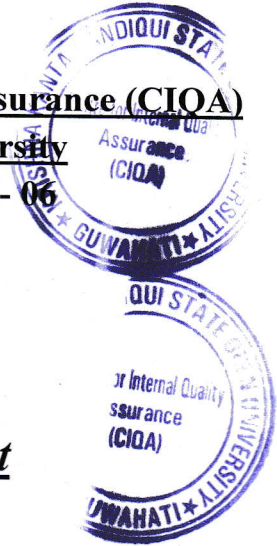


Office of the Director, Centre for Internal Quality Assurance (CIQA)
Krishna Kanta Handiqui State Open University
City Office, Housefed Complex, Guwahati- 06



Study Centre Monitoring Report

Name of the Study Centre: Birjhora Kanya Mahavidyalaya

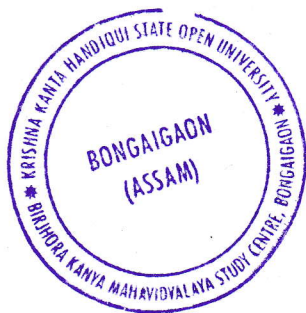
Study Centre Code: 302

District: Bongaigaon

Name of the Monitor (s): Dr. Limpon Bora and

Sri Arabinda Saikia

Date (s) of Visit: 02/02/2020



**MONITORING REPORT OF LEARNER
SUPPORT CENTRE (LSC)**
(From 2014-15 to 2018-19)

SECTION A

1. Name of the Monitoring Officer : Arabinda Saikia and Dr Limpon Bora
2. Name of the LSC: Birjhora Kanya Mahavidyalaya, Bongaigaon
3. Centre Code: 302
4. Address of the LSC: Birjhora Kanya Mahavidyalaya,
P.O. & Dist. Bongaigaon (Assam), Pin - 783380

Table No1: Physical facilities available at LSC

Sl. No.	Physical Facilities	Numbers	Remarks if any
1	Academic units		
	(i) counseling rooms	06	
	(ii) counselors room	01	
	(iii) practical rooms	01	
	(iv) Other		
2	Administrative units		
	(i) Office Room	01	
	(ii) Coordinator's Room	01	
	(iii) Centre-in Charge Room etc.	01	
	(iv) Others		
3	Storage Room		
4	Library	01	
5	Laboratories	01	
6	Seminar Rooms	01	
7	Auditorium		
8	Other Relevant Information	Girls' Common Room	

5. Please collect a copy of the Annual Report of the Institution

Attached in Annexure - I.

6. Please take Geo-tagged photographs of the LSC/campus and all other infrastructural facilities and email it to library@kkhsou.in

Submitted.

7. Please include any other Relevant Information about the LSC... *NO*.....

Table 2: ICT enabled facilities at LSC

Sl. No.	Items	Numbers	Remarks
1	No. of IT enabled (ICT facilities/Wi-Fi/LAN) office rooms	—	
2	No. of IT enabled (ICT facilities/Wi-Fi/LAN) class rooms	—	
3	Total number of rooms available at the LSC	10	
4	Number of IT enabled Seminar halls at the LSC		
5	Total number of Seminar Halls at the LSC	01	
6	Webpage for KKHSOU study centre in the college website; if available, please give the web link :		
7	No. of computers/projectors	07 Nos. 01 Projector	
8	Internet Connections (details of speed, ISP name etc.)	Internet connection Speed: 50 Mbps. ISP Name : BSNL	
9	Any other relevant information you want to furnish	<i>NO</i>	

Table 3: Information on Academic Counselling Sessions held at the LSC


(Yearly programme wise enrolment data has been collected from Examination Data Processing System (EDPS) of KKHSOU)

