

Office of the Director, Centre for Internal Quality Assurance (CIQA)

Krishna Kanta Handiqui State Open University

City Office, Housefed Complex, Guwahati- 06

Centre for Internal Quality Assurance (CIQA)
Krishna Kanta Handiqui State Open University
Guwahati - 781006

Study Centre Monitoring Report

Name of the Study Centre: Tezpur College

Study Centre Code: 2501

District: Sonitpur

Name of the Monitor (s): Dr. Neeva Rani Phukan and

Ms. Antara Mahanta Barua

Date (s) of Visit: 04/02/2020

KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY
Patgaon, Rani Gate, Guwahati-17, Assam

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

SECTION A

1. Name of the Monitoring Officer: Dr. Neeva Rani Phukan and Antara Mahanta Barua
2. Name of the LSC: Tezpur College, Tezpur
3. Centre Code: 2501
4. Address of the LSC: Tezpur College, Mahabhairab, Tezpur,
Dist. Sonitpur, Assam- 784001

Table No1: Physical facilities available at LSC

Sl. No.	Physical Facilities	Numbers	Remarks if any
1	Academic units		
	(i) counseling rooms	30	
	(ii) counselors room	1	
	(iii) practical rooms	1	
	(iv) Other	-	
2	Administrative units		
	(i) Office Room	1	
	(ii) Coordinator's Room	1	
	(iii) Centre-in Charge Room etc.	1	
	(iv) Others	-	
3	Storage Room	1	Part of Library
4	Library	1	
5	Laboratories	1	
6	Seminar Rooms	1	
7	Auditorium	1	
8	Other Relevant Information	Class rooms of the college are used for counselling session if necessary	

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

Submitted in Annexure 1

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

Geo-tagged photographs have already been sent to the library@kkhsou.in mail ID.

7. Please include any other Relevant Information about the LSC

Table 2: ICT enabled facilities at LSC

Sl. No.	Items	Numbers	Remarks
1	No. of IT enabled (ICT facilities/Wi-Fi/LAN) office rooms	1	
2	No. of IT enabled (ICT facilities/Wi-Fi/LAN) class rooms	10	
3	Total number of rooms available at the LSC	2	
4	Number of IT enabled Seminar halls at the LSC	1	
5	Total number of Seminar Halls at the LSC	1	
6	Webpage for KKHSOU study centre in the college website; if available, please give the web link :	-	
7	No. of computers/projectors	Computer: 3 Projector: 1	
8	Internet Connections (details of speed, ISP name etc.)	BSNL- Broadband, 100Mbps	
9	Any other relevant information you want to furnish	no	

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

(Yearly programme wise enrollment data has been collected from the database in <http://report.digitalkkhsou.in/>)

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.	BA	2014-15	127	111	238	Information not available		Information not available
		2015-16	127	83	210	Information not available		Information not available
		2016-17	167	109	276	164		49,200/-
		2017-18	135	91	226	102		30,600/-
		2018-19	77	45	122	197		59,100/-
		2019-20	82	53	135	Not required	NR	NR
2.	BBA	2014-15	0	0	0			
		2015-16	1	2	3	Information not available		Information not available
		2017-18	2	1	3	10		3,000/-
		2018-19	1	0	1	26		7,800/-
		2019-20	2	1	3			
3	BCA	2017-18	0	1	1	NIL		NIL
4	B.Com.	2014-15	4	5	9			
		2015-16	6	0	6			
		2016-17	12	3	15	10		3,000/-
		2017-18	11	3	14	22		
		2018-19	9	0	9			
		2019-20	4	2	6			
5	BMC	2014-15	4	3	7			
		2015-16	0	5	5			
		2016-17	2	0	2			
6	MA in Assamese	2014-15	5	19	24			
		2015-16	11	13	24			

