internet Bandwidth at the HQs and RCs – Available bandwidth of the internet facility at the Headquarters and Regional Centres of the Institution**

**1 Gbps**

File Description	Documents
Relevant documents on available bandwidth of internet connection at the Institution’s Head Quarters and Regional Centres	<a href="#">View File</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

**4.2.6 - Facilities for media production - Facilities for audio, video and e-content development are available and are in use at the Institution Audio- video and e-Content production facilities: 1. Audio / video studios 2. Outdoor shooting equipment /Outdoor audio recording 3. Post production unit / Editing unit 4. Duplication unit 5. Graphics workstation 6. Direct Reception Sets (DRS) 7. Set Scenic unit 8. Make-up unit 9. E-Platform 10. Workstations with broadband connectivity 11. Cloud space 12. Licensed software 13. Uninterrupted web connectivity 14. IT security system**

**A. More than 10of the above**

File Description	Documents
As per Data Template	<a href="#">View File</a>
Geo-tagged photographs of the facilities for audio, video e-content production	<a href="#">View File</a>
Any other relevant information	No File Uploaded

#### 4.2.7 - Percentage of viewers (learners) to Transmission facilities of the Institution

31.25

#### 4.2.7.1 - Number of viewers (learners) of transmission facilities (Radio and Television Channels) for the latest completed academic year

70000

File Description	Documents
Geo-tagged photographs of the facilities available	<a href="#">View File</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

#### 4.2.8 - Automation systems The level of automation of different aspects of Institution including the features of Office Automation System/ERP/MIS (Online Support to Learners, Staff, RCs and LSCs)

- **CMS (Content Management System) for Website and e-Office:** The CMS is used for managing the various information in the University website as well as in the e-office. Recently Admit Card, Marksheet facilities are linked with this.
- **Feedback Management System (via Google-form):** Google-form is used for taking feedback from the learners.
- **Online Payment Services:** The portal has been upgraded to the custom payment link that is generated for any amount as required.
- **Learning Management System** is used for providing online academic support to the learners.
- **Online study-centre portal** is also another important feature of KKHSOU.
- **Samarth Portal** is used for e-governance.

File Description	Documents
Any other relevant information	Nil
Automation system	<a href="https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/118/118_20241231_114331896.pdf">https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/118/118_20241231_114331896.pdf</a>

### 4.3 - Learning Resources

4.3.1 - Provision of Learner Support Services Learner Support Services established at the different levels by the Institution (Three tier/ Two tier)

The University offers comprehensive three-tier learners' support services through headquarters, regional centres and 293 study centres. The website (www.kkhsou.in) serves as the bridge between the learners and the University. University's learners' support services include online admission and payments, online grievance redressal system, digital library etc. The Learners' Corner in the website provides all online support which includes e-SLM, old question papers, project guidelines, assignments, learners' handbook and facilities for downloading e-admit and e-mark-sheets etc. The University provides access to its own LMS - e-bidya to all learners which contains all learning materials and digital contents including the audio-video materials. The University has also initiated an SMS and e-mail alert facility for disseminating information news, events and learner-related information. Further outreach is achieved through Radio, YouTube channels, and social media platforms. The University arranges online counselling, walk-in counselling etc at the HQs. The Regional Centre also provides various learner support services such as delivery of SLMs, preadmission counselling, answering learner queries and addressing grievances and monitoring the learners support at LSCs. LSCs are the main contact points for the learners. LSCs inform, advise and counsel learners; conducts preadmission counselling, induction meetings; distributes SLM; conducts academic counselling, evaluates assignments, project-guides, and conducts examinations.

File Description	Documents
List of support services provided at Headquarters, Regional Centres, Learner Support Centres	<a href="#">View File</a>
Organizational chart of support services available	<a href="#">View File</a>
Any other relevant information	No File Uploaded

#### 4.3.2 - Average number of Learners attached to LSCs

123

##### 4.3.2.1 - Number of LSCs in the preceding academic year:

293

File Description	Documents
Enrolment details of the preceding year	<a href="#">View File</a>
Distribution of learners LSC wise	<a href="#">View File</a>
As per Data Template	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

4.3.3 - Academic counselling sessions held Regular conduct of academic counselling sessions (for theory and practical courses) at Learner Support Centres under each Regional Centre during the preceding academic year

Regular academic counselling plays a crucial role in enhancing the academic excellence of learners in Open and Distance Learning systems, with KKHSOU exemplifying this commitment. The university conducts counselling sessions at multiple levels, including the university headquarters, Jorhat, Lakhimpur, Bongaigaon and Silchar Regional Centre, and 293 Learner Support Centres throughout the state. At the university headquarters, both offline and online counselling sessions, covering theory and practical aspects, occur every Sunday. Walk-in counselling is also facilitated on weekdays, allowing learners to address their doubts with faculty members. Jorhat Regional Centre mirrors these facilities, providing offline, walk-in, and online counselling options. Recognizing the diverse background of its learners, many from rural areas with limited access to media, KKHSOU extends counselling support through Study Centres across Assam. This inclusive approach ensures that learners receive regular guidance. Furthermore, the university extends its support to jail inmates enrolled in academic programs. Embracing

digital platforms, KKHSOU leverages technology for counselling through various online channels such as Telegram, WhatsApp, the university's Facebook page, KKHSOU YouTube Channel, and Jnan Taranga (Community Radio Station). This multi-faceted approach reflects KKHSOU's commitment to providing comprehensive and accessible counselling support, blending traditional face-to-face methods with innovative digital solutions.

File Description	Documents
Monitoring reports of LSCs	<a href="https://kkhsou.ac.in/eservices/agar/2023-24/cpanel/UploadedFiles/2024-25/122/122_20241231_125055256.pdf">https://kkhsou.ac.in/eservices/agar/2023-24/cpanel/UploadedFiles/2024-25/122/122_20241231_125055256.pdf</a>
Reports on counselling sessions	<a href="https://kkhsou.ac.in/eservices/agar/2023-24/cpanel/UploadedFiles/2024-25/122/122_20241231_125208327.pdf">https://kkhsou.ac.in/eservices/agar/2023-24/cpanel/UploadedFiles/2024-25/122/122_20241231_125208327.pdf</a>
Any other relevant information	Nil

#### 4.3.4 - Expenditure on Library – Percentage of annual expenditure on library during the year

0.13

##### 4.3.4.1 - Annual expenditure on library during the year (INR in lakhs)

6.17

File Description	Documents
Web-link to Library catalogues	<a href="http://14.139.218.9/">http://14.139.218.9/</a>
Web-link to relevant resources available in the library	<a href="https://dlkkhsou.inflibnet.ac.in/">https://dlkkhsou.inflibnet.ac.in/</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

4.3.5 - Library Automation Library is automated in using Integrated Library Management System (ILMS) A. Name and features of the ILMS software B. Nature and extent of automation (full or partial) C. Year of commencement and completion of automation

