



## YEARLY STATUS REPORT - 2021-2022

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	Krishna Kanta Handiqui State Open University
• Name of the Head of the institution	Prof. Rajendra Prasad Das
• Designation	Vice Chancellor
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no	03612999484
• 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	781017
<b>2.Institutional status</b>	
• University:	State
• Type of Institution	Co-education

• Location	Urban				
• Financial Status	Grants-in aid				
• Name of the IQAC Co-ordinator/Director	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				
<b>3.Website address</b>	<a href="https://www.kkhsou.in">https://www.kkhsou.in</a>				
<b>4.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="http://ciqa.kkhsou.in/naac_doc/NAAC_SSR_1st_Cycle_KKHSOU_2021.pdf">http://ciqa.kkhsou.in/naac_doc/NAAC_SSR_1st_Cycle_KKHSOU_2021.pdf</a>				
<b>5.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="http://kkhsou.in/web_new/academic_planner.php">http://kkhsou.in/web_new/academic_planner.php</a>				
<b>6.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	2.68	2021	21/12/2021	20/12/2026
<b>7.Date of Establishment of IQAC</b>			01/12/2017		
<b>8.Provide the list of Special Status conferred by Central and/or State Government on the Institution/Department/Faculty/School (UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC, etc.)?</b>					
Institution/ Department/Faculty/School	Scheme	Funding Agency	Year of Award with Duration	Amount	
Nil	Nil	Nil	Nil	Nil	
<b>9.Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		

<ul style="list-style-type: none"> <li>• Upload latest notification of formation of IQAC</li> </ul>	<a href="#">View File</a>
<b>10.No. of IQAC meetings held during the year</b>	<b>2</b>
<ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>
<ul style="list-style-type: none"> <li>• (Please upload, minutes of meetings and action taken report)</li> </ul>	<a href="#">View File</a>
<b>11.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>	
<b>12.Significant contributions made by IQAC during the current year (maximum five bullets)</b>	
<ul style="list-style-type: none"> <li>• NAAC Institutional Accreditation (December 16-18, 2021)</li> <li>• Initiated and Organised a Panel Discussion with the State Universities of Assam for preparing a road map to coordinate effective implementation of NEP 2020 in the State (April 1, 2022)</li> <li>• Got due approval from UGC-DEB for new Programme (MA in Journalism and Mass Communication) beginning with the Academic Session November, 2021 and also from the AICTE for MBA Programme with effect from May 30, 2022</li> <li>• Conducted 2 Training Programmes on Leadership for the Officers and Faculty members, 1 Workshop on Setting of Question Papers for the Faculty members, 1 Training on IT Skill for Multi- tasking staff and 1 online Workshop on Creativity and Innovation for all the Stakeholders.</li> <li>• Feedback from the stakeholders (Learners, Alumni, Teaching and Non-Teaching Staff) collected, analysed and used for improvements</li> </ul>	
<b>13.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year (web link may be provided).</b>	

Plan of Action	Achievements/Outcomes
NAAC Institutional Accreditation	Accredited with B+ Grade by the NAAC in December, 2021
Capacity building	Conducted 2 Training Programmes on Leadership for the Officers and Faculty members, 1 Workshop on Setting of Question Papers for the Faculty members, 1 Training on IT Skill for Multi-tasking staff and 1 online Workshop on Creativity and Innovation for all the Stakeholders.
Implementation of NEP	Initiated and Organised a Panel Discussion with the State Universities of Assam for preparing a road map to coordinate effective implementation of NEP 2020 in the State. Awareness on NEP was created among faculty members and officials.
Quality enhancement and assurance	Audit of Multimedia Materials (Phase 1) completed.
Stakeholders engagement	Feedback from the stakeholders (Learners, Alumni, Teaching and Non-Teaching Staff) collected, analysed and used for improvements .
Initiatives for collaboration	As a part of continuous efforts of encouraging collaboration, initiatives were undertaken during the current year too. Two MoUs were signed, one with Netaji Subhash State Open University (NSOU) and another with Odisha State Open University (OSOU) for sharing of resources and exchange of activities and people for mutual benefits and growth.

