



YEARLY STATUS REPORT - 2022-2023

Part A	
Data of the Institution	
1.Name of the Institution	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	
• Mobile No:	9425214226
• Registered e-mail ID (Principal)	vc@kkhsou.in
• Alternate Email ID	info@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
2.Institutional status	
• University:	State
• Type of Institution	Co-education

• Location	Urban				
• Financial Status	Grants-in aid				
• Name of the IQAC Co-ordinator/Director	Dr. Pranab Saikia				
• Phone no. (IQAC)	9707506071				
• Mobile (IQAC)	9436378669				
• Alternate e-mail address (IQAC)	pranabsaikia@kkhsou.in				
• IQAC e-mail ID	ciqa@kkhsou.in				
3.Website address	https://kkhsou.ac.in/web/				
4.Website address (Web link of the AQAR (Previous Academic Year)	https://kkhsou.ac.in/web/storage/uploads/pdf/pdf26-281223100557.pdf				
5.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://kkhsou.ac.in/web/pdf/academic_planner/2022_23.pdf				
6.Accreditation Details					
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		
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.)?					
Institution/ Department/Faculty/School	Scheme	Funding Agency	Year of Award with Duration	Amount	
Nil	Nil	Nil	Nil	Nil	
9.Whether composition of IQAC as per latest NAAC guidelines			Yes		

<ul style="list-style-type: none"> • Upload latest notification of formation of IQAC 	View File	
10.No. of IQAC meetings held during the year	3	
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> • (Please upload, minutes of meetings and action taken report) 	View File	
11.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> • If yes, mention the amount 		
12.Significant contributions made by IQAC during the current year (maximum five bullets)		
<ul style="list-style-type: none"> • Organised a National Conference of CIQA Directors of Open Universities of India on. The thrust area of the national conference was on the importance of preparing a roadmap with regard to the implementation of New Education Policy (NEP) 2020 by Open Universities. • Organised a one-day Faculty Development Programme (FDP) on "How to Develop the Curriculum Framework in the light of NEP 2020". The highlight of the FDP was NEP 2020, Multidisciplinary curriculum, LOCF and CBCS. • Organised 5 nos of Workshops on Self Plagiarism, Development of MOOCs/Online Courses to sensitize the faculty members of KKHSOU and Faculty members of nearby Colleges and Universities, Time and Stress Management for the Grade III & IV Employees of KKHSOU, Open Educational Resources (OERs) and Development of e-content and Technology-Enabled Learning and Learning Management System. • Organised two nos of special Lectures on "Emotional Intelligence and Organizational Success: Techniques and Methodologies" and "Intellectual Property Rights". • Feedback from the stakeholders collected, analysed and used for improvements and Conducted SLM Audit 		
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).		

Plan of Action	Achievements/Outcomes
http://dlkksou.inflibnet.ac.in:8080/jspui/handle/123456789/1047	https://www.kkhsou.ac.in/web/ciqa/doc/2023/CIQA%20ANNUAL%20REPORT%202022-23-1.pdf
14. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	
Name of the statutory body	Date of meeting(s)
Board of Management	28/02/2024
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to Assess the functioning?	Yes
16. Whether institutional data submitted to AISHE	
Year	Date of Submission
2022-23	09/02/2024
17. Multidisciplinary / interdisciplinary	
<p>From the very beginning, the University has made efforts to provide multidisciplinary and interdisciplinary programmes. Recently, keeping in view the NEP 2020 thrusts on providing multidisciplinary/interdisciplinary education, the University has been preparing to implement NEP 2020 from the Academic Session 2023-24. The Curriculum and Credit Framework for the Undergraduate (UG) Programmes, has been comprehensively restructured. This restructuring encompasses adjustments in credit requirements, the introduction of provisions for lateral entry and exit, and a heightened focus on multidisciplinary and interdisciplinary approaches. Additionally, the assessment and evaluation methods have transitioned to letter grades. Likewise, the University has restructured its Post Graduate Programmes and redesigned them as per the UGC's CBCS format. In doing so, in PG programmes Ability Enhancement Courses and Skill Enhancement Courses along with the Core and Elective courses have been incorporated.</p>	

The revamped UG and PG programs now feature a combination of discipline-specific core courses and an extensive array of elective courses. This overhaul aims to provide learners with broader exposure and increased opportunities. For instance, learners pursuing degrees in disciplines such as BBA, B. Com, MBA, or M.Sc.-IT have the flexibility to select minor courses from the social sciences, just as students in social sciences can explore courses in mathematics or mass communications. Furthermore, the University is all set to introduce 4-year UG programmes from the academic session 2023-24 in which Ability Enhancement Courses (AEC), Value added Courses (VAC), and Skill Enhancement Courses (SECs) have been included to meet the requirements set forth by NEP 2020.

Given that the academic disciplines within the University are structured under a School system, the implementation of multidisciplinary and interdisciplinary programs and courses is anticipated to proceed smoothly. Looking ahead, the University envisages introducing novel programs and courses to foster even greater opportunities for multidisciplinary and interdisciplinary learning among its learners.

The Table given below indicates the adoption of the interdisciplinary and multidisciplinary approach of the University in the ongoing UG programmes:

Level	Name of the Course	Offered by	Adopted by	
1.	Office Management	Maniram Dewan School of Management	All the Schools of University offering programmes	
2.	Spoken English	Padmanath Gohain Baruah School of Humanities	All the Schools of University offering programmes	
3.	Introduction to Information Technology	Hiranya Chandra Bhuyan School of Science and Technology	All the Schools of University offering programmes	
4.	Environmental Studies and Disaster Management	Maniram Dewan School of Management	All the Schools of University offering programmes	
5.	Studies of Assamese Culture-I	Padmanath Gohain Baruah School of Humanities	All the Schools of University offering programmes	

			programmes
6.	Studies of Assamese Culture-II	Padmanath Gohain Baruah School of Humanities	All the Schools of University offering programmes

18.Academic bank of credits (ABC):

In the year 2022-23, the University adopted several measures to make the learners aware of the benefits offered by registering themselves on the ABC Portal of UGC. The learners were sensitized that the ABC Registration would enable them to have mobility across Higher Education Institutions which would help them in the seamless integration of skills and experiences into a Credit-based system.

Several workshops were organised to sensitize the learners about the use of Aadhar cards to register on ABC. The City Study Centre of KKHSOU organised a workshop and Training programme on 10th January 2023 at the City Campus of KKHSOU, NH 37, Resham Nagar, Khanapara, Guwahati-781022 to sensitize the learners.

To facilitate the learners, video instruction and guidelines have been made available on the University website for the learners to get themselves registered in the ABC Portal. The link to the Tutorial video to create the Academic Bank of Credit (ABC) ID is

o

The number of students enrolled in the Academic Bank of Credits (ABC) for the Academic Year 2022-23 in the Certificate Programme is 90.

The number of students enrolled in the Academic Bank of Credits (ABC) for the Academic Year 2022-23 in the Diploma Programme is 30.

The number of students enrolled in the Academic Bank of Credits

(ABC) for the Academic Year 2022-23 in the Under Graduate Degree Programme is 5238.

The number of students enrolled in the Academic Bank of Credits (ABC) for the Academic Year 2022-23 in the Post-Graduate Diploma Programme is 30.

The number of students enrolled in the Academic Bank of Credits (ABC) for the Academic Year 2022-23 in the Post Graduate Degree Programme is 10281.

19.Skill development:

University after obtaining approval from UGC-DEB in 2023-24, the University has offered 11 no of 4 years Degree Programmes and 11 nos of 2 years Post Graduate Programmes in a revamped manner in compliance with the UGC requirement. The University has offered a basket of Skill Enhancement Courses aligning with the various levels of NSQF as mentioned below:

1. Office Management
2. Organic Farming
3. Introduction to Geo-Informatics
4. Tea Cultivation and Management
5. Electricity and Electrical Wiring
6. Cyber Security
7. Spoken English
8. Life Skills

The Maniram Dewan School of Management offers a course on Life skills with a focus on Soft Skills and Digital Skills. This course has been designed based on the UGC Model syllabus.

In partial fulfilment of the course requirements, the University has incorporated practical applications and observations, field-based assignments for the development of various fields among the learners.

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

University after obtaining approval from UGC-DEB in 2023, the University has offered 11 no.s of 4 years Degree Programmes and 11 no.s of 2 years Post Graduate Programme in a revamped manner in compliance with the NEP-2020 requirement. The University has offered the following programmes/courses having a focus on Indian languages, culture, values, society and traditions:

All UG programmes are provided in Assamese and English. The SLMs are prepared in both Assamese and English languages and access to the SLMs is also provided on the institutional LMS of the University at learners' convenience. Besides, learners are allowed to study Assamese, Bengali, Hindi or Bodo as one of the languages in the UG programmes. Moreover, the University offers a BA in Sanskrit programme.

Courses on Indian culture and traditions are also provided by the University both at the UG and PG levels. The University also provides a diploma programme in Yoga. In sync with the NEP 2020, the 4 years UG programme of the University places a particular emphasis on making learners acquainted with the Indian knowledge system. Along with the courses on languages and Indian culture, it also incorporates a 4-credit course on Assamese culture, while a 3-credit course on Yoga is introduced as a compulsory value-based course in the 2nd semester.

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

The University is highly focused on Outcome-based education. It becomes evidence from 3 perspectives-

1. Design and Execution of the Programme/ Course
2. Assessment
3. Effectiveness Research

While designing the programmes for both UG and PG and preparing the Programme Project Report (PPR) to be submitted to UGC for recognition, the University made a policy that all programmes and courses with have to focus on Learning outcomes. Accordingly, Learning outcomes were incorporated.

In compliance with the guidelines set forth by the National Education Policy (NEP) 2020, the University has embraced a Learning Outcome Based Curriculum Framework (LOCF) across its undergraduate (UG), postgraduate (PG), diploma, and certificate programs. This

framework meticulously outlines program and course-specific objectives and learning outcomes. Additionally, it extends beyond academic achievements to incorporate essential non-academic skills such as teamwork, effective communication, and ethical conduct at all academic levels.