Sl. No.	Name of Programmes	Academic years	Yearly programme-wise enrolment			Yearly program-wise counselling sessions held (in numbers)		Yearly expenditure incurred on counseling sessions (In INR)
			Male	Female	Total	Theory	Practical	
1.	e.g. BA	2014-15	99	79	178			7,500/-
		2015-16	67	57	124			5000/-
		2016-17	93	44	137			6250/-
		2017-18	88	53	141			7000/-
		2018-19	43	31	74			4000/-
		2019-20	61	22	83	Not required	NR	NR
2.	MA Assamese	2014-15	9	20	29			
		2015-16	4	4	8			
		2016-17	5	19	24			
		2017-18	8	19	27			
		2018-19	2	5	7			
		2019-20	6	6	12	NR	NR	NR
3.	MA Education	2014-15	7	7	14			
		2015-16	4	8	12			
		2016-17	11	8	19			
		2017-18	17	29	46			
		2018-19						
		2019-20				NR	NR	NR
4	MA Political Science	2014-15	3	4	7			
		2015-16	3	6	9			
		2016-17	4	1	5			
		2017-18	9	11	20			

		2018-19						
		2019-20				NR	NR	NR
5.	MSW	2014-15						
		2015-16						
		2016-17						
		2017-18	2	0	2			
		2018-19						
		2019-20				NR	NR	NR
6.	BPP	2014-15	38	38	76			
		2015-16	19	21	40			
		2016-17	48	55	103			
		2017-18						
		2018-19						
		2019-20				NR	NR	NR
7.	D.El.Ed	2014-15	71	30	101			
		2015-16	140	59	199			
		2016-17	58	11	69			
		2017-18						
		2018-19						
		2019-20				NR	NR	NR

Please add in the tables as applicable

Please add in the tables as applicable


 Co-ordinator
 KKHSOU Study Centre
 Bijhora Kanya Mahavidyalay
 BONGAIGAON

SECTION B

A. Provision for Learner Support Services available in the Learner Support Centre. (Please tick mark)

1. Notice Board ✓
2. Wall magazine ✓
3. Call Centre
4. SMS alert facility ✓
5. E-mail ✓
6. E-book
7. Any other (Please Mention)

B. Distribution of Learners on the basis of their social category like SC/ ST/ OBC/ GEN etc.

(Information has been collected from Examination Data Processing System (EDPS) of KKHSOU)

Academic Sessions	Social Category					
	SC	ST	OBC	MOBC	GEN	PwD
2014-15	62	20	206		117	
2015-16	70	23	170		129	
2016-17	59	24	150		124	
2017-18	37	19	102		78	
2018-19	10	5	49		17	
2019-20	6	8	56		33	

C. Pre-admission Counseling Services conducted for the learners

a. Date of the Pre Admission Counselling Session held in the LSC.

Please provide a **Report of the activities** conducted in the Counselling programme.

NO

**D. Mechanisms adopted by the LSCs for attending learners' queries.
(Please tick mark)**

1. Attended by Centre In-charge or Coordinator or Office Staff in person ✓
2. Telephone/Mobile ✓
3. SMS
4. Social media ✓
5. Notice Board ✓
6. E-mail ✓
7. Inquiry Counter ✓
8. Any other

E. Academic Counseling Services (Please tick mark)

Please mention the mode of counseling in the LSC.

1. Face to face counseling sessions ✓
2. Laboratory based counseling
3. Workshops ✓
4. Field Study
5. Seminar ✓
6. Extended Contact Programme
7. Any other

F. Addressing Learners' Grievances

No

Please write a note about the mechanism adopted in the LSC to address the grievances of the learners. Submit records/reports of Grievances redressed (if any).

G. Is there any alumni association of KKHSOU learners at the LSC?

If yes, in which year was it established? *No*

H. Has the Study Centre received any donation from the Alumni in the last five years?

Yes No

If yes, state the amount year-wise?