<b>14. Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>				
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>					
<table border="1"> <tr> <td>Name of the statutory body</td> <td>Date of meeting(s)</td> </tr> <tr> <td><b>Board of Management</b></td> <td><b>10/03/2023</b></td> </tr> </table>	Name of the statutory body	Date of meeting(s)	<b>Board of Management</b>	<b>10/03/2023</b>	
Name of the statutory body	Date of meeting(s)				
<b>Board of Management</b>	<b>10/03/2023</b>				
<b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to Assess the functioning?</b>	<b>Yes</b>				
<b>16. Whether institutional data submitted to AISHE</b>					
<table border="1"> <tr> <td>Year</td> <td>Date of Submission</td> </tr> <tr> <td><b>2021-2022</b></td> <td><b>23/12/2022</b></td> </tr> </table>	Year	Date of Submission	<b>2021-2022</b>	<b>23/12/2022</b>	
Year	Date of Submission				
<b>2021-2022</b>	<b>23/12/2022</b>				
<b>17. Multidisciplinary / interdisciplinary</b>					
<p>The University is committed and well prepared to implement the NEP 2020 from the session 2023-24. The Academic Council has adopted the Curriculum and Credit Framework for UG Programme and accordingly, UG and PG programmes are being revised and restructured in terms of credit requirement, provision of lateral entry and exit, and multidisciplinary/interdisciplinary focus. Moreover, assessment and evaluation has also been revised to letter grades.</p> <p>The revised and restructured UG and PG programmes incorporates discipline specific core courses along with a wide range of elective courses, which is expected to offer the learners wider exposure and opportunities; i.e. intending learners of BBA, BCom, MBA or MScIT can opt for any course from social sciences as minor just as those from social sciences can opt for courses in mathematics or mass communications. Besides, bundles of courses are also being provided as AEC, VAC and SECs to fulfill requirements of NEP 2020.</p> <p>As the academic disciplines of the University are organised as School system, it is expected that implementation of multidisciplinary/interdisciplinary programmes and courses would be relatively smooth and undemanding. In future, the University plans to introduce new and innovative programmes and courses for promoting more of multi/interdisciplinary opportunities to the learners.</p>					
<b>18. Academic bank of credits (ABC):</b>					

The 35th meeting of the Academic Council of the University held on 18/01/2023 has approved the University's ABC registration. The University has already registered with the ABC and is in the process of registering the learners with their IDs in the ABC portal.

As part of the process, the University has taken a two-pronged strategy, viz. increasing awareness among its learners and facilitating the process of registration. For promoting the awareness about the ABC and its benefits, the University is widely publishing it among learners through various means during pre-admission counselling, admission awareness programmes, induction programmes as well as during other interactions with learners. Two tutorial videos - one in Assamese and another one in English, have been made by the University showing the step by step procedure of registering in ABC for the benefit of the learners which are being circulated through e-mentoring groups.

In order to facilitate the registration, learners were offered with hands on support on specific dates in the City Campus of the University wherein more than twenty-seven thousand learners availed the benefits. Moreover, the Study Centres have also been instructed to help the learners and facilitate their registration in ABC.

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

The University has a School of Interdisciplinary and Vocational Studies for providing skill-based and vocational courses. As the NEP 2020 underlines the significance of skill and vocational education in the curriculum, the University has taken concerted initiatives of incorporating a range of skill-based and vocational courses in its UG/PG programmes. The University has prepared its four-year UG programme with vocational courses of 10 credits altogether, spread across the initial three semesters. Designed in accordance with NSQF, these courses cover organic farming, poultry farming, tea cultivation and management and tourism management on one hand, and courses on creative writing and translation, office management, information technology and advertisement on the other; offering learners opportunities to acquire skills related to farm as well as non-farm vocations. Besides, a 4 credit course on life skills is also included in the curriculum.

Alongside, a set of value based courses of total 8 credits are also included in the UG curriculum which includes courses on environmental studies, yoga, human rights and Indian Constitution. Similarly, value based courses of 4 credits are also offered in the PG programmes.

The University plans to introduce various needs and local resource-based vocational courses in the near future.

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

Academic programmes and courses offered by the University incorporate components of the Indian knowledge system which includes 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 and the LMS of the University provides access to the SLMs as per the choice of the learners.