Furthermore, the University endeavours to align the program and course-specific learning outcomes with the expected standards of the National Higher Education Qualification Framework (NHEQF) and National Skills Qualification Framework (NSQF) for each academic tier. This ensures that the University's offerings remain congruent with the overarching objectives of the NEP 2020 while equipping learners with the requisite qualifications to navigate the job market effectively.

The assessment and evaluation methodologies, both formative and summative, have been revamped to correlate with the program and course-specific learning outcomes. Additionally, the intended learning outcomes are integrated into the assessments and evaluations of various activities and projects embedded within the curriculum. This holistic approach ensures that the assessment processes align closely with the identified learning outcomes, thereby, facilitating a comprehensive evaluation of learners' competencies and skills acquisition.

The University has stated Programme Outcomes and Course Outcomes which are integrated into the assessment process. Usually, for each programme, the University submits Programme Project Report (PPR), in which, the programme outcomes have been indicated. This has been a practice in the University that the Course-specific/Block-specific/Unit-specific learning objectives are formulated before preparing the reading materials. These learning objectives are stated explicitly in the Programme Guides and at the beginning of the respective units of self-learning materials. The PPRs are available on the University website for the benefit of the learners and other stakeholders.

1. Programme Specific Outcomes: Based on the approved PPRs, these are outlined in the Programme Guides of each academic programme.
2. Course-Specific Outcomes: Based on the Programme

Structure, the University offers various courses. The course-specific learning outcomes are also stated in the PPR as mentioned above.

3. SLM Unit Specific learning objectives: Reading materials are provided in the form of units which help the learner in achieving the learning objectives and meeting the required course-specific and programme specific outcomes.

To integrate Programme Specific, Course Specific and Unit Specific Outcomes, the paper setters are instructed on their appointment letters to ensure that the questions set by them reflect the total outcome of the programme/course/unit as per the Programme Guides available on the Website.

22.Distance education/online education:

Being an Open University, higher education to the unreached people has been provided by the University since its inception. In this process, the University effectively use ICT in the entire process of the University in providing learning opportunities to the learners from any place at their convenience. The University LMS *e-Bidya* provides learning platforms digitally to learners in four quadrants (<https://www.lmskkhsou.in/web/>). Simultaneously, the University aims to offer online programmes for which a Centre for Online Education has been established.

A faculty member of the University has also contributed to MOOC (Massive Open Online Course) course which is available on the SWAYAM platform entitled "Skill Development of the Youths and their Livelihood" by Dr. Ritimoni Bordoloi, Assistant Professor, Indira Miri School of Education. Another faculty member Dr. Pranab Saikia, Associate Professor of Education has developed a MOOC course on Guidance and Counselling in Schools for the SWAYAM platform.

Extended Profile

1.Programme	
1.1 Number of programmes offered during the year:	70
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)	70
1.3 Number of learners admitted afresh in first-year during the year	41726
1.4 Number of learners enrolled during the year	72667
1.5 Number of courses offered by the institution across all programs during the year	525
1.6 Total Number of Courses offered by the institution in all programs (without repeat count and include courses that are dropped)	525
2.Student	
2.1 Number of graduating students during the year	5274
2.2 Number of enrolled learners in the preceding academic year registered for term end examination	13740
2.3 Number of registered learners in the preceding academic year appeared for term end examination	9947
2.4 Number of learners in the preceding academic year passed in the term end examination	4408

3.Institution	
4.1 Total expenditure, excluding salary, during the year (INR in Lakhs):	2587.94
4.Teacher	
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	00
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:	44
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
Part B	
CURRICULAR ASPECTS	
1.1 - Curriculum Planning Design and Development	
1.1.1 - Relevance of curricula planned, designed and developed/adopted	
<p>The programmes offered by the University incorporate the latest developments in the relevant fields as well as requirements of the global, national and local needs. Given the changes and emerging situations, the syllabi are revised and updated regularly. While preparing the curricula, the objectives and principles of NHQF and</p>	

NSQF have been considered and suitably adopted. Emphases have also been accorded to provide skill based, employment oriented programmes and courses. Moreover, adequate scopes of engagement of learners are also maintained for field and project works in various programmes and courses. During the period the University also made all out efforts towards implementation of NEP and accordingly, planned, re-designed and developed curricula of various programmes. Aligned to the UGC's framework for 4 year UG programmes as well as the CBCS Guideline for 2 year PG programmes along with the Government of Assam's guidelines, common frameworks with core, elective, inter-disciplinary, ability, skills and value enhancement courses. Based on the curricula the required PPRs were prepared and the University received UGC's recognition for 11 4YUG and 11 2YPG Programmes as per the NEP 2020 during the period.

File Description	Documents
Curricula implemented by the University	https://kkhsou.ac.in/eservices/aqar/2022-23/cpanel/UploadedFiles/2023-24/17/17_20240212_0105577.pdf
Mapping of curricula to Programme Outcomes	https://kkhsou.ac.in/eservices/aqar/2022-23/cpanel/UploadedFiles/2023-24/17/17_20240212_010726924.pdf
Outcome analysis of Programme Specific Learning Outcomes and Course Learning Outcomes	https://kkhsou.ac.in/eservices/aqar/2022-23/cpanel/UploadedFiles/2023-24/17/17_20240212_010820953.pdf
Minutes of the relevant BoS/ School Board / Academic Council	https://kkhsou.ac.in/eservices/aqar/2022-23/cpanel/UploadedFiles/2023-24/17/17_20240212_010909920.pdf
Any other relevant information	https://kkhsou.ac.in/eservices/aqar/2022-23/cpanel/UploadedFiles/2023-24/17/17_20240212_011014374.pdf

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

0.0

1.1.2.1 - Number of new programmes introduced during the year

0

File Description	Documents
Minutes of relevant Academic Council/ School Board /BoS meetings	No File Uploaded
Details of the Curricula/Syllabi of the new programmes during the year	No File Uploaded
As per Data Template	View File
Any other relevant information	No File Uploaded

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

0.0

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	View File
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)

0.0

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	https://onlinecourses.swayam2.ac.in/nou23_ed11/preview
Curriculum/ Syllabus of the courses being offered as MOOCs or using OERs	View File
Minutes of the Boards of Studies/ School Boards/ Academic Council meetings for approvals of these courses	View File
As per Data Template	View File
Any other relevant information	View File

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

25

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

132

File Description	Documents
Details of Programmes incorporating electronic media and other digital components offered during the year	View File
As per Data Template	View File
Any other relevant information	View File

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

0.0

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	View File
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)

25

File Description	Documents
Minutes of relevant Academic Council/BoS/ School Board meetings for implementation of CBCS	View File
As per Data Template	View File
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

0.39

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

159

File Description	Documents
Credit transfer policy	View File
List of programmes having provision for lateral entry	View File
As per Data Template	View File
Any other relevant information	View File

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

The University incorporates a modular approach, facilitating flexible entry and exit for learners. The university has established provisions for lateral entry, as outlined in Notification No. KKHSOU/Dean (Aca)/General Correspondence/2019/151 dated 14/08/2020.

Lateral entry is applicable to candidates who have successfully completed the first two semesters/four semesters of BA/BBA/BCom/BCA from KKHSOU or any recognized Indian/foreign universities. Eligible candidates may be granted admission to the 3rd/5th semesters of the respective programs. Similarly, those completing the initial two semesters in MA/MSc/MCom/MSW/MScIT/MBA have the option for lateral entry into the 3rd semester of their chosen programs.

In the MBA program, upon the successful completion of the first two semesters, learners can obtain a Post Graduate Diploma in Business Management (PGDBM). This unique feature allows learners the flexibility to exit the program with a valuable qualification. Furthermore, for those desiring to pursue an MBA in the future, re-entry through lateral admission into the 3rd semester of the program is possible.

The M.Sc.IT program also offers a provision for flexible exit. This two-year postgraduate program allows learners to exit with a PG Diploma in Computer Science (PGDCS) after completing two semesters, providing an additional layer of adaptability to the academic journey.

File Description	Documents
The list of Programmes having modular approach with flexible exit options for the learners	https://kkhsou.ac.in/eservices/agar/2022-23/cpanel/UploadedFiles/2023-24/26/26_20240221_012630362.pdf
Any other relevant information	https://kkhsou.ac.in/eservices/agar/2022-23/cpanel/UploadedFiles/2023-24/26/26_20240221_012856928.pdf

1.3 - Curriculum Enrichment

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

One of the primary objectives of the University's coordination and integration of crosscutting issues in the curriculum is to raise awareness among learners about pertinent global challenges. A mandatory Environmental Studies and Disaster Management course is incorporated into all undergraduate programs, while postgraduate programmes include Environment and Sustainability as one of the modules in disciplines such as Sociology, Political Science, Commerce, and Economics. Issues related to Gender and Social Justice have been accommodated in various programmes on Language and Literature, Sociology, Social Work, Economics, and Commerce. Across several postgraduate disciplines, topics related to feminism, gender, and politics are seamlessly integrated into the curriculum. Human Rights courses are embedded in disciplines like Political Science, Education, and Social Work, focusing and addressing regional, national, and international human rights issues. Additionally, professional ethics, encompassing both personal and corporate behavioral norms within specific professions, are extensively covered in Commerce and Business Administration disciplines. Emerging demographic changes are explored in Education, Sociology, and Economics, while specialized courses in Population Studies, Diaspora Issues, and Migration Studies provide comprehensive coverage of these subjects. Moreover, learners provided with awareness about sustainability concerns in all programmes, specifically those in Economics, Sociology and Politics.

