



Krishna Kanta Handique State Open University
GUWAHATI-781006

The Krishna Kanta Handique State Open University, Guwahati, established by an Act of the Assam Legislative Assembly, proposes to start initially the following academic programmes, besides some Diploma/Certificate Courses, under Open Distance Learning System.

1. **Bachelor's Preparatory Programme**
2. **Bachelor of Commerce**
3. **Bachelor of Business Administration**
4. **Bachelor of Mass Communication**
5. **Bachelor of Computer Application**
6. **Bachelor of Arts**

With a view to help the learners from various parts of the State, the University has decided to establish its Study Centres in affiliated Degree Colleges, (Junior Colleges and Higher Secondary Schools for programme No. 1 above) in every districts of Assam. Educational institutions intending to be Study Centres of the University may apply to the undersigned in prescribed forms.

The University reserves the right of selection of any institution as its Study Centre even on fulfilment of conditions prescribed by the University. Programme details, prescribed forms and conditions to be fulfilled for becoming a study centre can be had either from the University Office or can be downloaded from the website www.kkhsou.org.

Sd/
Registrar



Krishna Kanta Handique State Open University
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Conditions to be fulfilled for becoming a Study Centre of K.K. Handique State Open University :

The institutions intending to be Study Centres :

1. should have adequate facilities for class room, Office room, laboratory (for practical oriented programmes) to offer proper counselling to the learners;
2. should have a library with sufficient number of books on relevant subjects to facilitate consultation by counselors and learners;
3. should have facilities for electronic communication like fax, e-mail etc. to maintain constant contact with the University;
4. should have willing faculties of their own to act as counsellors for the subjects the Study Centres desire to adopt or there must be teachers from institutions around who can be engaged as counsellors to extend quality education to the learners;
5. must have faculties with knowledge/experience on ODL system to act as coordinators.
6. The institution must have the willingness to abide by the rules and regulations of the University.

কৃষ্ণ কান্ত সন্দিকৈ ৰাজ্যিক মুক্ত বিশ্ববিদ্যালয়
Krishna Kanta Handique State Open University

AN OVERVIEW

Open and Distance Learning (ODL) System has emerged at all levels of education be it school, college or university to meet some challenges, which the conventional system of education is unable to cope with. The challenges are in the form of number, coverage and cost. In order to meet the challenges, ODL system has brought about a paradigm shift in the mode of imparting education. They are primarily --

- 1) from learning within a classroom to learning without a classroom.
- 2) from only teacher dependent learning to self learning
- 3) from institution's convenient time learning to learner's convenient time learning
- 4) from rigid system to a flexible learner friendly system of induction into the university programmes/courses
- 5) from learning for livelihood to learning for livelihood and life enrichment.

Until recently many of the States barring the north-east, had State Open Universities and Assam has now one.

Establishment :

The Government of Assam enacted **Krishna Kanta Handique State Open University Act 2005** and published it in the Assam Gazette Extraordinary No. 332 dated 29th September, 2005. Established under the provisions of the Act, **Krishna Kanta Handique State Open University**, started functioning with the joining of **Professor Srinath Baruah** as the **First Vice-Chancellor** w.e.f. **11th December, 2006**. The University has been vested with the authority to prepare its own curriculum, system of examination and to admit, examine and confer degrees, diplomas and certificates to students registered with it upto degree and post-degree level courses.

The University has been approved by the Distance Education Council (DEC), New Delhi.

Head Quarter & Jurisdiction :

The headquarter of the University is located in Guwahati. Its jurisdiction covers the whole of the state of Assam and beyond,

Mode of Operation :

The University will operate through a network of Regional and Study Centres and it is the process of establishing Study Centres in various Colleges, (Junior Colleges and Higher Secondary Schools if needed) covering all the districts and presently one Regional Centre in Upper Assam.

Admission Policy and Learning Methods :

Admission will be held once in a year in July through the Study Centres for the Academic Programmes/Courses.