Besides, learners are given an opportunity 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. Efforts are on to offer BA in Nepali, Bengali and Hindi in the near future. Like the languages, 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 attaches 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 credits 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):**

As required by the NEP 2020, the University adopts a Learning Outcome Based Curriculum Framework (LOCF) for its 3 and/or 4 years UG and 1 and/or 2 years PG programmes; and also for the other Diploma and Certificate Programmes offered by the University. Accordingly, all academic programmes have been redesigned with clearly stated programme and course specific objectives and learning outcomes. Besides the academic outcomes, certain non-academic outcomes such as team work, effective communications, ethical conduct etc. are also identified at all academic levels. Further, attempts are also made to map the programme and course specific learning outcomes with the expected outcomes of the NHEQF and NSQF for each academic level so that the programmes and courses offered by the University while being consistent with the overall perspective and framework of the NEP 2020 enable the learners to enter the job market with requisite qualifications.

The formative as well as summative assessment and evaluation of

various programmes and courses too are accordingly redesigned linking with the programme and course specific learning outcomes as identified. Moreover, the intended learning outcomes are also embedded in the assessments and evaluations of the activities and projects as parts of the curriculum.

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

The NEP 2020 mandates mainstreaming of skill-based and vocational courses in the curriculum. Offering skill-based and vocational courses in ODL mode, however, poses challenges as these courses, often, require hands-on experiences and learning. Ensuring facilities for providing such sessions in all study centres is highly demanding and fraught with several operational difficulties. Therefore, well-planned innovative design and ICT based delivery are necessary if such courses are to be offered through distance mode.

The University is contemplating and in the process of collaborating with government ITIs, polytechnics, and skill-training centres of the state as special study centres for the vocational courses. It is also realised that in delivery of vocational courses in distance mode it is crucial that there is seamless integration of digital contents like animations, simulations, Augmented Reality and Virtual Reality (ARVR), learning games etc. The University is already providing digital contents to its learners through its own LMS *e-bidya* built over Moodle. Now, the University is planning to have ARVR capabilities so that various courses requiring lab/workshop sessions can also be offered effectively. Moreover, the University is creating skill workshops in its Rani campus under the School of Vocational Studies for providing blended learning in vocational courses.



<b>Extended Profile</b>	
<b>1.Programme</b>	
1.1 Number of programmes offered during the year:	<b>70</b>
1.2 Number of programmes offered during the year, Please provide consolidated number of Programs offered during the year without repeat count, including the programmes that are dropped)	<b>70</b>
1.3 Number of learners admitted afresh in first-year during the year	<b>13740</b>
1.4 Number of learners enrolled during the year	<b>46076</b>
1.5 Number of courses offered by the institution across all programs during the year	<b>525</b>
1.6 Total Number of Courses offered by the institution in all programs (without repeat count and include courses that are dropped)	<b>525</b>
<b>2.Student</b>	
2.1 Number of graduating students during the year	<b>4408</b>
2.2 Number of enrolled learners in the preceding academic year registered for term end examination	<b>6461</b>
2.3 Number of registered learners in the preceding academic year appeared for term end examination	<b>5379</b>
2.4 Number of learners in the preceding academic year passed in the term end examination	<b>4514</b>

<b>3.Institution</b>	
4.1 Total expenditure, excluding salary, during the year (INR in Lakhs):	3025.52
<b>4.Teacher</b>	
5.1 Number of sanctioned posts for the year:	47
5.2 Number of full-time teachers during the year:	45
5.3 Number of other academics in position against the sanctioned posts	7
5.4 Number of Full time Academic consultants employed	0
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:	45
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	7
<b>Part B</b>	
<b>CURRICULAR ASPECTS</b>	
<b>1.1 - Curriculum Planning Design and Development</b>	
1.1.1 - Relevance of curricula planned, designed and developed/adopted	
<ul style="list-style-type: none"> <li>• All the programmes are designed with a view to incorporating the latest knowledge from every field. The syllabi are revised and updated in every three years.</li> <li>• All programmes are relevant in terms of providing the scenario of the region such as economic, social, cultural, historical,</li> </ul>	

and philosophical.