The Central Library at KKHSOU initiated its library automation journey in 2011, adopting the SOUL 2.0 Integrated Library Management System (ILMS) by INFLIBNET. In a continuous effort to enhance

efficiency, the library integrated Radio-Frequency Identification (RFID) technology in collaboration with Daphne Systems Pvt Ltd in 2014, facilitating a streamlined hassle-free circulation system and theft detection. In 2020, recognizing the evolving landscape of library automation, the Central Library made a strategic decision to transition from SOUL 2.0 to Koha (version 19.11.14.000). Koha is an open source library automation package, it is a web-based ILMS, with a SQL database back end with cataloguing data stored in MARC and accessible via Z39.50 or SRU. The user interface is very configurable and adaptable and has been translated into many languages. By February, 2021 the whole migration process was completed. Now, Central Library, KKHSOU has been fully automated with Koha ILMS. The basic features of Koha are as follows:

- Full-featured ILMS
- Multilingual and translatable
- Full text searching
- Library Standards Compliant
- Web-based Interfaces
- Free Software / Open Source
- No Vendor Lock-in

File Description	Documents
Any other relevant information	<a href="https://dlkkhsou.inflibnet.ac.in/">https://dlkkhsou.inflibnet.ac.in/</a>
Geo-tagged photographs	<a href="https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/124/124_20241231_125306847.pdf">https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/124/124_20241231_125306847.pdf</a>

## LEARNER SUPPORT AND PROGRESSION

### 5.1 - Learner Support

5.1.1 - Promotional Activities for Prospective Learners The Institution promotes its programmes for the prospective learners through various activities

The University promotes its programmes for prospective learners through various activities. Admission advertisements were published in all leading newspapers of the State, and the University website was extensively used for admission promotions. Massive publicity was done through social media platforms like YouTube, Facebook, and WhatsApp, along with the University's Community Radio. The University Headquarters, Regional Centres, and Study Centres organised Admission Awareness Programmes across the State. University Officials and Teachers collaborated with Study Centres to

conduct awareness campaigns in strategic locations. Admission promotion drives were also conducted among police personnel.

The University established three new Regional Centres in Bongaigaon, Silchar, and North Lakhimpur in addition to Jorhat Regional Centre and appointed Regional Directors to monitor and support the Study Centres in admission promotion. Additionally, 40 new Study Centres were set up in remote areas of Assam from July 2023 to June 2024 to enhance inclusivity and opportunities in higher education. Online pre-admission counselling was provided to prospective learners on a continuous basis during the admission process.

File Description	Documents
Activities undertaken	<a href="https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/127/127_20241231_145513572.pdf">https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/127/127_20241231_145513572.pdf</a>
Any other relevant information	<a href="https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/127/127_20241231_144432970.pdf">https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/127/127_20241231_144432970.pdf</a>

5.1.2 - Pre-admission Counseling Services Activities undertaken by the Institution for providing pre-admission counseling services to prospective learners and induction of newly enrolled learners at Institution Headquarters, Regional Centers and Learner Support Centers

Pre-admission counselling services were undertaken by the University through various means during the said period. University officials and faculty members visited strategic locations and study centres, organising pre-admission counselling meetings. These meetings provided orientation on academic programmes, the online admission process, and academic support services. A series of online meetings was conducted by the Dean (Study Centres) office with LSCs, divided into six groups, on 8 and 11 March 2024, covering study centres across Assam. The Dean's office also organised Admission Awareness Programmes in different study centres, engaging Faculty Members and Officers of the University as Resource Persons. Additionally, the Admission Committee conducted online pre-admission counselling meetings with registered learners.

Adititionally, the University organised an e-induction programme for newly admitted learners in October 2023, with significant participation. The Jorhat Regional Centre also held an awareness programme for newly admitted learners under its jurisdiction. Learner Support Centres organised induction programmes for their

respective learners.

File Description	Documents
Activities undertaken	<a href="https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/128/128_2024123_1_150154679.pdf">https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/128/128_2024123_1_150154679.pdf</a>
Any other relevant information	<a href="https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/128/128_2024123_1_150854818.pdf">https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/128/128_2024123_1_150854818.pdf</a>

5.1.3 - Online Admission and Related Activities The status and process of online admission including payment of fees

The online admission process for the 2023-2024 academic session began on August 2023, offering enrollment in Postgraduate (PG), Undergraduate (UG), Diploma, and Certificate Programmes. The process included the convenience of online payment options, such as internet banking, debit/credit cards, and UPI.

The admission process was conducted in the following steps:

#### Step 1: Accessing the Admission Portal

- Prospective learners visited the University's official website and accessed the online admission portal.
- They explored available programs and initiated the enrollment process.

#### Step 2: Account Creation

- Learners created accounts by providing their name, mobile number, and email address.
- Upon successful registration, login credentials (username and password) were sent via SMS and email.

#### Step 3: Logging In

- Using the provided credentials, learners logged into the admission portal.
- They filled in all required personal and academic details as part of the application.

#### Step 4: Program and Study Centre Selection

- Learners selected their preferred programmes and study centres.
- They also uploaded the necessary documents, including a recent passport-sized photograph and a scanned signature.

#### Step 5: Payment and Confirmation

- Learners chose a suitable payment method (internet banking, debit/credit card, or UPI) and completed the payment process.
- Upon successful payment, a downloadable receipt was generated.
- Learners were advised to save or download their completed application forms for future reference.

File Description	Documents
Online Admission and related activities	<a href="https://kkhsou.ac.in/eservices/agar/2023-24/cpanel/UploadedFiles/2024-25/129/129_20241231_143305295.pdf">https://kkhsou.ac.in/eservices/agar/2023-24/cpanel/UploadedFiles/2024-25/129/129_20241231_143305295.pdf</a>
Any other relevant information	<a href="https://kkhsou.ac.in/eservices/agar/2023-24/cpanel/UploadedFiles/2024-25/129/129_20241231_144100706.pdf">https://kkhsou.ac.in/eservices/agar/2023-24/cpanel/UploadedFiles/2024-25/129/129_20241231_144100706.pdf</a>

5.1.4 - Dispatch of Study Material and related grievance handling mechanisms Strategy followed by the Institution for dispatch of study material to learners and mechanisms to resolve grievances related to Dispatch of Study Material

#### Study Material Distribution System

The University ensures timely and efficient distribution of Self-Learning Materials (SLMs) through two primary systems:

##### 1. Bulk Distribution

- Materials are distributed to study centers and the Jorhat Regional Centre based on the number of enrolled learners.
- The process is facilitated by empanelled courier and postal services to ensure smooth delivery.

##### 1. Retail Distribution

- Learners enrolled in Study Centres within greater Guwahati must collect their materials from the SLM Branch of the University.

- Learners outside Guwahati can collect their materials from their designated Study Centres.
- For those residing outside Guwahati but enrolled in the University Study Centre, SLMs are dispatched via postal services.
- This provision is particularly applicable to learners of MBA and MSc IT programmes.

#### Enhancing Delivery Efficiency

To ensure a seamless distribution process, the University has introduced a dedicated vehicle for need-based and timely deliveries. This initiative addresses logistical challenges and meets the needs of learners efficiently.