Learning method will include -- learning through printed Self-Learning Materials (SLM), audio-listening, viewing video programmes and participating in personal contact programme. Study materials will be available in English and Regional languages.

Flexibilities in Admission and Learning :

- * Open to all including those who are unable to complete 10+2 stage.
- * Learners unable to complete 10+2 stage are required to clear the **Bachelors Preparatory Programme (BPP)** of the University.
- * There is no upper age limit for admission into the University's programme/courses.
- * One is given as many as times to appear in examination spread over a period to be decided by the University.
- * Credit gains are accumulated till the learner clears for degree/certificate with provisions of credit transfer.

Special Feature : BPP :

This programme will give an opportunity to those learners who could not pursue education for various reasons but are desirous of undergoing higher education.

There will be four courses in the BPP, out of which Course 1 is Compulsory and any one of the remaining three courses (Course 2, 3 and 4) is to be selected by the learners.

- Course 1 : English and General Mathematics (50+50=100 marks)
- Course 2 : Introductory Social Science (100 marks)
(*aspiring for BA, BMC*)
- Course 3 : Introductory Commerce & Business Studies (100 marks)
(*aspiring for B. Com, BBA*)
- Course 4 : Mathematics and Electronics
(*aspiring for BCA*)

It is also decided to make the following conditions for Bachelor's Preparatory Programme.

- 1) There will be no restriction on educational background.
- 2) Those completing 18 years of age on 1st July of the year of admission will be eligible for enrolling in Bachelor's Preparatory Programme (BPP).
- 3) Those who passed Arts and Commerce at 10+2 will be eligible to appear in Course 4.
- 4) Bachelor's Preparatory Programme will be of six months duration and the course and examination will be held twice a year.
- 5) Those who enroll in the BPP, they will be allowed to clear the examination in four chances (within two years). However, such learners shall be required to pay the examination fees each time they appear. Learners failing to pass the BPP within four chances (two years), shall be allowed re-admission for BPP with the payment of full course fees.

BPP : Fee Structure :

*Course fee	--	Rs.	700/-
Registration fee	--	Rs.	100/-
Identity card	--	Rs.	50/-

Total		Rs.	850/-
Examination fee	--	Rs.	50/- per paper.
Examination Centre fee		Rs.	100/-

- * Course fee will include supply of Self Learning Material, postal charges and also other unspecified costs
- * Those learners who get enrolled within a period to be notified by the University will be entitled for a concession of Rs. 100/- of the Course fee.

Course offered and to be offered :

Based on the deliberations in a workshop held on 30th June and 1st July, 2007, the University could identify at the first instance the following programmes.

Graduate Programmes :

1. Bachelor of Arts
2. Bachelor of Commerce
3. Bachelor of Mass Communication (BMC)
4. Bachelor of Computer Application (BCA)
5. Bachelor of Business Administration (BBA)

Diploma/Certificate Courses on :

1. Tourism
2. Tourism and Hospitality Management
3. Tea Management
4. Petroleum related downstream industries.
5. Textile related industries
6. Gas-Cracker related downstream industries.
7. Horticulture
8. Vermin Technology
9. Sericulture
10. Pisciculture
11. Mushroom Production
12. Laboratory Techniques
13. ECG Technology
14. Radiography
15. Hardware and Networking
16. Handicrafts
17. Nursery Management
18. Floriculture and marketing
19. Food processing and marketing
20. Fruit processing and marketing
21. Hatchery management
22. Broiler farming

23. Layer farming
24. Piggery farming
25. Graphics design
26. Computerised image processing
(details of above including new courses to be notified)

Admission Procedure :