- Besides, the University engages the learners with the community through field work, project work etc. in select programmes.
- All programmes have a common evaluation system. Learners enrolling in various programmes have to submit assignments during the course before the term-end examination.
- Programmes have been designed to meet the ability and skill development needs of the learners.
- For the Undergraduate, Diploma and Certificate programmes (excluding professional courses and English), the course materials are available both in English and Assamese. In the PG level, the learners excluding MA in English and professional subjects, can appear in examinations in Assamese medium too.
- All the programmes have an objective to enhance knowledge in different areas of learning and provide scope for higher studies and employability.

File Description	Documents
Curricula implemented by the University	<a href="https://kkhsou.ac.in/eservices/aqar/cpanel/UploadedFiles/2023/17/17_20230217_05025136717.pdf">https://kkhsou.ac.in/eservices/aqar/cpanel/UploadedFiles/2023/17/17_20230217_05025136717.pdf</a>
Mapping of curricula to Programme Outcomes	<a href="https://kkhsou.ac.in/eservices/aqar/cpanel/UploadedFiles/2023/17/17_20230217_05025452576.pdf">https://kkhsou.ac.in/eservices/aqar/cpanel/UploadedFiles/2023/17/17_20230217_05025452576.pdf</a>
Outcome analysis of Programme Specific Learning Outcomes and Course Learning Outcomes	<a href="https://kkhsou.ac.in/eservices/aqar/cpanel/UploadedFiles/2023/17/17_20230217_05025556150.pdf">https://kkhsou.ac.in/eservices/aqar/cpanel/UploadedFiles/2023/17/17_20230217_05025556150.pdf</a>
Minutes of the relevant BoS/ School Board / Academic Council	<a href="https://kkhsou.ac.in/eservices/aqar/cpanel/UploadedFiles/2023/17/17_20230217_0502570141.pdf">https://kkhsou.ac.in/eservices/aqar/cpanel/UploadedFiles/2023/17/17_20230217_0502570141.pdf</a>
Any other relevant information	<a href="http://dlkkhsou.inflibnet.ac.in/handle/123456789/786">http://dlkkhsou.inflibnet.ac.in/handle/123456789/786</a>

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

**Nil**

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

**1**

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

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

**Nil**

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

**1**

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

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

**Nil**

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

**1**

File Description	Documents
Web-link to the list of MOOCs approved	<a href="https://onlinecourses.swayam2.ac.in/nou22_ge30/preview">https://onlinecourses.swayam2.ac.in/nou22_ge30/preview</a>
Curriculum/ Syllabus of the courses being offered as MOOCs or using OERs	<a href="#">View File</a>
Minutes of the Boards of Studies/ School Boards/ Academic Council meetings for approvals of these courses	<a href="#">View File</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### **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**

24

#### **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**

126

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

### **1.2 - Academic Flexibility**

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

0

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

1

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

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

100

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

23

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

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

1

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

13740

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

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

KKHSOU has the provisions of modular approach for flexible entry/exit of the learners.

##### Lateral Entry

The provision of lateral entry for various academic programmes has been made vide Notification No. KKHSOU/Dean (Aca)/General Correspondence/2019/151 dtd. 14/08/2020. Accordingly, a candidate successfully completing first two semesters/first four semesters of BA/BBA/BCom/BCA from KKHSOU or from any recognized Indian/foreign Universities may be allowed lateral entry to 3rd /5th semesters of the same programmes respectively. Similarly, a learner completing the first two semesters in MA/Msc/MCom/MSW/MScIT/MBA may be allowed lateral entry to the 3rd semester of the same programmes.

##### Exit

In Master's of Business Administration (MBA) programme, a learner after successfully completing the first two semesters can obtain a Post Graduate Diploma in Business Management (PGDBM). An advantage of this programme is that it allows flexibility and in future if a learner wants to pursue MBA, he/she can enter through lateral entry by taking admission into the 3rd semester of the programme.

The provision for flexible exit is available in the M.Sc.IT programme too. It is a two year post graduate programme, wherein a learner is given opportunity to exit the course with a PG Diploma in Computer Science (PGDCS) after successful completion of two semesters.