File Description	Documents
List of courses that integrate crosscutting issues mentioned above	https://kkhsou.ac.in/eservices/aqar/2022-23/cpanel/UploadedFiles/2023-24/28/28_20240223_103952927.pdf
Description of the courses which address Gender, Environment and Sustainability, Human Values, Emerging Demographic changes and Professional Ethics in the Curricula	https://kkhsou.ac.in/eservices/aqar/2022-23/cpanel/UploadedFiles/2023-24/28/28_20240221_014407769.pdf
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	
125	
File Description	Documents
Brochure relating to the listed courses	View File
Course content of the Value-added courses	View File
As per Data Template	View File
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	
70	
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)	
2308	
File Description	Documents
Link to Programme structure(s)	https://kkhsou.ac.in/eservices/aqar/2022-23/cpanel/UploadedFiles/2023-24/30/30_20240222_061154185.pdf
Handbook/Manual for field work/ projects / internships.	View File
List of learners enrolled in Programme involving field work/ projects / internships etc.	View File
As per Data Template	View File
Any other relevant information	View File
1.3.4 - Courses on employability/ entrepreneurship/ skill development - Percentage of courses on offer has focus on employability/ entrepreneurship/ skill development during the year	
13	
1.3.4.1 - Number of courses having focus on employability/ entrepreneurship/ skill development during the year	
66	

File Description	Documents
Link to programme structure and syllabus of such courses having focus on Employability/ Entrepreneurship/ Skill development	https://kkhsou.ac.in/eservices/aqar/2022-23/cpanel/UploadedFiles/2023-24/31/31_20240223_111501792.pdf
As per Data Template	View File
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 preceding academic year 1) Learners 2) Teachers and other Academics 3) Academic Counsellors 4) External Subject Experts 5) Employers 6) Alumni

C. Any 2 of the above

File Description	Documents
20 sample filled in Feedback forms in each category opted for the metrics	View File
As per Data Template	View File
Any other relevant information	No File Uploaded

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	View File
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	View File
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

36.2

File Description	Documents
Total enrollment data during the year authenticated by Registrar of the University	View File
As per Data Template	View File
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 dedicated to extending educational opportunities to the underserved learners in Assam. By strategically establishing study centers in all the districts of the state with tribal, SC, OBC, and minority populations, the university bridged many educational gaps. Its commitment to inclusivity is further evident through the facility of free education to Persons with Disabilities, jail inmates, and transgender individuals, fostering a culture of empowerment.

To inform potential learners about its programmes, the university conducts awareness camps and induction programmes in remote areas, ensuring that educational opportunities reach every corner of the state. Special enrolment drives, particularly targeting police personnel, emphasize the importance of education across various professions.

By embracing latest technological advancements, KKHSOU employs a Learning Management System (e-Bidya), YouTube, and virtual meeting apps like Zoom, Cisco Webex, and Google Meet. This approach not only facilitates communication but also underscores the institution's adaptability in the digital era. The Learner's Portal on the university website serves as a centralized resource hub, providing learners with vital information and materials.

In summary, KKHSOU's comprehensive strategy, blending traditional outreach with modern technology, signifies its dedication to making education accessible and inclusive for a diversity of learners from different communities in Assam.

File Description	Documents
Documents on efforts taken for reaching the unreached	https://kkhsou.ac.in/eservices/agar/2022-23/cpanel/UploadedFiles/2023-24/39/39_20231220_040145405.pdf
Any other relevant information	https://kkhsou.ac.in/eservices/agar/2022-23/cpanel/UploadedFiles/2023-24/39/39_20231220_040653531.pdf

2.2 - Catering to Learner Diversity

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

81.5

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

33997

File Description	Documents
Number of rural learners authenticated by Registrar of the University	View File
As per Data Template	View File
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

54.3

2.2.2.1 - Number of learners admitted against SC/ST/OBC and other reserved categories as per GOI norms**22664**

File Description	Documents
Number of SC, ST and OBC learners authenticated by Registrar of the University	View File
As per Data Template	View File
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**0.94****2.2.3.1 - Number of learners enrolled from Divyangjans categories during the year****392**

File Description	Documents
Number of PwD learners authenticated by Registrar of the University	View File
As per Data Template	View File
Document submitted by the Institution to a Government agency giving this information	View File
Any other relevant information	No File Uploaded

2.2.4 - Reaching out to women / Transgender learners -Percentage of Women learners enrolled during the year**49.6****2.2.4.1 - Total number of Women / Transgender learners enrolled from during the year****20705**

File Description	Documents
Number of Women / transgender learners authenticated by Registrar of the University	View File
As per Data Template	View File
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

26.1

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

10895

File Description	Documents
Number of employed learners authenticated by Registrar of the University	View File
As per Data Template	View File
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

1

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

11

File Description	Documents
As per Data Template	View File
Any other relevant information	No File Uploaded
Number of prisoners enrolled authenticated by Registrar of the University	View File

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

1

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

362

File Description	Documents
Number of learners from defense/security background authenticated by Registrar of the University	View File
As per Data Template	View File
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) constitute the backbone for all academic programmes at KKHSOU and the preparation of SLMs goes through a meticulous process initiated by each discipline. This involves conceptualization, design, and adherence to the recommended course structure by the School of Studies, subject to approval by the Academic Council (AC). Within each academic programme, several courses and Self-Learning Materials (SLMs) are meticulously crafted, following an Institutional House Style.

Courses are systematically organized into 2/3 blocks, each containing a minimum of 6-8 units or 4-6 units. A unit, in turn, comprises 3500-5000 words or 12-15 pages. The Course Coordinator, in collaboration with other faculty members of a particular discipline, forms the SLM preparation team comprising subject experts, content writers, content editors, language editors, format editors, and translators for bilingual SLMs. Adhering to timelines is a priority, and in the current year, the institution successfully produced 18 Blocks of total 11 courses as SLMs.

KKHSOU has empanelled printing presses and each discipline prepares Camera-Ready Copies (CRCs), and the SLM Production and Distribution Cell takes charge of timely production and distribution of these materials, ensuring that educational resources reach learners on time. This meticulous process reflects the university's commitment to the timely dissemination of Self Learning Materials.

In the year 2022-23 the University could meet the requirements of the learners and also the SLM Policy prepared in line with UGC

Guidelines.

File Description	Documents
Policy document on SLM	http://dlkkhsou.inflibnet.ac.in/handle/123456789/825
Any other relevant information	file:///C:/Users/Hp/Downloads/49_20231222_04004636.pdf

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**34.8****2.3.2.1 - Number of programmes where radio has been used for providing instruction in the latest completed academic year****16**

File Description	Documents
Proof of radio broadcasting with schedules of the programs	View File
Schedules of the above activities	View File
As per Data template	View File
Any other relevant information	View File

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**39.13****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	No File Uploaded
Schedules of the above activities	View File
As per the data template	View File
Any other relevant information	View File

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

26

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

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

The University provides comprehensive counselling support to its learners through multiple channels. The Study Centres spread across the state of Assam, including the remote and inaccessible regions, offer regular face-to-face counselling sessions. The University has prepared a Handbook for Study Centres with specific guidelines for conducting counselling. Additionally, e-mentoring services are extended through myriad platforms such as Telegram, WhatsApp, the University's Facebook page, various meetings apps as well as KKHSOU's YouTube Channel. The University has also introduced its own LMS -ebidyathrough which academic transactions are carried out among learners.

Since the 2020-2021 academic session the University implemented a

centralized face to face counselling mechanism from its City Campus, located at Khanapara, Guwahati. In addition the faculty members from different disciplines also conduct scheduled online counselling on a regular basis. The introduction of walk-in counselling at the City Campus further facilitates direct interaction between learners and faculty members, and this addresses a range of academic concerns. In this manner the presence of a comprehensive counselling system underscores KKHSOU's dedication to supporting learners through various means, promoting academic success and well-being.

File Description	Documents
Schedules of different counseling activities	https://kkhsou.ac.in/eservices/agar/2022-23/cpanel/UploadedFiles/2023-24/53/53_20231222_031953615.pdf
Report of academic Counseling sessions	https://kkhsou.ac.in/eservices/agar/2022-23/cpanel/UploadedFiles/2023-24/53/53_20231222_035655269.pdf
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

92.6

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

96.1

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

49

File Description	Documents
Number of teachers and other academics with PhD	View File
As per the Data Template	View File
Any other relevant information	View File

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	View File
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

50

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

22

File Description	Documents
Minutes of relevant Academic Council/BoS/ School Board meetings	View File
Credit page of Blocks/ Courses	View File
As per Data Template	View File
Any other relevant information	View File

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**

9

File Description	Documents
Scanned copies of award/ appointment letters	View File
As per Data Template	View File
Any other relevant information	View File

2.4.6 - Learner : Academic Counselor ratio

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

3690

File Description	Documents
Number of Academic Counsellors with details of total teaching experience for the preceding academic year	View File
As per Data Template	View File
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 Examination at KKHSOU adheres strictly to established Rules, Regulations, and Standard Operating Procedures (SOP). The Examination branch meticulously schedules odd semester examinations between December and March, while even semester examinations take place from July to September. Examination Calendar and Academic Calendar are uploaded on the University website. These exams are conducted at designated centers strategically spread across Assam. The selection of examination centers follows a comprehensive process led by the Examination Committee. Criteria for center selection include assessing the maximum capacity, availability of infrastructure, location preferably in district and sub-divisional headquarters, proper CCTV arrangements in examination halls, and accessibility via road/railway communication.

To ensure the integrity and fairness of examinations, the university appoints Supervisory Officers (SO) from other HEIs and Examination Monitoring Officers (EMO) from the University. These officers hold the authority to take disciplinary actions, such as expulsion or cancellation, in consultation with the Center in Charge, with a

mandatory report to the Controller of Examinations, as outlined in SOP clause 5.2. In addition, Flying Squads, comprising officers and faculty members, are appointed to conduct surprise visits to examination centers. Such steps ensure smooth and transparent execution of the examination process. This approach highlights KKHSOU's commitment to maintaining proper standards in the conduct of examinations.

In the current year, total 180 exams were held, total 441 of SOs and EMOs were appointed, Total 408 exam centres were visited and total 652 Number of learners were expelled from different centres for adopting unfair means in the exam.

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

KKHSOU has established efficient mechanisms to address examination-related concerns and queries. Learners can raise various examination-related grievances and concerns at the dedicated counter of the front office located at City Campus, Khanapara, Guwahati and they are resolved within a specific timeframe i.e. within 7 days. For convenience, learners can also utilize dedicated examination email (km@kkhsou.in) for queries and information, and a separate email (grc@kkhsou.in) for lodging grievances. The option to apply for online examination grievances through a dedicated portal is also available, and the relevant notice for lodging complaints can be found on the university's website.