- * Application alongwith the Course fee and other fee in the form of Bank Draft in favour of “Krishna Kanta Handique State Open University” payable at Guwahati with relevant enclosures is required to be submitted at the recognized Study Centre well within the due date.
- * The Study Centre will scrutinize the application forms as per the norms and qualifications required for each programme.
- * After scrutiny the eligible applicants will be provisionally admitted by the Study Centre.
- * Intending learners with incomplete application may be given provisional enrolment at the University’s discretion with the condition that required eligibility documents are to be submitted latest by the dates prescribed for the purpose.
- * Their enrolment will be confirmed on fulfillment of eligibility requirements. To appear in the examinations, confirmation of enrolment will be necessary.
- * All the enrolled learners will be provided with the registration number, programme guidelines and identity cards.
- * Those learners who are unable to complete the programme within the specified validity period will be required to register themselves afresh by paying the requisite fee as per the University regulations.
- * Immediately after the provisional admissions the Study Centres will forward the Bank Drafts and the application forms of the admitted learners alongwith 80% of the sale proceeds of application forms to the University. The University in turn will send 50% of the course fee collected, to the Study Centre.
- * Registration Certificate and Identity Cards of the admitted learners will follow.

Course material :

Course materials are specially designed by teams of experts drawn from relevant areas and scrutinized by experts to meet the learners’ demand.

Support Services :

Study Centres provide learners with a platform to interact with counselors, other learners and also to use library. Learners will receive personal attention and support at the Study Centres. The Study Centres will provide counseling and hands on experience (as may be necessary). These centres will act as the access and contact points between the learners and the University.

Comprehensive printed study materials specially designed for independent study is supplied in batches to the Study Centres for every course and every learner. Learners have to collect the materials pertaining to their courses.

Generally the Study Centres are to be maintained by the University. But in view of the fact that a large number of colleges and other institutions (more than 400) functioning within the jurisdiction of this University, it was decided that the willing colleges and institutions will be initially entitled for 50% of the course fee and 20% of the sale proceeds of application forms to meet the expenses of the Study Centre. Depending on enrollment and sustenance of the institutions as Study Centre, the University will decide on maintenance of such Study Centres at University's cost.

Enclosures :

1. A copy of earlier Advertisement.
2. Format of Application for Study Centre
3. Conditions to be fulfilled to become a Study Centre.

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Krishna Kanta Handique State Open University

APPLICATION FORM

For Distance Learning (ODL) Study Centre of KKHSOU

1. Name and Address of the Institution:

Name : _____
Address : _____
City: _____ District : _____
State: _____

2. Official Communication:

Name	Area/STD Code	Tel No.	Fax No.	E-mail
Principal/Director				
Co-ordinator				

3. Type of Institution:

a. By Management	i. Affiliated College _____
	ii. Provincialised College _____
	iii. Any other, Please specify _____
b. By Funding	i. Government _____
	ii. Grant-in-aid _____
	iii. Self-financed _____
	iv. Any other (Please specify _____ and annexe a note functioning)
c. By Gender	i. For Men _____
	ii. For Women _____
	iii. Co-education _____

4. a) Date of establishment of the college/Institution :

Date : / Month : / Year :

b) University to which affiliated : _____

5. Milestones of UGC/AICTE/Other recognition :

Status of recognition	Year	Remark

6. Location of the College/Institution :Urban Semi-urban Rural Hilly area

Any other (specify) _____

7. Details of programmes offered by the institution: (attach separate sheet if necessary):

S. No.	Programme Level	Name of the Programme/ Course	University under which offered	Duration	Entry Qualification	Medium of instruction	Sanctioned Student Strength	Number of students admitted
i)	Under-Graduate							
ii)	Post-Graduate							
iii)	Certificate courses							
iv)	UG Diploma							
v)	PG Diploma							
vi)	Any other (specify)							

8. List of the departments :

Science
Departments :(e.g. Chemistry, Botany, Physics)
Arts (Language and Social sciences included)
Departments:
Commerce
Departments:
Engineering
Departments:
Any Other (Specify)
Departments:

9. Course/Programme Options the college/institution is interested in :

- 1.
- 2.
- 3.
- 4.