File Description	Documents
The list of Programmes having modular approach with flexible exit options for the learners	<a href="http://dlkkhsou.inflibnet.ac.in:8080/jspui/handle/123456789/990">http://dlkkhsou.inflibnet.ac.in:8080/jspui/handle/123456789/990</a>
Any other relevant information	<a href="http://dlkkhsou.inflibnet.ac.in:8080/jspui/handle/123456789/833">http://dlkkhsou.inflibnet.ac.in:8080/jspui/handle/123456789/833</a>

### 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

The main intention of coordinating and integrating the crosscutting issues by the University is to sensitise the learners about certain very relevant issues the world is going through in recent times.

A course on Environmental Studies and Disaster Management is compulsory in all the UG programmes. At the Postgraduate level, Environment and Sustainability has been included in the disciplines of Sociology, Political Science, Commerce and Economics.

The issues of Gender and Social Justice have their place in disciplines like Language and Literature, Sociology, Social Work, Economics, Commerce, etc. In many courses across various PG disciplines, issues concerning feminism, gender and politics have been incorporated.

Courses on Human Rights are incorporated in Political Science, Education, Social Work, etc. with the issues of human rights at the regional, national and international level.

Along with Professional ethics, extensive coverage to the personal and corporate rules governing behaviour within the context of a particular profession is there in disciplines of Commerce and Business Administration.

Issues of Emerging Demographic changes are there in the disciplines of Education, Sociology and Economics. There are also the courses on Population Studies, Diaspora Issues and Migration Studies.

File Description	Documents
List of courses that integrate crosscutting issues mentioned above	<a href="https://kkhsou.ac.in/eservices/aqar/cpanel/UploadedFiles/2023/28/28_20230220_11023919271.xlsx">https://kkhsou.ac.in/eservices/aqar/cpanel/UploadedFiles/2023/28/28_20230220_11023919271.xlsx</a>
Description of the courses which address Gender, Environment and Sustainability, Human Values, Emerging Demographic changes and Professional Ethics in the Curricula	<a href="https://kkhsou.ac.in/eservices/aqar/cpanel/UploadedFiles/2023/28/28_20230220_11024210312.pdf">https://kkhsou.ac.in/eservices/aqar/cpanel/UploadedFiles/2023/28/28_20230220_11024210312.pdf</a>
Any other relevant information	Nil

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



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

125

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

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

95

**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)**

1850

File Description	Documents
Link to Programme structure(s)	<a href="http://dlkksou.inflibnet.ac.in:8080/jspui/handle/123456789/990">http://dlkksou.inflibnet.ac.in:8080/jspui/handle/123456789/990</a>
Handbook/Manual for field work/ projects / internships.	<a href="#">View File</a>
List of learners enrolled in Programme involving field work/ projects / internships etc.	<a href="#">View File</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

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	<a href="http://dlkkhsou.inflibnet.ac.in:8080/jspui/handle/123456789/990">http://dlkkhsou.inflibnet.ac.in:8080/jspui/handle/123456789/990</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	No File Uploaded

#### 1.4 - Feedback System

**1.4.1 - Feedback for design and review of curriculum Mechanism is in place for obtaining structured feedback on curricula/syllabi from various stakeholders Structured feedback has been designed for review of curriculum/syllabus for the preceding academic year 1) Learners 2) Teachers and other Academics 3) Academic Counsellors 4) External Subject Experts 5) Employers 6) Alumni**

**D. Any 1 of the above**

File Description	Documents
20 sample filled in Feedback forms in each category opted for the metrics	<a href="#">View File</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	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	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council/ Syndicate/ Board of Management	No File Uploaded
As per Data Template	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Learner Enrollment

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

7

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

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

As part of its efforts to reach the unreached, KKHSOU has established Study Centres across Assam particularly in the districts inhabited by tribal, SC, OBC and minority population. Besides, 80% of the study centres are located in the rural areas. Advertisements about admission, the courses and programmes are made in local newspapers and media to provide information during admission timeline prescribed by the UGC. Free Education is provided to the Persons with Disability (PWD), jail inmates, transgender and to encourage them to enrol in the University.

Awareness Camps and Induction Programmes are regularly organized in the remote areas of the state to disseminate information about various programmes and courses of the University among the prospective learners.