#### Grievance Redressal Mechanism

The University operates a Single Window Grievance Redressal Cell to handle issues related to study material distribution. Learners can lodge grievances through:

- Phone
- SMS
- WhatsApp
- Online submission

The Cell ensures grievances are addressed promptly and resolved in a time-bound manner, offering a streamlined and responsive support system.

File Description	Documents
Material dispatch related activities	<a href="https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/130/130_2024123_1_151400385.pdf">https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/130/130_2024123_1_151400385.pdf</a>
Any other relevant information	<a href="https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/130/130_2024123_1_151714803.pdf">https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/130/130_2024123_1_151714803.pdf</a>

**5.1.5 - Attending to learners' queries**  
**Modes/approaches employed by the University to attend to learners' queries include: 1. Automated interactive voice response system 2. Call centre 3. Online Help Desk 4. Social**

**A. Any 8 or more of the above**

**media 5. App based support 6. Chat Box 7. E-mail Support 8. Interactive radio counselling 9. Teleconferencing 10. Web-conferencing 11. Learner Services Centre/ Inquiry Counter 12. Postal communication**

File Description	Documents
Web-link to Online Help Desk, App based support, Chat Box, Interactive radio counselling, Web-conferencing, Learner Services Centre, any other	<a href="https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/131/131_20250205_114606458.pdf">https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/131/131_20250205_114606458.pdf</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

**5.1.6 - Academic counselling services Modes employed by the Institution to provide academic counseling services to its learners include: 1. Face to face counselling sessions 2. Interactive radio counselling 3. Online LMS based counselling 4. Teleconferencing 5. Web-conferencing 6. Laboratory based counselling 7. Internship 8. Workshops 9. Field study 10. Seminar 11. Extended Contact Programme (ECP) 12. Enhancement of Professional Competency (EPC)**

**A. Any 8 or more of the above**

File Description	Documents
Web-link to counselling schedules for current year	<a href="https://kkhsou.ac.in/web/index_page_details.php?page=UG00b21OYUpEeEl2eWFmOW1LTXFzZz09&amp;title=online-counselling">https://kkhsou.ac.in/web/index_page_details.php?page=UG00b21OYUpEeEl2eWFmOW1LTXFzZz09&amp;title=online-counselling</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

**5.1.7 - Addressing learners' grievances – The Institution has a transparent mechanism for timely redressal of learner grievances. Percentage of grievances received at HQ and redressed during the year**

**100**

**5.1.7.1 - Number of grievances received at HQ during the year**

**2728**

File Description	Documents
Web link to Grievance Redressal Mechanism Committee for learners	<a href="https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/133/133_20241231_11202924.pdf">https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/133/133_20241231_11202924.pdf</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

5.1.8 - Special Learner Support Centres Reaching out to special learners like persons with disabilities, prison inmates, employees of defense or security forces, transgenders, SC / ST, minorities, women; learners from rural and remote areas etc

As part of its social responsibility, the University established 30 Special Learner Support Centres in Central and State jails across Assam.

Initially approved Jail Study Centres

District

Centre Code

Name of the study Centre

Barpeta

0133

District Jail

Bongaigaon

0305

District Jail

Cachar

0414

Central Jail

Darrang

0612

District Jail

Dhubri

0816

District Jail

Dibrugarh

0916

Central Jail

Goalpara

1012

District Jail

Golaghat

1116

District Jail

Jorhat

1307

Central Jail

Kamrup (M)

1512

Central Jail

Lakhimpur

1920

District Jail

Majuli

1323

District Jail

Nagaon

2129

Central Jail

Nagaon

2130

Special Jail

Sivasagar

2419

District Jail

Sonitpur

2520

Central Jail

Subsequently approved

District

Centre Code

Name of Study Centre

Dhemaji

0709

District Jail, Dhemaji

Dima Hasao

2304

Sub-Jail, Haflong

Hailakandi

1206

District Jail, Hailakandi

Jorhat

1331

M.N. Open Air Jail

Karbi Anglong

1612

District Jail

Karimganj

1712

District Jail

Kokrajhar

1810

District Jail

Morigaon

2007

District Jail

Nalbari

2220

District Jail

Sonitpur

2523

District Jail

Tinsukia

2613

District Jail

Tinsukia

2614

District Jail

Udalguri

2712

District Jail

West Karbi Anglong

2802

District Jail

The University offers free education to eligible jail inmates as part of its social responsibility. Many inmates have completed various programmes, enhancing their prospects for social acceptance post-release.

File Description	Documents
List of Special Learner Support Centres	<a href="https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/134/134_2024123_1_160504817.pdf">https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/134/134_2024123_1_160504817.pdf</a>
Any other relevant information	Nil

**5.1.9 - Financial Support to learners of disadvantaged groups - Percentage of learners of disadvantaged groups benefited by financial support provided by the Government / University /**

or any other during the year

0.25

**5.1.9.1 - Number of learners of disadvantaged groups benefited by financial support provided by the Government / University / or any other during the year**

136

File Description	Documents
Web-link to notifications issued by the Institution	<a href="https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/135/135_20241231_114553415.pdf">https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/135/135_20241231_114553415.pdf</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**5.2 - Learner Progression**

**5.2.1 - Submission of assignments - Percentage of learners submitting assignments**

97.63

**5.2.1.1 - Number of learners enrolled in the preceding academic year (only newly enrolled) have submitted assignments as per the academic calendar**

34911

File Description	Documents
Web-link to academic calendar of the Institution	<a href="https://kkhsou.ac.in/web/storage/uploads/pdf/10112023_044250_AcademicCalendar_JULY_2023_2024(1)-20240125100401.pdf">https://kkhsou.ac.in/web/storage/uploads/pdf/10112023_044250_AcademicCalendar_JULY_2023_2024(1)-20240125100401.pdf</a>
List of programmes on offer	<a href="#">View File</a>
Web-link of assignments of programmes on offer	<a href="https://kkhsou.ac.in/eservices/e-office/Assignment%20Module/intermediate_semeter/index.php">https://kkhsou.ac.in/eservices/e-office/Assignment%20Module/intermediate_semeter/index.php</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**5.2.2 - Percentage of Newly enrolled learners registered for term end examination**

100

File Description	Documents
List of programmes on offer	<a href="#">View File</a>
Web-link of examination schedule	<a href="https://kkhsou.ac.in/web/index_news_all.php?c=bVc1MXo1YUI3SlZBTETdZk1RTkFiUT09">https://kkhsou.ac.in/web/index_news_all.php?c=bVc1MXo1YUI3SlZBTETdZk1RTkFiUT09</a>
Number of learners (only newlyenrolled)registered for term end examinations	<a href="#">View File</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 5.2.3 - Percentage of learners appeared for term end exam

73.05

File Description	Documents
List of programmes on offer	<a href="#">View File</a>
Web-link of examination schedule	<a href="https://kkhsou.ac.in/web/index_news_all.php?c=bVc1MXo1YUI3SlZBTETdZk1RTkFiUT09">https://kkhsou.ac.in/web/index_news_all.php?c=bVc1MXo1YUI3SlZBTETdZk1RTkFiUT09</a>
Number of learners (only freshly enrolled)who have passed term end examination	<a href="#">View File</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 5.2.4 - Percentage of learners passed out term end examination