List of preferred Courses from KKHSOU (see the last page)

10. Support Services available :

- i) Subject-wise teaching faculty who have volunteered for teaching in this scheme as Coordinator and Academic Counselors Please enclose list

- ii) In case, staff members from within the college are not available for conducting this programme, whether teachers from post graduate departments, experts from outside the college or retired faculty members would be easily available locally? Yes No
Please enclose consent letters with biodata

- iii) Are there courses with ICT-enabled teaching-learning process? Yes No
If yes, Number

- iv) Computer Facilities

Number of computers in the college

Number of Departments with computer facilities

Budget allocated for purchase of computers during the last academic year _____

Amount spent on maintenance and upgrading of computer facilities during the last academic year _____

Internet Facilities Connectivity

Dialup	Broadband	Others(Specify)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Number of nodes/computers with Internet facility _____

11. Will it be feasible to evaluate and monitor the scheme on a continuing basis?
 If yes describe the procedure proposed to be adopted for the purpose.

12. Name, qualifications and record of contribution to the corporate life of the institution of the person proposed to be appointed as Coordinator.

I agree that classrooms, library, computer facility, laboratory, audio-visual equipment and required human resources of the college will be made available for running the proposed programme without in anyway affecting the regular functioning of the institution.

Signature and Seal of the Head of the Institution

- N.B. 1.** *Application should accompany a non refundable processing fee of Rs. 300/- in the form of D.D. drawn in favour of 'K. K. Handique State Open University' payable at Guwahati.*
- 2.** *Institution selected to be Study Centre shall have to sign an MOU with the University. Mere fulfillment of conditions shall not entitle an institution to become a Study Centre of the University. The University reserves the right to select or reject any application/proposal.*

- *B.P.P.** : Bachelor's Preparatory Programme with subjects : English, General Mathematics, Social Science, Commerce, Advance Mathematics and Electronics and Fundamental Business Administration.
- B.Com** : Bachelor of Commerce with 15 papers including English and Environmental Studies.
- BBA** : Bachelor of Business Administration with 18 papers including English and Environmental Studies.
- BMC** : Bachelor of Mass Communication with 14 papers including MIL, English and Environmental studies.
- BCA** : Bachelor of Computer Applications with 21 papers including English and Environmental Studies.
- B.A.** : Bachelor of Arts with subjects English, MIL (Assamese, Bengali, Hindi, Boro, Alt. English) Assamese, Economics, Pol. Science, History, Sanskrit, Philosophy, Education.
- DMC** : Diploma in Mass Communication with 4 papers.

Programme already offered

Bachelor Preparatory Programme :

- Course I English (50 marks) + Mathematics (50 marks) - 100 marks
- Course II Elementary Social Science - 100 marks
- Course III Elementary Commerce and Business Studies - 100 marks
- Course IV Advance Mathematics (50 marks) + Electronics (50 marks) - 100 marks

Programmes to be offered in July - August 2008

- Bachelor of Commerce (B. Com.)
- Bachelor of Business Administration (BBA)
- Bachelor of Mass Communication (BMC)
- Bachelor of Arts (BA) with English, Alt. English, Assamese, Bengali, Boro, Sanskrit, Economics, Pol. Science, History, Education, Philosophy, Sociology

Programmes planned to be offered from July - August 2008

One year Diploma and six months Certificate Courses :

- Diploma in Journalism and Mass Communication.
- Diploma in Tourism and Hospitality Management.
- Diploma in Computer Hardware and Networking.
- Diploma / Certificate Course in Entrepreneurship Development.
- Diploma / Certificate Course in Agriculture / Animal Husbandry / Fisheries / Home Science based subjects.
- Diploma / Certificate Course in Health and Allied Health Sciences.
- Diploma / Certificate Courses in Computer Application.

(Details of Diploma / Certificate Courses including introduction of new course will be notified from time to time.)