KKHSOU encourages using latest technology and communication with the

learners and other stakeholders. It also utilises a Learning Management System called e-Bidya, YouTube as well as meeting apps like Zoom, Cisco Webex and Google meet to reach out to the learners. Besides, the Learner's Portal in the University website provides much needed information and resources to the learners.

File Description	Documents
Documents on efforts taken for reaching the unreached	<a href="https://kkhsou.ac.in/eservices/aqar/cpanel/UploadedFiles/2023/39/39_20230221_04023106835.pdf">https://kkhsou.ac.in/eservices/aqar/cpanel/UploadedFiles/2023/39/39_20230221_04023106835.pdf</a>
Any other relevant information	<a href="https://kkhsou.ac.in/eservices/aqar/cpanel/UploadedFiles/2023/39/39_20230228_02024434586.pdf">https://kkhsou.ac.in/eservices/aqar/cpanel/UploadedFiles/2023/39/39_20230228_02024434586.pdf</a>

## 2.2 - Catering to Learner Diversity

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

78.4

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

10778

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

### 2.2.2 - Reaching out to learners from socially backward categories - Percentage of learners enrolled across different socially backward categories during the year

56.2

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

7722

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

### 2.2.3 - Reaching out to Persons with Disabilities (PwD) - Percentage of PwD learners enrolled during the year

0.61

#### 2.2.3.1 - Number of learners enrolled from Divyangjans categories during the year

85

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

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

41.6

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

5715

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

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

**enrolled during the year****27.82****2.2.5.1 - Number of employed learners (including self employed) enrolled during the year****3822**

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

**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****3**

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

**2.2.7 - Learners from Defense and Security Forces - Average number of persons from Defense and Security Forces background namely: Defense / Security Personnel, Ex Service men/ War widows enrolled as learners during the year****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****100**

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

## 2.3 - Teaching- Learning Process

### 2.3.1 - Development of Self-Learning Material (SLM) in Print

An academic discipline initiates, conceptualises, designs and develops an academic programme of the University in accordance with the course structure recommended by the School of Studies to be approved by the Academic Council (AC). Each academic programme contains a number of courses and SLMs that are prepared following an Institutional House Style. Each course is divided into 2/3 Blocks—each containing minimum 6-8 units or 4-6 units. A unit consists of minimum 3500-5000 words or 12-15 pages.

The Course Coordinator of an academic programme constitutes the SLM preparation team in consultation with other faculty members of the Discipline. This team includes subject experts, content writers, content editors, language editors, format editor and translator (in case of bi-lingual SLM). The course coordinator ensures that the units are prepared on time and each member of the SLM preparation team adheres to the dates decided. The course coordinator ensures that the units are prepared on time and each member of the SLM preparation team adheres to the dates decided. In the current year, a total of 28 (MSc IT: 4, MA Education 10, MA Economics: 10, BSW 4) new SLMs were printed.

KKHSOU has empanelled printing presses which print SLMs in black and white. The different Disciplines prepare the Camera-Ready Copies (CRCs) and get its SLMs printed. Then, the SLM Production and Distribution Cell takes the responsibility of production and distribution of SLMs on time.

File Description	Documents
Policy document on SLM	<a href="http://dlkksou.inflibnet.ac.in/bitstream/123456789/825/1/KKHSOU_SLM%20Policy.pdf">http://dlkksou.inflibnet.ac.in/bitstream/123456789/825/1/KKHSOU_SLM%20Policy.pdf</a>
Any other relevant information	<a href="https://kkhsou.ac.in/eservices/aqar/cpanel/UploadedFiles/2023/49/49_20230228_02025443814.pdf">https://kkhsou.ac.in/eservices/aqar/cpanel/UploadedFiles/2023/49/49_20230228_02025443814.pdf</a>

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

16

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

11

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

### 2.3.3 - Use of telecast / webcast for providing instruction - Percentage of programmes where telecast / webcast (TV broadcast, teleconferencing, web conferencing / webinars, etc) for providing instructions in the latest completed academic year

17

#### 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

12

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



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

85

**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**

445

File Description	Documents
Links to Digital repository of SLMs	<a href="http://digitalkkhsou.in/kkhsou.ac.in/eslm/">http://digitalkkhsou.in/kkhsou.ac.in/eslm/</a>
Any other relevant information	<a href="#">View File</a>
Data template in Section B	<a href="#">View File</a>

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

The University has a policy to provide face-to-face counselling support to the learners on a regular basis through the Study Centres of the University spread across Assam. It also provides counselling various social media platforms like Telegram, WhatsApp, Facebook page of the University, various meeting apps, KKHSOU YouTube Channel, e-Bidya LMS, Jnan Taranga (Community Radio Station), Counselling through email and so on.