49.81

File Description	Documents
List of programmes on offer	<a href="#">View File</a>
Web-link of examination schedule	<a href="https://kkhsou.ac.in/web/index_news_all.php?c=bVc1MXo1YUI3SlZBTETDZk1RTkFiUT09">https://kkhsou.ac.in/web/index_news_all.php?c=bVc1MXo1YUI3SlZBTETDZk1RTkFiUT09</a>
Number of learners (only freshly enrolled)who have passed term end examination	<a href="#">View File</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 5.2.5 - Placement services provided to the learners

#### 5.2.5.1 - Number of placement drives conducted by the institution for the learners during the year

.01

File Description	Documents
Reports of the campus placement drives	No File Uploaded
As per Data Template	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 5.3 - Alumni Engagement

5.3.1 - The Alumni Association The Alumni Association/ Chapters (registered and functional) has contributed significantly to the development of the Institution through financial and other support services during the year

Established on December 30, 2018, the KKHSOU Alumni Association represents a vibrant network of over 500,000 learners who have successfully completed their educational journeys with Krishna Kanta Handiqui State Open University, the premier State Open University in Northeast India.

Since its inception, the Association has served as a vital link between alumni and the University, fostering collaboration and contributing to KKHSOU's mission of nurturing a knowledge-based society. As the University aligns with the National Education Policy (NEP) 2020, offering comprehensive UG and PG programs, the Alumni Association continues to play a pivotal role in supporting its transformative endeavors.

The Alumni Meet held on March 5, 2024, was a testament to this enduring relationship. The event witnessed the esteemed presence of the Vice Chancellor, Prof. Rajendra Prasad Das, who shared plans for the establishment of four new Regional Centres and inaugurated the University Anthem. The election of Er. Sashadhar Deka as the new President marked a significant milestone, as he articulated a strategic vision to further strengthen alumni engagement and contributions toward institutional growth.

The KKHSOU Alumni Association stands as a testament to the collective achievements and aspirations of its members, working in unison to advance the University's mission and contribute meaningfully to society.

File Description	Documents
Details of Alumni Association Activities	<a href="https://kkhsou.ac.in/web/index_sections.php?aca=NTZ6RlMwT09BTlBIdTNSK1FlNGZIZz09&amp;title=alumni#">https://kkhsou.ac.in/web/index_sections.php?aca=NTZ6RlMwT09BTlBIdTNSK1FlNGZIZz09&amp;title=alumni#</a>
Frequency of meetings of Alumni Association with minutes	<a href="https://kkhsou.ac.in/web/index_news_details.php?p=4268">https://kkhsou.ac.in/web/index_news_details.php?p=4268</a>
Quantum of financial contribution	<u>Nil</u>
Audited Statement of Accounts of the Alumni Association	<u>Nil</u>
Any other relevant information	<b>Nil</b>

### 5.3.2 - Alumni Association Involvement -Percentage of graduated learners enrolled in Alumni Association

4.6

#### 5.3.2.1 - Number of graduated learners enrolled in Alumni Association (in latest completed academic year)

314

File Description	Documents
Web-link to Alumni Association	<a href="https://kkhsou.ac.in/web/index_sections.php?aca=NTZ6RlMwT09BTlBIdTNSK1FlNGZIZz09&amp;title=alumni">https://kkhsou.ac.in/web/index_sections.php?aca=NTZ6RlMwT09BTlBIdTNSK1FlNGZIZz09&amp;title=alumni</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**5.3.3 - Facilities for Alumni Engagement** The Alumni Association facilitates its members by the following 1. online enrolment for its membership 2. online networking amongst its Alumni members 3. online payment of fees 4. donation by Alumni

B. Any 3 of the above

File Description	Documents
Web-link to Alumni Registration Portal	<a href="https://kkhsou.ac.in/web/section_page.php?section=NTZ6RlMwT09BTlBIdTNSK1FlNGZIZz09&amp;page=bngwcEFXRnlwYVZuS3l2Y2kzSys0Zz09">https://kkhsou.ac.in/web/section_page.php?section=NTZ6RlMwT09BTlBIdTNSK1FlNGZIZz09&amp;page=bngwcEFXRnlwYVZuS3l2Y2kzSys0Zz09</a>
Web-link to online networks	<a href="https://chat.whatsapp.com/DMzLqJFNcelAgzuVdr gCxK">https://chat.whatsapp.com/DMzLqJFNcelAgzuVdr gCxK</a>
Scan copy of statement of receipts	<a href="#">View File</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - Governance in accordance with Mission and Vision The institution has clearly stated Vision and Mission which are reflected in its academic and administrative governance, perspective plans and stakeholder's participation in the decision making bodies leading to institutional excellence

KKHSOU is deeply committed to its vision of "reaching the unreached" and its motto, "Education Beyond Barriers." The university has taken concrete steps to achieve excellence by establishing a wide network of study and examination centers in remote and underserved regions, including hills, tea gardens, border areas, and riverine regions. These centers are equipped with modern technology to enhance

educational accessibility. Notably, nearly half of these centers cater to learners in these challenging regions.

The University reaches out to a diverse student population, with 56% from disadvantaged groups and 40% women. As the first and only State Open University in Northeast India, this inclusivity is a significant achievement. The university focuses on developing a wide range of courses and academic curricula that meet national standards while addressing local needs and employability.

Transparency and stakeholder participation are integral to its governance, and the university offers fee waivers and concessions for differently-abled learners. Additionally, KKHSOU embraces technological innovation with an ICT-based learner support system, e-learning portals, and a dedicated Android app. These tools facilitate self-learning, online admissions, and payments, making education more accessible across the state. Thus, the university's dedication to accessibility, inclusivity, and innovation contributes to its pursuit of educational excellence.

File Description	Documents
Vision and Mission documents approved by the statutory bodies	<a href="https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/148/148_20241230_102350212.pdf">https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/148/148_20241230_102350212.pdf</a>
Report of achievements which led to institutional excellence	<a href="https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/148/148_20241230_102440872.pdf">https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/148/148_20241230_102440872.pdf</a>
Any other relevant information	Nil

6.1.2 - Decentralization and participative management Effective leadership is reflected in various institutional practices such as decentralization and participative management, etc.

KKHSOU exemplifies strong leadership by practising a "bottom-up" approach that actively involves all stakeholders in the process of decision-making. The statutory bodies, including the Board of Management, Academic Councils, Finance Committee, and others, are involved in this process through proper consultation, with minutes published on the University's website.

The university's academic functions are strategically decentralised across six Schools of Studies, each tasked with designing curricula that reflect KKHSOU's vision and mission. Research activities are

undertaken by the Research Council and specialized Research Advisory Committees. Furthermore, the university fosters effective learning by decentralising the management of Study Centers through Regional Centers, which provide essential support services like counselling and audiovisual resources.

KKHSOU prioritises student engagement through continuous feedback mechanisms, reinforcing responsiveness and inclusivity. Its Grievance Redressal Cell ensures timely resolution of complaints within five days, demonstrating a commitment to stakeholder satisfaction. Procurement decisions are handled by committees such as the Purchase, Tender, and Library Advisory Committees, with final approvals made by the Planning and Development, Finance, and Board of Management.