I. Did a KKHSOU learner from the LSC receive an award/recognition for any innovation/innovative activity in the local, regional, national and international level in the last five years? If yes furnish details. *No*

SECTION C

Part I: Information from the LSC

1. Location of the LSC : **Urban** / Rural
2. Location of the LSC : Tribal / **Non-Tribal Area**
3. Name of the District : Bongaigaon
4. Name of the Sub-Division : Bongaigaon
5. Name of the Centre In- Charge : Mrs Nalini Das Baishya
6. Contact number/s of the Centre In- Charge: 94351-20835
7. Landline no of LSC (if available) :
8. Email id of the Centre In- Charge : bkmiqac@rediffmail.com
9. Name of the Coordinator : Mr. Nava Kumar Sarma
10. Contact number/s of the Coordinator (Whatsapp No) : 99541- 05284
11. Email id of the Coordinator : navasarma12@rediffmail.com
12. Official E-mail ID of the study centre : bkmiqac@rediffmail.com

Part II: Additional Information:

1. Are there any Learners with Disabilities (PwD) in the LSC during the last 5 years?

Yes No

If yes, kindly furnish the following information (put numbers)

Year	No. of Learners with Speech & Hearing Impairment	No. of Learners with Loco motor impairment	No. of Learners with Visual impairment	No. of Learners with low vision	No. of Learners with any other Disability	Total No. of PwD learners applied for admissions	Total No. of PwD learners enrolled
2014	X	X	01	X	X	X	X
2015	X	X	X	X	X	X	X
2016	X	X	X	X	X	X	X
2017	X	X	X	X	X	X	X
2018	X	X	X	X	X	X	X
2019	X	X	X	X	X	X	X

2. Are there any Learners from Defence and Security Forces (DSF) in the LSC during the last 5 years?

Yes No

If yes, kindly furnish the following information (put numbers)

Year	No. of Employed Learners enrolled under category of Ex Service men	No. of Employed Learners enrolled under category of war widows	No. of Employed Learners enrolled under category of Defence/ Security Personnel	Total No. of learners enrolled
2014	X	X	M.A.= 01, B.A.= Nil	M.A.= 136, B.A.= 907
2015	X	X	M.A.=Nil, B.A.= Nil	M.A.= 100, B.A.= 750
2016	X	X	M.A.= 01, B.A.= Nil	M.A.= 108, B.A.= 614
2017	X	X	M.A.=Nil, B.A.= Nil	M.A.= 178, B.A.= 541
2018	X	X	M.A.=Nil, B.A.= Nil	M.A.= 48, B.A.= 350
2019	X	X	M.A. + B.A.	Admission is going on.

3. Are there any Transgender (3rd Gender) learners in the LSC in the last 5 years? Please specify putting tick mark (✓) in the box.

Yes No

If yes, kindly furnish the following information (put numbers)

2014-15	2015-16	2016-17	2017-18	2018-19

4. Use of digitalized SLM for the learners in the LSC in the last 5 years?

Digitalized SLM						
2014-15						
E-SLM (Website)	KKHSOU Mobile Apps	Audio Lectures (CD)	Video Lectures (Website)	E-Bidya	Digital Library	Radio (AIR)
		✓	✓			✓

2015-16						
E-SLM (Website)	KKHSOU Mobile Apps	Audio Lectures (CD)	Video Lectures (Website)	E-Bidya	Digital Library	Radio (AIR)
		✓	✓			✓
2016-17						
E-SLM (Website)	KKHSOU Mobile Apps	Audio Lectures (CD)	Video Lectures (Website)	E-Bidya	Digital Library	Radio (AIR)
	✓	✓	✓			✓
2017-18						
E-SLM (Website)	KKHSOU Mobile Apps	Audio Lectures (CD)	Video Lectures (Website)	E-Bidya	Digital Library	Radio (AIR)
	✓	✓	✓			✓
2018-19						
E-SLM (Website)	KKHSOU Mobile Apps	Audio Lectures (CD)	Video Lectures (Website)	E-Bidya	Digital Library	Radio (AIR)
	✓	✓	✓			✓

5. Teaching Experiences of the Academic Counsellors (for the Academic Sessions 2014-15 to 2018-2019) of the LSC. (Please provide copy of signature record book, if available)