		2016-17	13	24	37			
		2017-18	8	24	32			
		2018-19	4	2	6			
		2019-20	7	9	16			
7	MA in Economics	2014-15	2	0	2			
		2015-16	1	1	2			
8	MA in Education	2014-15	5	3	8			
		2015-16	2	10	12			
		2016-17	1	3	4			
		2017-18	5	15	20			
9	MA in English	2014-15	1	1	2			
		2015-16	1	1	2			
		2016-17	3	2	5			
		2017-18	4	3	7			
		2018-19	1	0	1			
		2019-20	1	1	2			
10	MA in Pol. Sc.	2014-15	4	1	5			
		2015-16	2	1	3			
		2016-17	4	6	10			
		2017-18	7	5	12			
		2018-19	0	2	2			
		2019-20	4,4 (New)	0,2 (New)	0,6 (New)			
11	MA in Sociology	2014-15	9	12	21			
		2015-16	7	19	26			
		2016-17	7	8	15			
		2017-18	4	7	11			
		2018-19	0	1	1			
		2019-20	14	10	24			
12	MBA	2019-20	1	1	2			
13	MMC	2014-15	1	0	1			
		2015-16	2	1	3			
14	M.Com.	2019-20	1	0	1			
15	BPP	2018-19	61	56	117			
		2019-20	43	42	85			
		2016-17	51	60	111			
16	D.El.Ed.	2014-15	97	51	148			
		2015-16	127	91	218			
		2016-17	47	22	69			32,000/-

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	GEN	PwD
2014-15	45	46	320	169	
2015-16	46	84	301	169	
2016-17	46	29	278	191	
2017-18	26	17	178	106	
2018-19	8	9	75	50	
2019-20	19	10	93	74	

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.

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

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).

The Study Centre maintains a file where the grievances of the learners are kept. The office bearers further address their grievances through correspondence with the KKHSOU (University) authorities through emails and calls etc.

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?

Does not arise since there is no Alumni Association.

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.

One learner of this study centre of KKHSOU Sri. Prafulla^{Kumar} Borah who completed M.A. in English was awarded State Award of appreciation by the University.

Annexure . 2

SECTION C

Part I: Information from the LSC

1. Location of the LSC : Urban / Rural (Please tick)
2. Location of the LSC : Tribal / Non-Tribal Area (Please tick)
3. Name of the District : Sonitpur
4. Name of the Sub-Division : Tezpur
5. Name of the Centre In- Charge : Dr. Jyoti Kamal Hazarika
6. Contact number/s of the Centre In- Charge: 9435082049
7. Landline no of LSC (if available) : 03712-220535
8. Email id of the Centre In- Charge : jyotikamal.hazarika@gmail.com
9. Name of the Coordinator : Dr. Kisholoy Choudhury
10. Contact number/s of the Coordinator (Whatsapp No) : 84739-87330
11. Email id of the Coordinator : yankee82000@gmail.com
12. Official E-mail ID of the study centre : kkhsoutc2008@gmail.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
2014-15							

	1	2	3	4	5	6	7
2015-16							
2016-17				1		1	1
2017-18	1			1		2	2
2018-19							

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)

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

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)

Submitted in Annexure 3

Academic Session: 2014-2015

Sl. No	Name of the Academic Counsellor	Year of Appointment as academic counsellor	Qualification	Subject s/Area	Teaching Experiences (Number of years)		Remarks (if any)/ Periods
					UG	PG	
1							
2							
3							

4							
5							
6							
7							
8							
9							
10							

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

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

Data not available.

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
141	112	0	108	163	0	181	154	0	35	51	0	121	105	0

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

Not available

Sl. No.	Name of the Learner (Passed out)	Present Job details	Subjects/Area		Session/ Year of enrollment	Contact Number (if available)
			UG	PG		
1						
2						

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

Submitted in Annexure 4

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



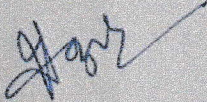
11. Any other relevant information related to the LSC of KKHSOU.

The study centre has experienced counsellors which prove to be beneficial for the learners. Classes are held in well equipped classroom having ICT facilities, with interactive sessions. All examinations are held in a fair manner.

(Signature of the Centre in Charge with seal)

Name: DR. JYOTI KAMAL HAZARIKA

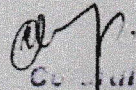
Designation: PRINCIPAL


Centre In-Charge
Tezpur College Study Centre
K.K.H.S.O.U.
Tezpur

(Signature of the Coordinator with seal)

Name: DR. KISHOLOY CHOUDHURY

Designation: ASSISTANT PROFESSOR


Coordinator
Tezpur College Study Centre
K.K.H.S.O.U.
Tezpur

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

The Monitoring team monitored this study centre on 4th February, 2020. The overall response of Tezpur College based KKHSOU Study Centre was satisfactory. With a sprawling campus and good physical infrastructure the KKHSOU Study Centre of Tezpur College caters well to the needs of its learners. The required data related to the Study Centre monitoring has been obtained by the Monitoring team.

Signature of the Monitoring Officer of KKHSOU:

Antara Mahanta Barua

(Antara Mahanta Barua)

Neeva Rani Phukan

(Neeva Rani Phukan)

Date: 13.02.2020