In addition, the university supports the interests of its staff through Teachers' and Employees' Associations. Overall, the University's emphasis on decentralisation, transparency, and participative governance underscores its effective leadership and drive for institutional excellence.

File Description	Documents
Information / documents pertaining to leadership	<a href="https://kkhsou.ac.in/eservices/agar/2023-24/cpanel/UploadedFiles/2024-25/149/149_20241230_102800749.pdf">https://kkhsou.ac.in/eservices/agar/2023-24/cpanel/UploadedFiles/2024-25/149/149_20241230_102800749.pdf</a>
Any other relevant information	<a href="https://kkhsou.ac.in/eservices/agar/2023-24/cpanel/UploadedFiles/2024-25/149/149_20241230_102959543.pdf">https://kkhsou.ac.in/eservices/agar/2023-24/cpanel/UploadedFiles/2024-25/149/149_20241230_102959543.pdf</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - Perspective / Strategic plan and deployment The methodology adopted for developing strategic plan; the mechanism for its deployment, monitoring and assessment of the deliverables

In 2015, the University adopted a Vision Document outlining a 15-year plan emphasizing faculty empowerment, employee rewards, structural flexibility, learner diversity, resource efficiency, and increased societal responsibility. Focused on internal capacity building and quality enhancement, the Document aimed at fulfilling the University's mandate while engaging with learners and society.

The Document's formulation involved participatory methods, soliciting input through an open appeal on the University's website.

A committee collated and reviewed the suggestions, culminating in the adoption of the Vision Document after deliberation.

Implementation strategies included workshops, seminars, and professional development sessions for staff. Faculty attended external events and courses, fostering capacity building. The University formed partnerships through MoUs for Human Resource Development. Performance Appraisal Systems and Examination Monitoring Officers enhanced quality assurance.

Action plans addressed self-learning materials, learner support services, and engagement initiatives. Feedback mechanisms and regular reviews ensured stakeholder involvement. Admission to different academic programmes is done through online admissions process and payments are streamlined using the State Bank of India's online CMP payment facility for enhanced management efficiency and transparency.

File Description	Documents
Minutes of the Governing Council / other relevant bodies for deployment / monitoring the deliverables	<a href="https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/151/151_20241230_120712534.pdf">https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/151/151_20241230_120712534.pdf</a>
Any other relevant information	<a href="https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/151/151_20241230_120751789.pdf">https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/151/151_20241230_120751789.pdf</a>
Perspective / Plan and deployment documents	<a href="https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/151/151_20241230_120617860.pdf">https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/151/151_20241230_120617860.pdf</a>

6.2.2 - Organizational structure of the Institution Effectiveness and efficiency of functioning of the institutional bodies as evidenced by the policies, administrative setup, appointments, service rules, procedures etc

The University's structure is led by the Chancellor, overseeing the Vice Chancellor, Registrar, Finance Officer, Dean (Academic), Dean (Study Centres), Controller of Examinations, and Assistant Librarian. Decision-making bodies like the Board of Management (BoM), Academic Council, Finance Committee, and Planning and Development Committee drive policy and development.

The BoM convened the meetings, shaping pivotal decisions, while the Academic Council held the meetings discussing key academic aspects

with active member engagement.

The University adopted diverse policies—performance appraisal, ethics, research promotion, audits, consultancy, credit transfers, open educational resources, publications, resource mobilization, and self-learning materials—resulting from internal discussions.

Procedural frameworks include exam SOPs, online admissions, and payment procedures to ensure operational efficiency. Appointments adhere to Act/Ordinance/Statutes guidelines, executed by Selection Committees following approved protocols.

This structured approach, fortified by policies, procedural frameworks, and decision-making bodies, underscores the University's commitment to governance, academic excellence, and systematic operations.

File Description	Documents
Organogram of the Institution	<a href="https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/152/152_20241230_120923643.pdf">https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/152/152_20241230_120923643.pdf</a>
Annual Report of the preceding academic year	<a href="https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/152/152_20241230_121006627.pdf">https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/152/152_20241230_121006627.pdf</a>
Minutes of the meetings of various bodies / relevant committees	<a href="https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/152/152_20241230_121046438.pdf">https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/152/152_20241230_121046438.pdf</a>
Any other relevant information	<a href="https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/152/152_20241230_121134440.pdf">https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/152/152_20241230_121134440.pdf</a>

**6.2.3 - Implementation of e-governance in different areas of operation Areas of operation of Institution which has e-governance implementation**  
**1. Planning and Development**  
**2. Administration**  
**3. Finance and Accounts**  
**4. Learner Admission and Support**  
**5. Examination**

**A. Any 4 or more of the above**

File Description	Documents
ERP Document	No File Uploaded
Screen shots of user interfaces	<a href="#">View File</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 6.3 - Faculty Development or Empowerment Strategies

6.3.1 - Welfare measures for teachers, other academics and non-academic staff The institution has effective welfare measures for teachers, other academics and non-academic staff

The Welfare Measures Policy of the University applies to all employees of the University holding a permanent appointment or a tenure appointment. The following measures have been taken up by the University for the benefit of its employees.

- The University has a Staff Welfare Fund for the benefit of the interested staff members under which they can avail loans.
- The University has a regular doctor at the City campus. University is providing medical benefits to its employees through medical reimbursement /health insurance schemes, which is updated yearly.
- The University provides canteen facilities at the City Campus.
- The University has expanded its Day Care Centre at the City Campus in Khanapara in 2024 by adding two adjacent rooms with attached bathrooms. Additionally, a special room has been set up for women employees, particularly lactating mothers.
- Leave rules are applicable as per the Ordinances of the University. These include maternity leave, paternity leave (for teachers), child care leaves and medical leave along with other admissible leaves.
- University has LTC facilities for its employees.
- The University has the provision of CPF and other retirement benefits for the welfare of its employees.
- The University constituted an Internal Complaints Committee for its employees to address any complaint of the University.