Academic Session: 2014-2015

***Please add additional sheets for the remaining Academic Sessions.

Sl. No.	Name of the Academic Counsellor	Year of Appointment	Qualification (Ph.D)	Subjects/ Area	Teaching Experiences (Number of years)		Remarks (if any)/ Periods
					UG	PG	
1	Mahanta Nath		M.A.	Assamese	✓	✓	06 years
2	Dr. Rezaur Rahman		M.A., Ph.D.	EDN	✓	✓	09 years
3	Nava Kr. Sarma		M.A.	Pol. Science	✓	✓	11 years
4	Dr. Nasirul Hoque		M.A., Ph.D.	Pol. Science	✓	✓	09 years
5	Dr. S. Das Baro		M.A., Ph.D.	EDN	✓	✓	07 years
6	Dr. K.K. Das		M.A., Ph.D.	EDN	✓	✓	07 years

7	Bhuyashi Pathak		M.A.	English	✓	✓	11 years
8	Rupa Debadhikary		M.A.	Economics	✓	✓	11 years
9	Jiten Bhagawati		M.A.	Maths (Rtd.. Sub. Teacher)	✓		07 years
10	Banita Ray		M.A.	Assamese	✓	✓	07 years
11	Upama Singha		M.A.	English	✓		05 years
12	Arpita Saha		M.A.	Bengali (MIL)	✓		05 years
13	Surajit Sutradhar		M.A.	Computer Instructor	✓		05 years Contractual Teacher

6. Please provide the details of employed learners in the LSC.

Year	No. of Employed Learners including self-employed	No. of Learners who are not employed	Total number of learners enrolled
2014	X	X	M.A.= 136, B.A.= 907
2015	X	X	M.A.= 100, B.A.= 750
2016	X	X	M.A.= 108, B.A.= 614
2017	X	X	M.A.= 178, B.A.= 541
2018	X	X	M.A.= 48, B.A.= 350
2019	-	-	Admission is going on.

7. Details of Passed out learners from the LSC in the last 5 years. Provide the total numbers.

(Information has been collected from Examination Data Processing System (EDPS) of KKHSOU)

2014-15			2015-16			2016-17			2017-18			2018-19		
Male	Female	3 rd Gender	Male	Female	3 rd Gender	Male	Female	3 rd Gender	Male	Female	3 rd Gender	Male	Female	3 rd Gender
140	175		128	193		193	175		27	19		145	73	

8. Please provide passed out learners' details with their present job details etc. (if available).

***Please add additional sheets if required.

Sl. No.	Name of the Learner (Passed out)	Present Job details	Subjects/Area		Session	Contact Number if available
			UG	PG		
1	Manasjyoti Sarma	Tet Teacher		EDN	2015	9706216273
2	Jonali Singha	Tet Teacher		EDN	2016	9954199937
3	Arijit Chakraborty	Tet Teacher	✓		2014	7002903319
4						
5						
6						
7						
8						
9						
10						

9. Please provide the Schedule/ Routine of counselling sessions for the last 5 academic years (from 2014-15 to 2018-19)

Attached in Annexure-II

10. Please provide the Schedule/ Routine of seminar/ workshop/ induction programme for the last academic years (from 2014-15 to 2018-19)

Attached in Annexure-III

11. Any other relevant information related to the LSC of KKHSOU.

For proper information the required data specially number of learners SC/ST/OBC/Gen/PWD, nos. of employed learners enrolled under category of Defence/Security Personnel, passed out learner etc. should be taken annually. Besides any progressive reports of study centre should be collected annually for future prospects.



(Signature)

(Signature of the Centre in Charge with seal)

Name: Nalini Das Barshya

Designation: Principal i/c
Principal

**&
Centre-in-charge
KKHSOU Study Centre
Birhora Kanya Mahavidyalaya
BONGAIGAOH**

(Signature)

(Signature of the Coordinator with seal)

Name: Nava Kr. Sarma

Designation: Asst. Prof

**Co-ordinator
KKHSOU Study Centre
Birhora Kanya Mahavidyalaya
BONGAIGAOH**


12. Observation/Comments/Suggestions by Monitoring Officer on the visit completed.

Monitored the LSC on - 02-02-2020 & found the following:

- o Presently Degree & Master Degree Programms are running by the LSC
- o All the records are kept in well manner.
- o Infrastructure is found good.
- o Grievance of the teams directly forwarded to the University
- o College library can be accessed by the KKHSOU-teams.

Signature of the Monitoring Officer of KKHSOU:.....

Date:


14-02-2020