The University provides specific guidelines to the Study Centres regarding how to conduct counselling session, the qualifications of the counsellors etc. as per the Handbook for the Study Centres. The learners get the Routine of the Counselling Sessions at the beginning of the academic session and the Study centres forward the routine to the University regularly.

From 2020-2021 academic session, the University has also introduced the system of centralized counselling mechanism from its City Campus for the benefits of the learners. Here, the faculty members of various disciplines provide online counselling to the learners through various online platforms. For this purpose, various groups for learners have been created either through WhatsApp or Telegram App. Apart from that, walk-in counselling has also been introduced in the City Campus where learners can approach the faculty members

regarding various academic issues.

File Description	Documents
Schedules of different counseling activities	<a href="https://kkhsou.ac.in/eservices/aqar/cpanel/UploadedFiles/2023/53/53_20230221_05020112162.pdf">https://kkhsou.ac.in/eservices/aqar/cpanel/UploadedFiles/2023/53/53_20230221_05020112162.pdf</a>
Report of academic Counseling sessions	<a href="https://kkhsou.ac.in/eservices/aqar/cpanel/UploadedFiles/2023/53/53_20230221_05020352407.pdf">https://kkhsou.ac.in/eservices/aqar/cpanel/UploadedFiles/2023/53/53_20230221_05020352407.pdf</a>
Any other relevant information	<a href="https://kkhsou.ac.in/eservices/aqar/cpanel/UploadedFiles/2023/53/53_20230221_04024315969.pdf">https://kkhsou.ac.in/eservices/aqar/cpanel/UploadedFiles/2023/53/53_20230221_04024315969.pdf</a>

#### 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**

95

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

93

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

48

File Description	Documents
Number of teachers and other academics with PhD	<a href="#">View File</a>
As per the Data Template	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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**

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	No File Uploaded
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

51

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

23

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

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

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

1

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

**2.4.6 - Learner : Academic Counselor ratio****2.4.6.1 - Number of empanelled Academic Counselors for the latest completed academic year:**

4065

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

**2.5 - Evaluation Process and Reforms**

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

Term End Examination is conducted as per the Rules, Regulations and Standard Operating Procedure (SOP) The Examination branch conducts all odd semester examinations within December to March and all even semester examinations within July to September at selected examination centres spread across Assam.

The selection of examination centres is done by the Examination Committee headed by the Vice Chancellor of the University on the basis of the following criteria:

- Maximum capacity of the centre for accommodating examinee
- Availability of proper infrastructure & facility
- Location of the centre preferably district headquarter and sub divisional headquarter
- Proper CCTV arrangements in the examination halls
- Communication through road/railway

To ensure smooth and fair examinations, the University appoints Supervisory Officers (SO) and Examination Monitoring Officer (EMO) who are authorized to take any disciplinary action like expulsion, cancellation in consultation with the Centre in Charge with a report to CoE as per the clause 5.2 in SOP. The University also appoints Flying Squad (comprising officers and faculty members) who make sudden visit to the examination centres to check whether the

examination process runs smoothly.

In the current year, total 22 exams were held, SOs and EMOs were appointed, Total 31 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

All kind of examination related applications are received in the dedicated counter of front office of the Reception Counter of the University and are resolved within specific time (maximum 7 days). The information of resolved applications is sent to the applicant within 24 hours, after resolve the problem.

A learner may apply any kind of examination related query and information in the dedicated examination emails km@kkhsou.in & dre@kkhsou.in and lodge any grievances in the dedicated email grc@kkhsou.in

A learner may apply for online examination grievance through the portal dedicated to resolving such grievances. The notice for lodging such grievances may be seen in [http://www.kkhsou.in/web\\_new/2%20Notice\\_Online%20Complaint\\_.pdf](http://www.kkhsou.in/web_new/2%20Notice_Online%20Complaint_.pdf)

Apart from those services, a learner may contact the Examination Branch through mobile call, WhatsApp chat, Facebook post etc. and collect information. There are dedicated Helpline numbers provided for this purpose. Learners are also allowed to approach higher authority up to the level of Vice-Chancellor in case of failure to resolve their grievances within reasonable time.