Furthermore, learners can engage with the Examination Branch through various channels, including mobile calls, WhatsApp chat, and Facebook posts, facilitated by dedicated helpline numbers. In cases where grievances are not resolved within a reasonable time, learners have the option to escalate the matter to higher authorities, up to the level of the Vice-Chancellor.

In the current year, the university successfully resolved a total of 1356 grievances including examination grievances from learners, demonstrating a commitment to addressing concerns promptly and ensuring a responsive support system. Hence all the received grievances have been duly resolved, highlighting the institution's commitment to maintaining a robust and effective grievance redressal process.

File Description	Documents
Any other relevant information	https://www.kkhsou.ac.in/web/index_page_details.php?page=cy9oSHdRK1ZaMFc0V3BlOUhWS1hjdZ09&title=grievance-redressal
Standard Operating Procedures related to Term End Examination related Grievances	https://www.kkhsou.ac.in/web/index_page_details.php?page=Nkp6OVk0NVdXT1BjVDJWZUVtN2ZDQT09&title=rules-and-regulation-and-sop

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

Formative assessment serves as a dynamic tool to gauge and enhance learning at KKHSOU. It is designed not only to measure understanding but also to guide the learners in their educational journey. It contributes to a more personalized approach, fostering the engagement of the learners, ultimately promoting a more effective and inclusive educational environment. Formative Assessment is accomplished by each of the learner under compulsory and continuous evaluation in the University. After admission, learners need to complete the Formative Assessment within specific period fixed by the Institution.

As per the UGC ODL Regulation 2020, the Formative Assessment carries 30 percent of marks, which reflects in the final mark sheets along with the Term End Exam marks. There is a minimum passing mark in the Formative Assessment, which make it compulsory for the learners to pass the Term End Examination. Keeping the Regulations in mind, Mark distribution of the Formative Assessment are as follows (keeping total maximum marks 30):

- 10 marks includes MCQ based online examinations
- 13 marks Home Assignment, out of which 3 marks compulsory environment related Assignment, and 10 marks general Assignment
- 5 marks under Attendance in Personal Contact Programme as per UGC guidelines
- 2 marks for timely submission of all the activities.

File Description	Documents
Policy documents on Evaluation Methodology	https://www.kkhsou.ac.in/web/index_page_details.php?page=Nkp6OVk0NVdXT1BjVDJWZUVtN2ZDQT09&title=rules-and-regulation-and-sop
Any other relevant information	https://kkhsou.ac.in/eservices/agar/2022-23/cpanel/UploadedFiles/2023-24/64/64_20240228_03552411.pdf

2.5.4 - Status of automation/ 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	View File
Annual reports of examination including the present status of automation	View File
As per Data Template	View File
Any other relevant information	No File Uploaded

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	https://kkhsou.ac.in/eservices/agar/2022-23/cpanel/UploadedFiles/2023-24/66/66_20240216_114128856.pdf
As per Data Template	View File
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

The Institution has stated Programme Outcomes and Course Outcomes which are integrated into the assessment process. Usually, for each programme, the University submits Programme Project Report (PPR), in which, the programme outcomes have been indicated. This has been a practice in the University that the Course specific/Block specific/Unit specific learning objectives are formulated before preparing the reading materials. These learning objectives are stated explicitly in the Programme Guides and at the beginning of the respective units of self-learning materials. The PPRs are available in the University website for the benefit of the learners and stakeholders.

1. Programme Specific Outcomes: Based on the approved PPRs, these are outlined in the Programme Guides of each academic programme. See Table-1.
2. Course Specific Outcomes: The course specific learning outcomes are also stated in the PPR as mentioned above. See Table-2.
3. SLM Unit Specific learning objectives: Reading materials are provided in the form of units which help the learner in achieving the learning objectives and meeting the required course specific and programme specific outcomes.
4. Integrated Programme outcome into the Assessment process: The programme specific and course specific outcomes are taken into consideration while preparing the question papers, giving projects etc.

To integrate Programme Specific, Course Specific and Unit Specific Outcomes, the paper setters are instructed on their appointment letters to ensure that the questions set by them reflect the total outcome of the programme/course/unit as per the Programme Guides

available in the Website. See Table-3

File Description	Documents
Graduate Attributes / Programme Outcomes, Programme Specific Outcomes and Course Outcomes	https://kkhsou.ac.in/eservices/aqar/2022-23/cpanel/UploadedFiles/2023-24/68/68_20240215_043531775.pdf
Any other relevant information	https://kkhsou.ac.in/eservices/aqar/2022-23/cpanel/UploadedFiles/2023-24/68/68_20240219_043741494.pdf

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

37

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

8541

File Description	Documents
Link to declaration of results	https://kkhsou.ac.in/web/all_news1.php
As per Data Template	View File
Any other relevant information	View File

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	View File
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 which was approved in the 51st Meeting of the Board of Management held on September 27, 2019. The policy encourages both disciplinary and interdisciplinary research as well as systemic research particularly focusing on innovative practices, technology-based learning and other emerging issues of ODL. The University also constituted an Academic Integrity Panel.
- As per requirement of UGC, the University constituted Research Advisory Council and all the sub-committees as mandated by UGC in November 2022.
- The University encourages its faculty and other staff to attend seminars, workshops, Refresher Courses, short-term training programmes, etc. and also provides financial assistance for the same. The relevant regulation was approved in the 40th meeting of the BoM.
- The University approved Regulations for MPhil and PhD degree in the 29th Academic Council and 58th BoM and, accordingly, MPhil and PhD programmes were started.
- The University established Bani Kanta Kakati Research Institute for promotion of research on issues pertaining to the India's North East region and its neighbours.
- The University has approved publication of a bi-annual online referred journal "Gyanam" from the Indira Miri School of Education. The resolution towards this effect was adopted in the 36th meeting of the Academic Council held on 09-03-2023.

File Description	Documents
Minutes of the Governing Council/ Syndicate/Board of Management / Academic Council/ Research Council related to research promotion policy adoption	https://kkhsou.ac.in/eservices/aqar/2022-23/cpanel/UploadedFiles/2023-24/74/74_20231220_112456731.pdf
Policy document on promotion of research	http://dlkkhsou.inflibnet.ac.in/bitstream/123456789/835/1/KKHSOU_Code%20of%20Ethics%20in%20Academics%20and%20Research%20Policy.pdf
Any other relevant information	https://kkhsou.ac.in/eservices/aqar/2022-23/cpanel/UploadedFiles/2023-24/74/74_20240216_122923123.pdf

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

A. Any 6 or more of the above

File Description	Documents
URLs of the available facilities	https://kkhsou.ac.in/eservices/aqar/2022-23/cpanel/UploadedFiles/2023-24/75/75_20240222_052938905.pdf
As per Data Template	View File
Any other relevant information	View File

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)

3.64

File Description	Documents
Award letters for research projects sponsored by government and non-government	View File
As per Data Template	View File
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

1

File Description	Documents
List of research projects	View File
Document from Funding Agency	View File
Link of the funding agency website	https://www.aaou.org/
As per Data Template	View File

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

During the academic year 2022-23, the University has implemented various innovative measures to cater to a diverse range of learners and enhance accessibility. A prominent initiative was the continuation of the e-mentoring system, where learners were grouped and assigned teacher mentors through WhatsApp and Telegram for comprehensive academic and non-academic support. Recognizing the significance of effective counseling in Open and Distance Learning (ODL), the University conducted regular online counseling sessions open to all learners, with routine details and joining links shared through mentoring groups. University faculty conducted these sessions, ensuring a supportive environment.

In response to the challenges posed by the COVID-19 pandemic and regional natural disasters, the University introduced Proctored

Online Examinations during this academic year. The Examination Branch developed a user-friendly software platform to facilitate secure and effective online exams. A successful trial run took place on June 10, 2022, to prepare both learners and faculty for the final assessments. The Degree 3rd Semester final term-end exams occurred between July 6 and July 19, 2022, with 4780 out of 5106 eligible learners participating, showcasing widespread acceptance of this examination mode.

To foster an innovative ecosystem, the University established an Innovation Cell. Under this initiative, various projects were launched, including an online grievance redressal system, a mobile app for conducting Multiple-Choice Questions (MCQs) during exams, and an admission alert system. These initiatives aim to enhance the overall learning experience and contribute to the continuous improvement of the University's educational practices.

File Description	Documents
The Innovation Centre/ Cell	https://kkhsou.ac.in/web/index_sections.php?aca=TU5LOXIzenRUeERHRXQwNTI0Y2lEdz09&title=innovation
Initiatives taken by the institution	https://kkhsou.ac.in/web/section_page.php?section=TU5LOXIzenRUeERHRXQwNTI0Y2lEdz09&page=S0tsdHd4bUpxcU1wS2FtYWRPNWc5dz09
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

2

File Description	Documents
Report of the event/ link to the material developed	View File
List of workshops/seminars during the year	View File
As per Data Template	View File
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.

186

File Description	Documents
List of the innovative contents developed during the year	View File
As per Data Template	View File
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

Nil

File Description	Documents
Scanned copies of award letters	No File Uploaded
Award details	No File Uploaded
As per Data Template	View File
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

A. All 4 of the above

methodology with course on research ethics 2)
Ethics Committee 3) Plagiarism Check 4)
Committee on publication guidelines

File Description	Documents
Institutional code of ethics document	View File
Notification for Research Ethics Committee	View File
Minutes of the committee	View File
As per Data Template	View File
Any other relevant information	View File

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:

39

File Description	Documents
Web-link of the Research page	https://kkhsou.ac.in/web/research/
List of Ph.D. scholars and their details like name of the guide , title of thesis, year of award etc	View File
As per Data Template	View File
Any other relevant information	No File Uploaded

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

29

File Description	Documents
Web-link of research papers published	https://kkhsou.ac.in/eservices/aqar/2022-23/cpanel/UploadedFiles/2023-24/89/89_20231220_125120191.pdf
As per Data Template	View File
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****14**

File Description	Documents
Web-link of publications	https://kkhsou.ac.in/eservices/aqar/2022-23/cpanel/UploadedFiles/2023-24/90/90_20231220_010742323.pdf
Any other relevant information	No File Uploaded
As per Data Template	View File

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.