File Description	Documents
Policy document on welfare measures	<a href="https://kkhsou.ac.in/eservices/aqar/2022-23/cpanel/UploadedFiles/2023-24/155/155_20240220_125227660.pdf">https://kkhsou.ac.in/eservices/aqar/2022-23/cpanel/UploadedFiles/2023-24/155/155_20240220_125227660.pdf</a>
List of beneficiaries of welfare measures	<a href="https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/155/155_20241230_023406621.pdf">https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/155/155_20241230_023406621.pdf</a>
Any other relevant information	Nil

### 6.3.2 - Percentage of Financial support for faculty developmen

0

#### 6.3.2.1 - Number of teachers and other academics provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Letters to teachers and other academics provided with financial support to attend conferences, workshops etc.	No File Uploaded
As per Data Template	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 6.3.3 - Average number of programmes organised for professional development

4

#### 6.3.3.1 - Number of professional development / administrative training Programmes organized by the University for teachers, other academics and non-academic staff during the year

4

File Description	Documents
Schedules of programmes organized for teachers, other academics and non-academic staff	<a href="#">View File</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 6.3.4 - Percentage of Teachers and other academics attended Professional Development Programmes (PDPs)

52.27

#### 6.3.4.1 - Number of teachers and other academics attended Professional Development Programmes, viz.: Orientation Programme, Refresher Programme, Faculty Development Programme (FDP), during the year

23

File Description	Documents
CIQA report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers).	<a href="#">View File</a>
Letters to teachers and other academics attending PDPs during the year (Data Template)	<a href="#">View File</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 6.3.5 - Non- academic staff attending administrative training Programmes - Percentage of full time non-academic staff attended training Programmes, during the year

22.22

#### 6.3.5.1 - Number of full time non-academic staff attended training Programmes during the year

18

File Description	Documents
CIQA report summary	<a href="#">View File</a>
Letters to non-academic staff attending administrative training programmes	<a href="#">View File</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

6.3.6 - Mechanism of performance appraisal system, promotion for teachers, other academics and non-academic staff Institution has performance appraisal system for teaching, promotion for teachers, other academics and non-academic staff

The University follows a detailed Performance Appraisal Policy with mechanisms tailored for teachers, officers, and other employees. Faculty performance appraisal aligns with UGC regulations through the Career Advancement Scheme (CAS), which assesses teaching, co-curricular, and research activities. The concerned faculty member, within a specified period of service, is required to earn a specific number of points in Academic Performance Indicators (API) in accordance with the laid down criteria to be eligible for career advancement. The University also recognizes a Post Graduate Diploma in Distance Education for career progression.

Non-teaching staff performance is evaluated as per government procedures. Controlling Officers submit Confidential Reports, which influence career advancement decisions. The process includes written communication for underperformance, performance counseling, and recommendations for probation extensions if necessary. Newly recruited employees undergo reviews for confirmation or extended probation based on their performance. Final decisions regarding career advancements for all employees are made by the Board of Management, considering evidence and recommendations. This structured system ensures fair appraisal and career progression for the University staff.

File Description	Documents
Performance appraisal policy of the Institution	<a href="https://kkhsou.ac.in/eservices/agar/2022-23/cpanel/UploadedFiles/2023-24/160/160_20231216_02120753624.pdf">https://kkhsou.ac.in/eservices/agar/2022-23/cpanel/UploadedFiles/2023-24/160/160_20231216_02120753624.pdf</a>
Document on promotion/CAS for teachers, other academic and non-academic staff	<a href="https://kkhsou.ac.in/eservices/agar/2023-24/cpanel/UploadedFiles/2024-25/160/160_20241230_031057503.pdf">https://kkhsou.ac.in/eservices/agar/2023-24/cpanel/UploadedFiles/2024-25/160/160_20241230_031057503.pdf</a>
Any other relevant information	Nil

## 6.4 - Financial Management and Resource Mobilization

6.4.1 - Regular internal and external financial audits Institution conducts internal and external financial audits during the year

**Internal and External Audit Mechanisms Policy:** The University upholds an Internal and External Audit Mechanisms Policy to ensure prudent utilization of its funds solely for institutional purposes. This policy promotes financial control mechanisms to prevent misuse, involving faculty, employees, learners, and others with financial responsibilities. It safeguards against fraud, fostering transparency and accountability in fund management.

An institutional framework oversees annual financial statement preparation, led by the Finance and Accounts Branch operating within statutory provisions. The Senior Accounts Assistant manages internal audit tasks alongside regular duties. Study centers submit audited Statements of Accounts as per recognized accounting bodies.

Similar protocols apply to University-associated vendors, fostering smooth audits and due diligence, bolstering the University's reputation. Internal audits follow guidelines set by accounting authorities. Past internal audits were conducted by various firms, approved by the Finance Committee. External audits were performed by the Directorate of Audit (Local Fund), Assam, and the Accountant General (AG), covering specific periods.

These robust audit mechanisms, compliant with regulatory standards, ensure fiscal integrity and credibility. They reflect the University's commitment to prudent financial stewardship, maintaining trust among stakeholders and upholding its institutional ethos.

File Description	Documents
Policy on internal and external audit mechanisms	<a href="https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/162/162_20241230_122433887.pdf">https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/162/162_20241230_122433887.pdf</a>
Financial audit reports during the year	<a href="https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/162/162_20250205_113711762.pdf">https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/162/162_20250205_113711762.pdf</a>
Any other relevant information	Nil

#### 6.4.2 - Mobilization and utilization of resources Institutional strategies for mobilization of funds and optimum utilization of resources

##### Resource Mobilisation Policy:

The University adopted a Resource Mobilisation Policy in 2019 to bolster its resources, approved during the 51st Board of Management meeting. This policy aims to nurture, enhance, and sustain the University's resources while fostering societal contribution. It encourages stakeholders to mobilise resources for development across financial, human, academic, and technical domains.

To effectively manage funds, the University maintains diverse accounts subject to internal and external audits, adhering to standard record-keeping practices and professional body requirements. Funds originate from grants, development grants, and internal revenues, delineated in Annual Budgets endorsed by the Board.

Resource allocation balances committed and developmental expenditures, prioritizing infrastructure development, learner support services, faculty enhancement, and academic events. The University actively seeks partnerships for seminars, conferences, and educational programs, emphasizing comprehensive fee structures to cover costs.

Overall, the University's policy and strategies sustain a dynamic framework for resource management, facilitating growth in academic and institutional dimensions while engaging stakeholders in the University's development.

File Description	Documents
Resource Mobilization policy document duly approved by the Board of Management / Syndicate / Governing Council	<a href="https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/163/163_20241230_122641435.pdf">https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/163/163_20241230_122641435.pdf</a>
Procedures for optimal resource utilization	<a href="https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/163/163_20241230_12271591.pdf">https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/163/163_20241230_12271591.pdf</a>
Any other relevant information	<a href="https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/163/163_20241230_122749123.pdf">https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/163/163_20241230_122749123.pdf</a>

#### 6.4.3 - Percentage of Expenditure on Learner Support Services

48.75

#### 6.4.3.1 - Expenditure by the Institution on learner support services (excluding salary and capital expenditure) during the year (INR in Lakhs)

1467.33

File Description	Documents
Statement of expenditure during the year	<a href="#">View File</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

#### 6.5 - Internal Quality Assurance System

**6.5.1 - Institutionalizing the quality assurance through CIQA Details of the activities of CIQA listed below: 1. Programme Project Reports (PPRs) prepared 2. Workshops/ seminars organized on quality related themes 3. Innovative practices implemented for quality enhancement 4. Initiatives undertaken for system based research 5. Feedback mechanisms developed for different stakeholders**

**A. Any 4 or All of the above**

File Description	Documents
Scan copies of programme schedules	<a href="#">View File</a>
Reports of the activities	<a href="#">View File</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

6.5.2 - Reforming institutional processes Impact Analysis of various initiatives carried out and used for quality improvement with reference to learner performance, teaching-learning, assessment process and learning outcomes, research, learner and other stakeholders feedback, administrative reforms, financial management, etc

In alignment with the National Education Policy (NEP) 2020, which emphasizes the integration of technology and online education to make learning accessible, inclusive, and future-ready, the University has undertaken significant reforms in its teaching-learning processes. A series of specialized training programmes were organized to enhance faculty capacity in the development and delivery of e-content through the Learning Management System (LMS). These initiatives included capacity-building workshops on Open Educational Resources (OER) creation, equipping educators with the skills to design, curate, and manage high-quality digital content. The strategic focus on Massive Open Online Courses (MOOCs) development has not only strengthened the University's digital pedagogy framework but also enriched its academic portfolio. As a result of these initiatives, the University successfully secured approval for four new MOOC courses. These courses address diverse learner needs, offering flexible and affordable access to higher education.