During 2022-23 the Faculty has eleven publications with an average citation index of 27.82

File Description	Documents
as per data templates	View File

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 2022-23 the University has eleven publications with h-index.

File Description	Documents
Citations of publications based on Scopus / Web of Science – h-index of the institution	No File Uploaded
Any other relevant information	No File Uploaded
As per Data Template	View File

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

The University has a well-defined Consultancy Policy that outlines the

procedures for undertaking various types of consultancy work by faculty members and other academic or non-academic staff. This policy encompasses all operational aspects related to consultancy projects, including guidelines for income distribution.

According to the policy, all consultancy work must align with the University's principles, objectives, and interests. Only projects that demonstrate clear benefits to the University—such as generating income, enhancing reputation, or expanding faculty and staff expertise—are actively encouraged. Conversely, the policy prohibits undertaking any consultancy work that conflicts with the University's objectives and interests.

Regarding income distribution, the policy specifies the following allocation:

- 30% of the total consultancy value goes to the University.
- 5% is allocated for administrative staff and office expenses.
- The remaining 65% covers project costs and faculty honorarium.

Furthermore, the policy mandates that all consultancy agreements must be formalized between the University and the involved party. To ensure quality, a committee is put in place which evaluates proposals for such works and monitors their execution.

File Description	Documents
Minutes of the Governing Council/ Syndicate/Board of Management related to consultancy policy	http://dlkkhsou.inflibnet.ac.in/bitstream/123456789/844/1/51st_BoM.pdf
Policy document on consultancy	http://dlkkhsou.inflibnet.ac.in/bitstream/123456789/834/1/KKHSOU_Consultancy%20Policy.pdf
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)

5.41

File Description	Documents
Audited statements of accounts indicating the revenue generated through consultancy	No File Uploaded
List of teachers and other academics providing consultancy	View File
As per Data Template	View File
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)

2.55

File Description	Documents
Audited statements of account indicating the revenue generated through training	View File
Schedule of the training programmes	View File
As per Data Template	View File
Any other relevant information	View File

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

Flood Relief Efforts by KKHSOU: Krishna Kanta Handiqui State Open University extended support to 300 flood-affected families in Nalbari District by distributing basic ration and hygiene items on July 5, 2022.

Health Camp at Hanapara Village LP School: KKHSOU organized a health camp at Hanapara village on March 3, 2023, providing medical services to the villagers with a team comprising doctors and nursing caregivers.

Eye Check-Up Camp: Paramount Health Services & Insurance TPA Pvt. Ltd, Guwahati, organized an eye check-up camp at KKHSOU City Office on March 14, 2023, in association with Guwahati Eye Centre.

Skill Development Programme Inauguration: On May 30, 2023, KKHSOU inaugurated an 80-day training programme on 'Cutting and Tailoring' at Puran Sukurberia (Rani) village.

World Environment Day Celebrations: KKHSOU celebrated World Environment Day on June 5, 2023, with various programmes and awareness activities.

Anti-Drug Awareness Programme: KKHSOU, in collaboration with NCB Guwahati Zonal Unit, organized an Anti-Drug Awareness Programme on June 19, 2023.

Yoga Day Celebration: On June 21, 2023, KKHSOU celebrated the International Yoga Day with enthusiasm, involving faculty members, officials, and staff.

Jnan Taranga CRS Participation: Jnan Taranga CRS participated in a workshop titled "Climate Countdown" held at Pune on November 3-4, 2022, focusing on climate-related discussions and initiatives.

File Description	Documents
Brochures of the activities	Nil
Activity Reports	https://kkhsou.ac.in/eservices/aqar/2022-23/cpanel/UploadedFiles/2023-24/98/98_20240222_051553478.pdf
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:

00

File Description	Documents
Awards for extension activities	No File Uploaded
Scanned copy of the award letters	No File Uploaded
As per Data Template	View File
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

7

File Description	Documents
Reports of the event organized	View File
As per Data Template	View File
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

203

File Description	Documents
As per Data Template	View File
Any other relevant information	No File Uploaded
Report of the event	View File

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

0

File Description	Documents
Scanned copies of collaboration document	No File Uploaded
As per Data Template	View File
Any other relevant information	No File Uploaded

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 the City, 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 this campus is nearing completion, boasting a total built-up area of 3,07,000 sqft. This area houses 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, counseling cabin, and a visitor's lounge, ensuring comprehensive academic support beyond the main campuses.

File Description	Documents
Annual report of the Institution	http://dlkkhsou.inflibnet.ac.in/handle/123456789/1116
Geo-tagged photographs of campus and all other infrastructural facilities	https://kkhsou.ac.in/eservices/aqar/2022-23/cpanel/UploadedFiles/2023-24/107/107_20231222_111154130.pdf
Any other relevant information	https://kkhsou.ac.in/eservices/aqar/2022-23/cpanel/UploadedFiles/2023-24/107/107_20231222_114909157.pdf

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

31.83

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

993.92

File Description	Documents
Audited utilization statements	View File
Budget allocation for infrastructure	View File
As per Data Template	View File
Any other relevant information	No File Uploaded

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

19.02

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

594.01

File Description	Documents
Audited statements of accounts.	View File
Budget and Statements of Expenditure	View File
As per Data Template	View File
Any other relevant information	View File

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	View File
As per Data Template	View File
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)

6

File Description	Documents
Photographs of infrastructure facilities at a few RCs	View File
As per Data Template	View File
Any other relevant information	View File

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)

69.52

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)

1266

File Description	Documents
Geo – tagged Photographs of infrastructure facilities at a few LSCs	View File
As per Data Template	View File
Any other relevant information	View File

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:**

- **Website:** The University web portal has been updated from time to time to meet the requirements of the end user.
- **Application Software:**
 - **Admission Software:** For smooth functioning of the admission process in the 2022 session, the web server of the host website has been upgraded to handle the massive traffic flow. In addition, to this, security plugins has also been added to the web server.
 - **Learner Support:** For providing learner support during admission, special features like bulk WhatsApp messages, WhatsApp Bot and promotion using Facebook were incorporated during admission. A pre-admission registration service is also available for learners to get information regarding admission.
 - **KKHSOU E-office Portal:** The University has an existing e-office portal which boasts of facilities like displaying biometric attendance of employees. The online leave management system of the University is also integrated to this portal.
- **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	https://kkhsou.ac.in/eservices/aqar/2022-23/cpanel/UploadedFiles/2023-24/114/114_20231216_04120353466.pdf
Any other relevant information	https://kkhsou.ac.in/eservices/aqar/2022-23/cpanel/UploadedFiles/2023-24/114/114_20231216_04121125225.pdf

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	View File
As per Data Template	View File
Any other relevant information	No File Uploaded

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

A. More than 10of the above

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

File Description	Documents
As per Data Template	View File
Geo-tagged photographs of the facilities for audio, video e-content production	View File
Any other relevant information	No File Uploaded

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

20

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

55000

File Description	Documents
Geo-tagged photographs of the facilities available	View File
As per Data Template	View File
Any other relevant information	View File

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)

- **Learners Portal:** Here, learners can update their profile, download e-SLM, question papers, send online queries to the concerned department of the University.
- **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 (in May 2021) to the custom payment link that is generated for any amount as required.
- **Online Ticket System** is used for handling queries from the

learners where the queries are automatically sent to the concerned department of the University. The same can be tracked via ticket ID generated during query-submission and it is linked with University e-office system.

- Admission Alert System: A learner can register for admission at any time with email, phone and programme they are interested in and the reminder email and messages are sent to the learners when the admission begins.
- Learning Management System is used for providing online academic support to the learners.
- Online Grievance Cell and online study-centre portal are other important features.

File Description	Documents
Any other relevant information	Nil
Automation system	https://kkhsou.ac.in/eservices/aqar/2022-23/cpanel/UploadedFiles/2023-24/118/118_20231216_04121638385.pdf

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 274 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 pre-admission 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	View File
Organizational chart of support services available	View File
Any other relevant information	View File

4.3.2 - Average number of Learners attached to LSCs

297

4.3.2.1 - Number of LSCs in the preceding academic year:

219

File Description	Documents
Enrolment details of the preceding year	View File
Distribution of learners LSC wise	View File
As per Data Template	View File
Any additional information	No File Uploaded

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 Regional Centre, and 274 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	https://kkhsou.ac.in/eservices/agar/2022-23/cpanel/UploadedFiles/2023-24/122/122_20240223_023636909.pdf
Reports on counselling sessions	https://kkhsou.ac.in/eservices/agar/2022-23/cpanel/UploadedFiles/2023-24/122/122_20240223_023757926.pdf
Any other relevant information	https://kkhsou.ac.in/eservices/agar/2022-23/cpanel/UploadedFiles/2023-24/122/122_20240223_02413867.pdf

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

0.15

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

4.58

File Description	Documents
Web-link to Library catalogues	http://opac.kkhsou.ac.in/
Web-link to relevant resources available in the library	https://www.kkhsou.ac.in/web/library/index.html , https://www.kkhsou.ac.in/web/library/subscribed.html
As per Data Template	View File
Any other relevant information	View File

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	https://kkhsou.ac.in/web/library/index.html
Geo-tagged photographs	Nil

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 the prospective learners through various activities:

The University has undertaken various admission promotional activities for prospective learners for the cycle of July, 2022 and January, 2023 admission. Advertisements were published for admission in all the leading newspapers of the state. The University website was used exclusively for admission promotional purposes. Massive publicity for admission was done through social media like YouTube, Facebook and WhatsApp etc along with the University Community Radio. The University Headquarters, Regional Centre and study centres had organised many awareness programmes across the state for the prospective learners. The University officials and teachers in collaboration with the study centres organised many awareness campaigns in selected strategic locations of the state. There were admission promotion drives among police personnel too.

The University appointed District Coordinators for each district of Assam for admission purposes. The main purpose of this step was to monitor and help the Coordinators of study centres take the necessary measures for admission promotion.

The University has opened 29 new study centres during 2022-23 in remote areas of Assam to provide better inclusivity and opportunities in higher education.

Online pre-admission counselling is provided to prospective learners on continuous basis during the Admission process.

File Description	Documents
Activities undertaken	https://kkhsou.ac.in/eservices/agar/2022-23/cpanel/UploadedFiles/2023-24/127/127_20231219_102716549.pdf
Any other relevant information	https://kkhsou.ac.in/eservices/agar/2022-23/cpanel/UploadedFiles/2023-24/127/127_20231220_022644659.pdf

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 different means. The University Officials and faculty members visited many strategic locations and study centres and organised pre-admission counselling meetings. In these meetings, orientation was given to the participants on academic programmes offered by the University, the online admission process, and details of the academic process including support services. There was a series of online meetings conducted by the Dean (Study Centres) office with the LSCs of the university by dividing the LSCs into six groups to discuss with them online and accordingly online meetings were held on 6, 7 and 9 September 2022 with the study centres of all the districts of Assam. Office of the Dean (Study Centres) organised a series of Admission Awareness Programmes in different study centres on 19, 20, 21, 22 and 24 September 2022 by engaging Faculty Members and Officers of the University as resource persons. The Admission Committee of the University also organised online pre-admission counselling meeting with the registered learners.

The university organised an e-induction programme for newly admitted learners on 27.11.2022. A notable number of newly admitted participated in it. The Jorhat Regional Centre of the University also organised an awareness programme for the newly admitted learners of the Study Centres under its jurisdiction. Apart from that, the Learner Support Centres organised the induction programme for their respective learners.

File Description	Documents
Activities undertaken	https://kkhsou.ac.in/eservices/agar/2022-23/cpanel/UploadedFiles/2023-24/128/128_20231220_023403900.pdf
Any other relevant information	https://kkhsou.ac.in/eservices/agar/2022-23/cpanel/UploadedFiles/2023-24/128/128_20231220_02382138.pdf

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 2022-2023 session commenced in August 2022, offering PG, UG, Diploma, and Certificate Programmes with online payment options such as internet banking, debit/credit cards, and UPI. The admission process involved several steps:

Step 1: Prospective learners visited the University website and accessed the online admission portal at <https://adm.kkhsou.ac.in/> for program enrollment.

Step 2: After reading instructions, learners created accounts by providing their names, mobile numbers, and emails. Upon successful registration, usernames and passwords were sent via SMS and email.

Step 3: Learners logged into the admission portal using their credentials and filled in the required details.

Step 4: Selection of programmes and study centers was done, and learners uploaded necessary documents, including photographs and signatures.

Step 5: Learners then chose a convenient payment option and made the payment. Successful payments generated downloadable receipts, and learners had the option to save/download their application forms.

File Description	Documents
Online Admission and related activities	https://kkhsou.ac.in/eservices/agar/2022-23/cpanel/UploadedFiles/2023-24/129/129_20231220_024152999.pdf
Any other relevant information	Nil

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

The University employs two systems for distributing study materials: bulk distribution to study centers based on enrolled learners through courier and postal services, and retail distribution. Empanelled courier and postal services facilitate bulk distribution to study centers and the Jorhat Regional Centre.

For retail distribution, the City Campus in Guwahati serves as a hub where learners can collect materials by presenting their enrollment receipts. Alternatively, materials can be sent directly to learners' registered addresses upon request during online admission.

To enhance the efficiency of study material distribution, the University has acquired a dedicated vehicle for need-based and timely delivery. This ensures a streamlined process and helps meet learners' needs in a timely fashion.

To address grievances related to material distribution, the University has a Single Window Grievance Redressal Cell. Learners can submit grievances through phone, SMS, WhatsApp, or online. The Cell promptly addresses and follows up on grievances in a time-bound manner.

File Description	Documents
Material dispatch related activities	https://kkhsou.ac.in/eservices/aqar/2022-23/cpanel/UploadedFiles/2023-24/130/130_20240221_105641524.pdf
Any other relevant information	https://kkhsou.ac.in/eservices/aqar/2022-23/cpanel/UploadedFiles/2023-24/130/130_20231220_032938173.pdf

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 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

A. Any 8 or more of the above

File Description	Documents
Web-link to Online Help Desk, App based support, Chat Box, Interactive radio counselling, Web-conferencing, Learner Services Centre, any other	https://kkhsou.ac.in/eservices/aqar/2022-23/cpanel/UploadedFiles/2023-24/131/131_20240222_054301677.pdf
As per Data Template	View File
Any other relevant information	No File Uploaded

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	https://kkhsou.ac.in/eservices/agar/2022-23/cpanel/UploadedFiles/2023-24/132/132_20231220_033534283.pdf
As per Data Template	View File
Any other relevant information	No File Uploaded

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

1356

File Description	Documents
Web link to Grievance Redressal Mechanism Committee for learners	https://kkhsou.ac.in/web/pdf/grievance/grievance_committee_notification.pdf
As per Data Template	View File
Any other relevant information	No File Uploaded

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

The University provides free education to eligible jail inmates in 16 (sixteen) jail study centres across the state. During 2022-23, 11 prison inmates were admitted to different programmes of the university. The University has also established 70% of its total LSCs in rural areas as a result of 81.5% of enrolled learners during 2022-23 being from rural backgrounds. Since the University has established its LSCs in different disadvantaged locations for people belongs to SC and ST community get the opportunity to access higher education. Out of total 41,726 learners admitted during 2022-23, 8.92% of learners belonged to SC community and 11.37% of learners belong to the ST community.

Moreover, the University gives a special drive to bring Police and defense personnel, Women and PwD learners to the ambit of higher education for which 362 Police and Defense Personnel, 392 PwD

learners and 20670 women learners have been enrolled during this assessment period.

Moreover, the university has five adopted villages and the university is providing free education for the interested youths of the villages.

File Description	Documents
List of Special Learner Support Centres	https://kkhsou.ac.in/eservices/aqar/2022-23/cpanel/UploadedFiles/2023-24/134/134_20231220_034017994.pdf
Any other relevant information	https://kkhsou.ac.in/eservices/aqar/2022-23/cpanel/UploadedFiles/2023-24/134/134_20240220_032801543.pdf

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

0.89

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

305

File Description	Documents
Web-link to notifications issued by the Institution	http://dlkkhsou.inflibnet.ac.in/bitstream/123456789/988/1/Information%20Brochure%202022-23.pdf
As per Data Template	View File
Any other relevant information	View File

5.2 - Learner Progression

5.2.1 - Submission of assignments - Percentage of learners submitting assignments

89.57

5.2.1.1 - Number of learners enrolled in the preceding academic year (only newly enrolled) have

submitted assignments as per the academic calendar**12026**

File Description	Documents
Web-link to academic calendar of the Institution	https://kkhsou.ac.in/web/academic_calender_1_ist.php
List of programmes on offer	View File
Web-link of assignments of programmes on offer	https://kkhsou.ac.in/web/assignment2.php
As per Data Template	View File
Any other relevant information	No File Uploaded

5.2.2 - Percentage of Newly enrolled learners registered for term end examination**100**

File Description	Documents
List of programmes on offer	View File
Web-link of examination schedule	https://kkhsou.ac.in/web/all_news1.php
Number of learners (only newlyenrolled)registered for term end examinations	View File
As per Data Template	View File
Any other relevant information	No File Uploaded

5.2.3 - Percentage of learners appeared for term end exam**74.08**

File Description	Documents
List of programmes on offer	View File
Web-link of examination schedule	https://kkhsou.ac.in/web/all_news1.php
Number of learners (only freshly enrolled)who have passed term end examination	View File
As per Data Template	View File
Any other relevant information	No File Uploaded

5.2.4 - Percentage of learners passed out term end examination

53.02

File Description	Documents
List of programmes on offer	View File
Web-link of examination schedule	https://kkhsou.ac.in/web/all_news1.php
Number of learners (only freshly enrolled)who have passed term end examination	View File
As per Data Template	View File
Any other relevant information	No File Uploaded

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

0

File Description	Documents
Reports of the campus placement drives	No File Uploaded
As per Data Template	View File
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

The first meeting of the Alumni Association of Krishna Kanta Handiqui State Open University was held on 30th December, 2018 at the erstwhile KKHSOU City Office at Housefed Complex, Dispur, Guwahati. The general body of the Alumni Association was formed. The Association was registered under the Societies Registration Act XXI of 1860 on 09/02/2023. The process of getting the Association registered under Income Tax Act is underway. Further, the association is in the process of completing the required formalities for opening the Bank account in its name. With the completion of these formalities, the Association will be all set to contribute to the betterment of the University.

File Description	Documents
Details of Alumni Association Activities	https://www.kkhsou.ac.in/web/index_sections.php?aca=NTZ6RlMwT09BTlBIdTNSK1FlNGZIZz09&title=alumni#
Frequency of meetings of Alumni Association with minutes	https://www.kkhsou.ac.in/web/storage/uploads/pdf/01a4a11a6a114ef687a66ae84b57e069.pdf
Quantum of financial contribution	Nil
Audited Statement of Accounts of the Alumni Association	Nil
Any other relevant information	https://kkhsou.ac.in/eservices/agar/2022-23/cpanel/UploadedFiles/2023-24/143/143_20240220_05031284.pdf

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

6.9

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

332

File Description	Documents
Web-link to Alumni Association	https://www.kkhsou.ac.in/web/index_sections.php?aca=NTZ6RlMwT09BTlBIdTNSKlFlNGZIZz09&title=alumni#
As per Data Template	View File
Any other relevant information	No File Uploaded

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	https://www.kkhsou.ac.in/web/index_sections.php?aca=NTZ6RlMwT09BTlBIdTNSKlFlNGZIZz09
Web-link to online networks	https://t.me/alumnigroupAssameseKKHSOU
Scan copy of statement of receipts	No File Uploaded
As per Data Template	View File
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

In order to accomplish the Mission of the University of providing barrier-free quality education, the University adopted various measures in 2022-23. The University organized several Stakeholders' Meeting in different Study Centres located in different parts of the state- Lower, Middle and Upper Assam in addition to Barak Valley in southern Assam. The Views, comments, and suggestions shared in the Stakeholders' Meetings are shared with concerned functionaries and prompt corrective measures are initiated.