These efforts signify a paradigm shift in the University's teaching-learning processes by integrating cutting-edge technology and fostering a culture of innovation. The adoption of these reforms highlights the institution's commitment to ensure learners are equipped with the knowledge and skills required for the dynamic global landscape, while also contributing to the democratization of education.

File Description	Documents
Documents / information on the process and results of Impact Analysis	Nil
Relevant Reports/ Minutes approved by concerned Authorities	<a href="https://dlkkhsou.inflibnet.ac.in/bitstream/123456789/1147/1/ANNUAL%20REPORT%202023-24.pdf">https://dlkkhsou.inflibnet.ac.in/bitstream/123456789/1147/1/ANNUAL%20REPORT 2023-24 .pdf</a>
Any other relevant information	<a href="https://kkhsou.ac.in/eservices/agar/2023-24/cpanel/UploadedFiles/2024-25/167/167_20241230_10470511.pdf">https://kkhsou.ac.in/eservices/agar/2023-24/cpanel/UploadedFiles/2024-25/167/167_20241230_10470511.pdf</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year. Describe gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus within 100 - 200 words

**Safety and Security:** The university ensures 24/7 security with CCTV surveillance. Women security personnel are appointed to safeguard female learners and employees on campus.

**Internal Complaint Committee:** A dedicated committee addresses and resolves complaints related to sexual harassment, ensuring a safe environment for all.

**Day Care Centre:** An on-campus Day Care Centre provides vital support for children of female employees and learners.

**Special Room for Women:** A designated feeding room has been established for the convenience of women on campus.

**Washrooms and Toilets:** Separate washrooms for women are available on every floor, equipped with sanitary napkin vending machines and incinerators for proper hygiene.

#### Additional Gender-Sensitive Initiatives:

- Women employees are entitled to Child Care Leave and Maternity Leave.
- Female members are included in all key administrative committees.
- Women have representation in statutory bodies like the Board

of Management, the university's highest decision-making body.

These measures reflect the university's commitment to creating a secure, inclusive, and supportive environment for women.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security at the work place b. Committees to address Prevention of Sexual Harassment c. Common Rooms d. Day care centre for children of the staff e. Any other relevant information	<a href="https://kkhsou.ac.in/eservices/agar/2023-24/cpanel/UploadedFiles/2024-25/170/170_20241230_111417626.pdf">https://kkhsou.ac.in/eservices/agar/2023-24/cpanel/UploadedFiles/2024-25/170/170_20241230_111417626.pdf</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

C. Any 2 of the above

File Description	Documents
Geo-tagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded
as per data template	<a href="#">View File</a>

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) A. Solid waste management B., Liquid waste management C. Biomedical waste management D. E-waste management E.Waste recycling system F. Hazardous chemicals and radioactive waste management

The University has taken effective steps to manage solid waste. Waste is separated into dry and wet categories using blue and green bins placed in different areas, such as academic and administrative blocks. These bins are available on all eight floors of the University building to keep the campus clean and green. The Guwahati Municipality Corporation, along with the NGO Sunshine, ensures the collected waste is removed daily.

Waste from university canteens is also sorted and disposed of in the same way.

For electronic waste (E-waste), reusable parts like RAM, SMPS, and hard disks are repurposed for use in the computer lab as replacements.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	Nil
Geo-tagged photographs of the facilities	<a href="https://kkhsou.ac.in/eservices/agar/2023-24/cpanel/UploadedFiles/2024-25/172/172_2024123_0_112553854.pdf">https://kkhsou.ac.in/eservices/agar/2023-24/cpanel/UploadedFiles/2024-25/172/172_2024123_0_112553854.pdf</a>
Any other relevant information	<a href="https://kkhsou.ac.in/eservices/agar/2023-24/cpanel/UploadedFiles/2024-25/172/172_2024123_0_112751546.pdf">https://kkhsou.ac.in/eservices/agar/2023-24/cpanel/UploadedFiles/2024-25/172/172_2024123_0_112751546.pdf</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

C. Any 2 of the Above

File Description	Documents
Geo-tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded
as per data templates	<a href="#">View File</a>

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

B. Any 3 of the above

File Description	Documents
Geo-tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	No File Uploaded
as per data templates	<a href="#">View File</a>

### 7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

**E. None of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of any awards received	No File Uploaded
Any other relevant information	No File Uploaded
as per data templates	<a href="#">View File</a>

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

**A. Any 4 or all of the above**

File Description	Documents
Geotagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded
as per data templates	<a href="#">View File</a>

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Krishna Kanta Handiqui State Open University (KKHSOU) in Assam works hard to create an inclusive and welcoming environment for students from all backgrounds. The university promotes tolerance and harmony across cultural, regional, linguistic, communal, and socioeconomic differences. Here are some of its key efforts:

- KKHSOU offers courses and study materials (SLMs) in several languages, including Assamese, Bengali, Bodo, Hindi, and English. This ensures students from different linguistic communities can access quality education.
- The university includes programs focusing on regional languages, culture, and literature, such as Modern Indian Languages (MIL) in Assamese, Bengali, Bodo, and Hindi.
- Through its distance education model, KKHSOU reaches students from rural and remote areas, helping those from diverse socioeconomic backgrounds pursue higher education.
- The university follows government policies to support students from Scheduled Castes (SC), Scheduled Tribes (ST), Other Backward Classes (OBC), and economically weaker sections.
- KKHSOU provides accommodations and support for students with disabilities, ensuring they can succeed in their studies.
- Secularism and equality are key values in KKHSOU's curriculum and activities, fostering a sense of unity among learners and staff.

These efforts reflect KKHSOU's commitment to creating equal opportunities for all students in Assam and beyond.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/177/177_20241230_113308132.pdf">https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/177/177_20241230_113308132.pdf</a>
Any other relevant information	Nil

7.1.9 - Sensitization of students and employees of the institution to constitutional obligations: values, rights, duties and responsibilities of citizens:

In continuance with the earlier tradition, KKHSOU celebrated Constitutional Day on 26 November, 2023, to sensitize the learners and the employees of their rights, duties and obligations. To mark the occasion, an online talk on "Constitution of India and Rationalism" was organised by Surya Kumar Bhuyan School of Social Sciences (SKBSSS), KKHSOU. The talk was delivered by noted educationist and political scientist Professor Arupjyoti Choudhury, Professor in Public Administration, Assam Don Bosco University. An interactive session followed which was attended by the faculties, research scholars, employees of KKHSOU etc. Other events organised by KKHSOU in keeping with our Constitutional obligations are Independence Day (August 15 2023), Republic Day (January 26 2024), World Press Freedom Day (May 3 2024) among others, for the employees and the learners.