Online meetings with the functionaries of the study centres is a regular phenomenon. In these meetings held in the presence of Vice Chancellor, various functionaries like Dean (Study Centre), Dean (Academic), Director CIQA, Controller of Examinations and other concerned Officers participate. Accordingly, corrective measures are adopted. This also reflects a spirit of governance and a collective approach towards addressing functional issues.

The University discusses the strategic and academic issues in the regularly held meetings of the Board of Management, Academic Council, CIQA Committee etc. The Year 2022-23 was also no exception. In these meetings, the Agenda notes are shared transparently. Action-taken reports on various resolutions are also regularly submitted.

File Description	Documents
Vision and Mission documents approved by the statutory bodies	http://dlkkhsou.inflibnet.ac.in/handle/123456789/726
Report of achievements which led to institutional excellence	https://kkhsou.ac.in/eservices/agar/2022-23/cpanel/UploadedFiles/2023-24/148/148_20231216_11122812971.pdf
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.

Krishna Kanta Handiqui State Open University demonstrates effective leadership through various institutional practices, emphasising decentralisation and participative management. The University adopts a "Bottom-up approach" in decision-making, ensuring the involvement of all stakeholders. Statutory bodies, including the Board of Management, Academic Councils, Finance Committee, and others, with minutes published on the University's website.

In addition to statutory bodies, the University has established committees for decentralised and participatory decision-making on various aspects of its functioning. Academic activities are decentralised through seven different Schools of Studies, which design curricula and courses aligned with the university's Vision and Mission. The Research Council and scholar-wise Research Advisory

Committees look after the respective research programmes.

Further, the management of Study centers is decentralised through Regional Center, ensuring effective learning environments with services like counselling and audio-visual facilities. KKHSOU places high importance on feedback from learners, fostering responsiveness and participation. A Grievance Redressal Cell ensures swift resolution of grievances within period of five days. The University procurements are carried out in a decentralised manner through Purchase Committee, Tender Committee and Library Advisory Committee whose decisions are then finalised in the Planning and Development Committee, Finance Committee and Board of Management.

In conclusion, KKHSOU's commitment to decentralisation and participative management is evident through its inclusive decision-making processes, feedback mechanisms, and specialised committees, all of which contribute to effective leadership and institutional excellence.

The year 2022-23 was also no exception in sustaining the practices as mentioned above.

File Description	Documents
Information / documents pertaining to leadership	https://kkhsou.ac.in/eservices/aqar/2022-23/cpanel/UploadedFiles/2023-24/149/149_20231216_1112102227.pdf
Any other relevant information	https://kkhsou.ac.in/eservices/aqar/2022-23/cpanel/UploadedFiles/2023-24/149/149_20231216_11122157772.pdf

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.

In the year 2022-23 also the practices as mentioned above are sustained in light of Vision Document 2030 and monitoring as per the Strategic Action plan 2021.

File Description	Documents
Minutes of the Governing Council / other relevant bodies for deployment / monitoring the deliverables	https://kkhsou.ac.in/eservices/aqar/2022-23/cpanel/UploadedFiles/2023-24/151/151_20231216_12120253160.pdf
Any other relevant information	https://kkhsou.ac.in/eservices/aqar/2022-23/cpanel/UploadedFiles/2023-24/151/151_20231216_1212045424.pdf
Perspective / Plan and deployment documents	http://dlkkhsou.inflibnet.ac.in:8080/jspui/handle/123456789/726

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.

It is the normal practice of the University to conduct meetings of various bodies, committees, councils, school of studies with details of agenda notes, resolutions, follow up actions and action taken report. These ensures effectiveness and efficiency in the functioning of the university and its various organs.

File Description	Documents
Organogram of the Institution	https://kkhsou.ac.in/eservices/agar/2022-23/cpanel/UploadedFiles/2023-24/152/152_20231216_12124644316.pdf
Annual Report of the preceding academic year	http://dlkkhsou.inflibnet.ac.in/handle/123456789/1120
Minutes of the meetings of various bodies / relevant committees	https://kkhsou.ac.in/eservices/agar/2022-23/cpanel/UploadedFiles/2023-24/152/152_20231216_12125613690.pdf
Any other relevant information	https://kkhsou.ac.in/eservices/agar/2022-23/cpanel/UploadedFiles/2023-24/152/152_20231216_12125724587.pdf

6.2.3 - Implementation of e-governance in different areas of operation Areas of operation

A. Any 4 or more of the above

of Institution which has e-governance implementation
1. Planning and Development
2. Administration **3. Finance and Accounts** **4.**
Learner Admission and Support **5.**
Examination

File Description	Documents
ERP Document	View File
Screen shots of user interfaces	View File
As per Data Template	View File
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 University is dedicated to the well-being of its employees, providing a range of facilities, services, and amenities aimed at enhancing their health, efficiency, economic prosperity, and social status. A comprehensive Policy on Welfare Measures is in place, extending to all permanent and tenure-appointed employees. While permanent employees enjoy all welfare benefits, contractual and part-time employees have access to selected measures. The University provides comprehensive benefits to its employees, including medical reimbursement and health insurance through an annual update. Health insurance is offered via a Group Mediclaim Policy with the premium covered by the University. Additionally, there is a Staff Welfare Fund offering loans, a campus doctor for consultations and emergencies, a subsidized canteen at the City Campus, a Day Care Centre, and a dedicated room for lactating mothers. Plans for a Recreation Centre are in progress. The University follows Leave Travel Concession (LTC) and adheres to specified leave rules, including maternity, paternity, child care, and medical leave. CPF and retirement benefits are also provided. An Internal Complaints Committee is established to address employee complaints, with a dedicated email service for lodging complaints.

File Description	Documents
Policy document on welfare measures	http://dlkkhsou.inflibnet.ac.in/handle/123456789/829
List of beneficiaries of welfare measures	https://kkhsou.ac.in/eservices/aqar/2022-23/cpanel/UploadedFiles/2023-24/155/155_20240220_010016577.pdf
Any other relevant information	https://kkhsou.ac.in/eservices/aqar/2022-23/cpanel/UploadedFiles/2023-24/155/155_20240220_125227660.pdf

6.3.2 - Percentage of Financial support for faculty developmen

00

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

00

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	View File
Any other relevant information	No File Uploaded

6.3.3 - Average number of programmes organised for professional development

1

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

6

File Description	Documents
Schedules of programmes organized for teachers, other academics and non-academic staff	View File
As per Data Template	View File
Any other relevant information	View File

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

26

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

11

File Description	Documents
CIQA report summary	View File
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers).	View File
Letters to teachers and other academics attending PDPs during the year (Data Template)	View File
As per Data Template	View File
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

87

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

75

File Description	Documents
CIQA report summary	View File
Letters to non-academic staff attending administrative training programmes	View File
As per Data Template	View File
Any other relevant information	No File Uploaded

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 has a detailed Performance Appraisal Policy delineating principles and mechanisms for assessment. Three distinct Appraisal Systems are in place for teachers, officers, and other employees. Faculty performance appraisal adheres to UGC regulations and guidelines.

The University has an approved 'Career Advancement Scheme' (CAS) for faculty members, following UGC regulations. The scheme involves assessing the teaching learning profile, co-curricular, and research activities of the faculty. To be eligible for career advancement within a specified service period, faculty members must accumulate a specific number of points in Academic Performance Indicators (API), adhering to predefined criteria.

The non-teaching staff at the University undergo performance assessment following government procedures. Controlling Officers, for all non-teaching cadres, submit Confidential Reports for employees, influencing career advancements. The University's performance appraisal system involves written communication if an employee's performance falls below expectations, with corresponding necessary actions taken by the authority.

Performance counseling is provided for employees with poor performance when necessary. For newly recruited employees performing satisfactorily, the reviewing authority recommends permanent status. If performance is below expectations, an extension of the probationary period may be recommended. The reviewing authority evaluates the performance of employees under probation and recommends confirmation or extension. The final decision on career advancement is made by the University's Board of Management, considering all relevant evidence and recommendations.

File Description	Documents
Performance appraisal policy of the Institution	http://dlkkhsou.inflibnet.ac.in/handle/123456789/830
Document on promotion/CAS for teachers, other academic and non-academic staff	https://kkhsou.ac.in/eservices/aqar/2022-23/cpanel/UploadedFiles/2023-24/160/160_20240220_024836947.pdf
Any other relevant information	https://kkhsou.ac.in/eservices/aqar/2022-23/cpanel/UploadedFiles/2023-24/160/160_20240220_023453659.pdf

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	http://dlkkhsou.inflibnet.ac.in/bitstream/123456789/832/1/KKHSOU Internal%20and%20External%20Audit%20Mechanisms%20Policy.pdf
Financial audit reports during the year	http://dlkkhsou.inflibnet.ac.in/handle/123456789/1120
Any other relevant information	Nil

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

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	http://dlkkhsou.inflibnet.ac.in/bitstream/123456789/826/1/KKHSOU_Resource%20Mobilisation%20Policy.pdf
Procedures for optimal resource utilization	http://dlkkhsou.inflibnet.ac.in/bitstream/123456789/830/1/KKHSOU_Performance%20Appraisal%20Policy.pdf
Any other relevant information	http://dlkkhsou.inflibnet.ac.in/bitstream/123456789/831/1/KKHSOU_OER%20Policy.pdf

6.4.3 - Percentage of Expenditure on Learner Support Services

36.40

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

570.40

File Description	Documents
Statement of expenditure during the year	View File
As per Data Template	View File
Any other relevant information	View File

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	View File
Reports of the activities	View File
As per Data Template	View File
Any other relevant information	No File Uploaded

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 October 2022, the University constituted an Investment Committee to enhance financial management. Operating within the framework of strategic financial management, the committee focuses on optimizing resource utilization through income-yielding investments. It proactively addresses financial inefficiencies, including inoperative accounts and excess balances in welfare funds, with a keen eye on planning and strategic decision-making.

The committee recommends a comprehensive assessment of monthly and quarterly expenditures, aligning with the overall ideals of financial management. Excess funds are earmarked for income-yielding ventures, while welfare funds are proposed to be efficiently utilized through fixed deposits. Notably, the committee has reevaluated employee loan benefits and strategically reinvested Fixed Deposits in higher-yielding options, demonstrating a dynamic and growth-oriented approach.

Consequent on the suggestions made by the committee the University could gain significant benefits. For instance, the reinvestment of Fixed Deposits in higher-yielding options resulted in a substantial gain of Rs. 1.68 crore within a year. Furthermore, the committee's diversification strategies showcase a balanced portfolio approach. Their adaptability to changing interest rates, prudent withdrawal of funds from non-yielding options, and overall optimization of the university's financial resources underscore principles of prudent financial management.

In summary, the Investment Committee's proactive, flexible, and growth-oriented strategies have not only led to tangible financial gains but also contributed to building a resilient financial management within the University.

File Description	Documents
Documents / information on the process and results of Impact Analysis	Nil
Relevant Reports/ Minutes approved by concerned Authorities	https://kkhsou.ac.in/eservices/agar/2022-23/cpanel/UploadedFiles/2023-24/167/167_20240223_040635844.pdf
Any other relevant information	Nil

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

Workplace Safety and Security: The university maintains round-the-clock security surveillance equipped with closed-circuit cameras. Women security personnel are deployed to ensure the safety of female learners and employees within the campus.

Internal Complaint Committee for Sexual Harassment: The committee is dedicated to addressing and resolving complaints related to sexual harassment.

Day Care Centre: A on-campus Day Care Centre offers essential support for the children of female employees and learners.

Special Room: A designated room for women, specifically designed for use as a feeding room, has been established.

Washrooms and Toilets: The university ensures the availability of separate washrooms and toilets for women on every floor, equipped with sanitary napkin vending machines and incinerators.

Additional Gender-sensitive Measures:

- The university provides Child Care Leave and Maternity Leave for women employees.
- Female members are actively included in all crucial administrative committees.
- Representation of women is ensured in statutory bodies, such

as the Board of Management, the highest decision-making body.

File Description	Documents
Annual gender sensitization action plan	https://kkhsou.ac.in/eservices/aqar/2022-23/cpanel/UploadedFiles/2023-24/170/170_20231220_03590625.pdf
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	https://kkhsou.ac.in/eservices/aqar/cpanel/UploadedFiles/2023/album/#AQAR%202021-22%20(GALLERY%20OF%20GEO%20TAG%20PHOTOS)%2FFacilities

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

D. Any 1 of the above

File Description	Documents
Geo-tagged Photographs	View File
Any other relevant information	No File Uploaded
as per data template	View File

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 implemented effective measures for solid waste management. Waste generated by the University undergoes segregation into dry and wet categories using dedicated blue and green bins strategically placed in various blocks (academic, administrative, etc.). To maintain a clean and green campus, these bins are installed on all eight floors of the university building.

The collected solid waste is responsibly handled by the Guwahati Municipality Corporation in collaboration with the NGO, Sunshine, ensuring daily removal.

Additionally, waste from university canteens follows the same segregation and disposal process.

In the case of electronic waste (E-waste), usable components such as RAM, SMPS, and hard disks find a second life through reuse in the computer laboratory as replacements.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	https://kkhsou.ac.in/eservices/aqar/2022-23/cpanel/UploadedFiles/2023-24/172/172_20231220_041100209.pdf
Geo-tagged photographs of the facilities	https://kkhsou.ac.in/eservices/aqar/2022-23/cpanel/UploadedFiles/2023-24/172/172_20240220_094749686.pdf
Any other relevant information	Nil

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

A. All of the Above

File Description	Documents
Geo-tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded
as per data templates	View File

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	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	No File Uploaded
as per data templates	View File

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

D. Any 1 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	View File
as per data templates	View File

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	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded
as per data templates	View File

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).

KKHSOU organised a digital display of the "Exhibition on Partition" from August 10 to 15, 2022 at the City Campus Khanapara, to mark the observation of Partition Horrors Remembrance Day. The Exhibition echoed the sufferings of millions of Indians caused by the Partition that resulted out of sectarian beliefs and also hoped to promote harmony among all. The digital display of the Exhibition was kept open for the learners and visitors of the University besides the general public. Similarly, an exhibition titled Sardar Patel - the Architect of Unification was organised on 31st October 2022, by KKHSOU, celebrating it as National Unity Day and to showcase the monumental contribution in unifying over 500 political units existing at the time of Independence with varied forms of governance to form the Union of India. The exhibition hoped to re-affirm the sense of unity among the citizens of India.

KKHSOU also provides Self-Learning Materials (SLMs) to its learners in multiple languages ensuring linguistic inclusivity. The SLMs are written in the regional languages- Assamese, Bengali and Bodo besides Hindi and English thus offering ample opportunity for learners from different linguistic communities to pursue Higher Education.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	https://kkhsou.ac.in/eservices/agar/2022-23/cpanel/UploadedFiles/2023-24/177/177_20231220_043412382.pdf
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, 2022, to sensitize the learners and the employees of their rights, duties and obligations. An online lecture cum discussion on the broad theme of "India: The Mother of Democracy" was organised under the SKB School of Social Sciences to mark the occasion. Dr. Arupjyoti Choudhury, Registrar, KKHSOU and Dr. Abhijit Bhuyan, Assistant Professor in Political Science at KKHSOU being the key speakers. In his presentation "Republicanism in Ancient India" highlighted the fact that the spirit of democratic governance in India dates back to the ancient times as evident from the existence of a large number of small republics in the sixth century BC. Dr. Choudhury, in his lecture, dwelt on the issue of democracy and judicious usage and equitable distribution of public resources. 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), Republic Day (January 26), World Press Freedom Day (May 3), Gandhi Jayanti (October 2) 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	https://kkhsou.ac.in/eservices/agar/2022-23/cpanel/UploadedFiles/2023-24/178/178_20240220_104257384.pdf
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

D. Any 1 of the Above

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

File Description	Documents
Code of conduct and ethics policy document	View File
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.	No File Uploaded
Any other relevant information	No File Uploaded
as per data templates	View File

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

The University regularly celebrates national and international events, festivals and various commemorative days round the year, including, inter alia, Republic Day, Independence Day, Gandhi Jayanti, International Women's Day, International Day of Yoga, and World Environment Day. A series of events were organized as part of the World Environment Day celebrations at the adopted villages of the University on June 5th, 2023. Likewise, the different Schools of the University organise programmes to commemorate other important events and days. For instance, the discipline of Political Science observes Constitution Day every year. Besides, several special occasions are celebrated under the aegis of different Schools. The School of Management organised the 218th Birth Anniversary of Maniram Dewan - the great martyr of Assam against the Britishers - on April 27, 2023. The School of Social Sciences organised an online lecture on September 20th 2022, commemorating the freedom fighter of Assam Kanaklata Baruah, as a part of the Azadi ka Amrit Mahotsav. The School also celebrated Rabha Divas on June 20th, 2023 commemorating the death anniversary of Kalaguru Bishnu Prasad Rabha. The Discipline of Philosophy under the School also celebrated Indian Philosophers' Day on May 29th, 2023. The School of Humanities celebrated the World Sanskrit Day on August 12, 2022. The School of

Mass Communication organized a special lecture on May 17th, 2023 in commemoration of World Telecommunication and Information Society Day.

File Description	Documents
Annual report of the celebrations and commemorative events during the year	http://dlkksou.inflibnet.ac.in/bitstream/123456789/1129/1/HORIZON_23.pdf
Geo-tagged photographs of some of the events	https://kksou.ac.in/eservices/agar/2022-23/cpanel/UploadedFiles/2023-24/180/180_20240220_113350360.pdf
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

- 1. Implementation of Proctored Online Examinations:** One of the university's notable initiatives was the implementation of Proctored Online Examinations during 2022-23. Recognizing the challenges posed by the COVID-19 pandemic and regional natural disasters, the Examination Branch of the university devised a comprehensive strategy to conduct secure and effective online exams. A user-friendly software platform was developed to facilitate these exams, and a successful trial run was conducted on June 10, 2022, to ensure both learners and faculty were well-prepared for the final assessments. Subsequently, the Degree 3rd Semester final term-end exams took place between July 6 and July 19, 2022, using the same online platform. An impressive number of 4780 out of 5106 eligible learners participated in these exams. The proactive response of the University underscored a dedication to upholding academic integrity and maintaining the credibility of the evaluation processes by taking adequate measures to curb unfair practices by adopting disciplinary actions.
- 2. A Single Window Student Grievance Redressal Cell** is being re-constituted for a term of 2 years for Three Tier Complaints/ Grievances/ Queries handing of the University as per UGC Guideline with the following members vide ref. no KKHSOU/Reg/Gen/11/2009/243/1848 dated 29/11/2022. The Cell commits to resolving grievances within five working days. In case of any delay, the Vice Chancellor is informed with valid

reasons. After resolving a grievance, students are promptly informed through different communication channels within 24 hours.

File Description	Documents
Best practices as hosted on the Institutional website	https://kkhsou.ac.in/web/index_page_details.php?page=T1A3SFdGSTFKQ1R4bz1BVS9ITG1Ndz09&title=best-practices
Any other relevant information	Nil

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 (11.3%), OBC (34%), EWS(13.8%)and rural communities (81.5%), including 384 PwD learners and 362 Defense and Police

Personnel .

File Description	Documents
Appropriate webpage in the Institutional website	https://www.kkhsou.ac.in/web/index_page_details.php?page=c3FXQlhXMVZHT3o3L2RUMUE2R2t5UT09&title=mission-and-vision
Any other relevant information	http://dlkkhsou.inflibnet.ac.in/bitstream/123456789/988/1/Information%20Brochure%202022-23.pdf