File Description	Documents
Details of activities that inculcate values necessary to nurture Learners to become responsible citizens	<a href="https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/178/178_20241230_114508134.pdf">https://kkhsou.ac.in/eservices/aqar/2023-24/cpanel/UploadedFiles/2024-25/178/178_20241230_114508134.pdf</a>
Any other relevant information	Nil

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organized professional ethics programmes for students, teachers, administrators and other staff during the year**

**C. Any 2 of the Above**

### Annual awareness programmes on Code of Conduct were organized during the year

File Description	Documents
Code of conduct and ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims.	<a href="#">View File</a>
Any other relevant information	No File Uploaded
as per data templates	<a href="#">View File</a>

#### 7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Krishna Kanta Handiqui State Open University (KKHSOU) regularly observes national and international events, festivals, and important days. These include Republic Day, Independence Day, Gandhi Jayanti, International Women's Day, and International Day of Yoga.

- World Entrepreneurship Day: The Maniram Dewan School of Management hosted a talk on August 21, 2023, for Udayamita Divas.
- National Sports Day: Celebrated on August 29, 2023, at the City Office, Khanapara. Events highlighted the theme "sports are an enabler to an inclusive and fit society" with sports activities for staff.
- Teachers' Day: On September 5, 2023, the Indira Miri School of Education organized a program at the City Office to honor Dr. Sarvepalli Radhakrishnan's legacy.
- Environment Sensitization Programme: Held during the Bhullung Buthur International Theatre Festival on October 9, 2023, in collaboration with Aaranyak.
- Constitution Day: Observed on November 26, 2023, marking the adoption of India's Constitution.
- International Women's Day: Celebrated on March 8, 2024.
- World Radio Day: A health check-up camp was organized in Ganapati village on February 11, 2024, by the EMPC and Mother Teresa Social Welfare Mission with support from local organizations.
- World Poetry Day: On March 21, 2024, the Assamese Discipline

of Padmanath Gohain Barua School hosted a lecture and poetry recitals at the City Campus.

- International Yoga Day: Celebrated on June 21, 2024, with Yogacharjya Subhashis Kar as the resource person.

File Description	Documents
Annual report of the celebrations and commemorative events during the year	<a href="https://kkhsou.ac.in/eservices/agar/2023-24/cpanel/UploadedFiles/2024-25/180/180_20241230_121155366.pdf">https://kkhsou.ac.in/eservices/agar/2023-24/cpanel/UploadedFiles/2024-25/180/180_20241230_121155366.pdf</a>
Geo-tagged photographs of some of the events	<a href="https://kkhsou.ac.in/eservices/agar/2023-24/cpanel/UploadedFiles/2024-25/180/180_20241230_122225130.pdf">https://kkhsou.ac.in/eservices/agar/2023-24/cpanel/UploadedFiles/2024-25/180/180_20241230_122225130.pdf</a>
Any other relevant information	Nil

## 7.2 - Best Practices

7.2.1 - Describe at least two institutional best practices (as per NAAC format given on its website)  
Describe any two best practices successfully implemented by the institution as per NAAC format

Krishna Kanta Handiqui State Open University (KKHSOU) has introduced an online portal for applying for original certificates, simplifying the process for graduates. This initiative aims to address challenges faced with traditional methods and improve administrative efficiency.

**Eligibility:** Learners who completed their Bachelor's, Master's, or Postgraduate Diploma programs at KKHSOU on or before December 31, 2023, can apply.

**Purpose:** The portal ensures a quicker, more efficient application process, reducing delays and making it easier for graduates to receive their certificates on time.

**Access:** Graduates can apply via the KKHSOU Online Certificate Application Portal.

This step modernizes administrative processes, helping graduates obtain certificates crucial for academic and professional growth.

### Exam Monitoring Portal

To improve the examination process, KKHSOU has launched an Exam

Monitoring Portal. This platform addresses delays caused by manual reporting and ensures better oversight at examination centers.

**Features:**

- Tracks attendance, absentees, and CCTV surveillance.
- Monitors invigilator activities for compliance with guidelines.

The portal enhances transparency and accountability, ensuring fair and efficient exams.

**Access:** The portal can be reached at KKHSOU Exam Monitoring Portal.

Both portals showcase KKHSOU's commitment to leveraging technology for better service and efficiency.

File Description	Documents
Best practices as hosted on the Institutional website	<a href="https://kkhsou.ac.in/web/index_page_details.php?page=T1A3SFdGSTFKQlR4bz1BVS9ITG1Ndz09&amp;title=best-practices">https://kkhsou.ac.in/web/index_page_details.php?page=T1A3SFdGSTFKQlR4bz1BVS9ITG1Ndz09&amp;title=best-practices</a>
Any other relevant information	<a href="https://kkhsou.ac.in/eservices/onlineapplication/web/index.php">https://kkhsou.ac.in/eservices/onlineapplication/web/index.php</a>

**7.3 - Institutional Distinctiveness**

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Operating under the guiding principle of "Education beyond Barriers," the University's mission is centered on delivering innovative and contextually relevant education, fostering opportunities for lifelong learning. The institution is dedicated to offering quality education, knowledge, and training to diverse groups, including: (a) Women learners, particularly housewives seeking empowerment through higher education and professional skills. (b) Differently abled individuals. (c) Individuals are unable to complete higher education during their traditional student years. (d) Residents of remote, hilly areas, and those facing various disadvantages. (e) Employed/self-employed individuals with a desire for higher education and skill development.

The University extends free education to differently-abled persons

and jail inmates, while also providing concessions to defence personnel and women learners. Through outreach and extension activities, including village adoption, the University actively contributes to the socio-economic support and rehabilitation of marginalized and disadvantaged sections of society. Sustaining the priority and thrust of the University as above, in the year 2022-23 the University achieved remarkable progress in barrier-free inclusive education in terms of a diverse enrolment profile, with a significant percentage of learners belonging to SC (8.9%), ST (11.7%), OBC (34.3%), EWS(18.8%)and rural communities (82%), including 423 PwD learners and 582 Defence and Police Personnel.

File Description	Documents
Appropriate webpage in the Institutional website	<a href="https://www.kkhsou.ac.in/web/index_page_details.php?page=c3FXQlhXMVZHT3o3L2RUMUE2R2t5UT09&amp;title=mission-and-vision">https://www.kkhsou.ac.in/web/index_page_details.php?page=c3FXQlhXMVZHT3o3L2RUMUE2R2t5UT09&amp;title=mission-and-vision</a>
Any other relevant information	<a href="https://dlkkhsou.inflibnet.ac.in/jspui/bitstream/123456789/1139/1/Brochure_2023_24.pdf">https://dlkkhsou.inflibnet.ac.in/jspui/bitstream/123456789/1139/1/Brochure_2023_24.pdf</a>