In the current year a total of 1750 grievances were received from the learners which were resolved accordingly. 7 grievances were received also from UGC, which were resolved.

File Description	Documents
Any other relevant information	<a href="http://www.kkhsou.in/web_new/grievanance-redress.php">http://www.kkhsou.in/web_new/grievanance-redress.php</a>
Standard Operating Procedures related to Term End Examination related Grievances	<a href="http://kkhsou.in/web_new/ugc-info-2018/SOP%201-32.pdf">http://kkhsou.in/web_new/ugc-info-2018/SOP%201-32.pdf</a>

2.5.3 - Formative Assessment Standard Operating Procedures employed for continuous (internal)

assessment followed by the Institution

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 marks of (35% of 30=11 marks) 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	<a href="http://kkhsou.in/web_new/ugc-info-2018/SOP%201-32.pdf">http://kkhsou.in/web_new/ugc-info-2018/SOP%201-32.pdf</a>
Any other relevant information	<a href="https://kkhsou.ac.in/eservices/aqar/cpanel/UploadedFiles/2023/64/64_20230221_05020841569.pdf">https://kkhsou.ac.in/eservices/aqar/cpanel/UploadedFiles/2023/64/64_20230221_05020841569.pdf</a>

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

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

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

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

A. Any 4 or more of the above

File Description	Documents
Link to list of evaluators	<a href="https://kkhsou.ac.in/eservices/agar/cpanel/UploadedFiles/2023/66/66_20230217_0302442563.pdf">https://kkhsou.ac.in/eservices/agar/cpanel/UploadedFiles/2023/66/66_20230217_0302442563.pdf</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 2.6 - Learner Performance and Learning Outcomes

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

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 other 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:** Based on the Programme Structure, the University offers various courses. 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.

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.

File Description	Documents
Graduate Attributes / Programme Outcomes, Programme Specific Outcomes and Course Outcomes	Nil
Any other relevant information	Nil

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

29

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

19817

File Description	Documents
Link to declaration of results	<a href="http://www.kkhsou.in/web_new/all_news1.php">http://www.kkhsou.in/web_new/all_news1.php</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	No File Uploaded



## 2.7 - Learner Satisfaction Survey

### 2.7.1 - Online Learner Satisfaction Survey regarding teaching-learning process

Nil

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

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Promotion of Research and Facilities

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

- The University has a well-defined policy on promotion of Research 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 encourages its faculty and other staff for attending and presenting in seminars, workshops, short-term training programmes etc. and has the provision of providing 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 also constituted an Academic Integrity Panel to maintain the academic integrity of the University and all publications go through plagiarism-check including the PhD/MPhil/Masters dissertations and project reports.

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

**3.1.2 - Research facilities for teachers, other academics and learners Research facilities available to the teachers, other academics and learners of the Institution for pursuing research**

1. Reference Library
2. Online subscription to research journals
3. Research/Statistical Databases
4. Media Laboratory / studios
5. Science laboratories
6. Computing Laboratory and support for both qualitative and quantitative data analysis including softwares
7. Data curation and sharing facility
8. Language laboratory
9. Central Instrumentation Centre

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

File Description	Documents
URLs of the available facilities	<a href="http://kkhsou.ac.in/eservices/aqar/cpanel/UploadedFiles/2023/album/#AQAR%202021-22%20(GALLERY%20OF%20GEO%20TAG%20PHOTOS)">http://kkhsou.ac.in/eservices/aqar/cpanel/UploadedFiles/2023/album/#AQAR%202021-22%20(GALLERY%20OF%20GEO%20TAG%20PHOTOS)</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## **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)****39.2**

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

**3.2.2 - Research projects funded to teachers – Number of research projects funded by the institution / government and non-government agencies per teacher****1**

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

**3.3 - Innovation Ecosystem**

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

The University has undertaken many innovative initiatives to reach out to diverse sections of learners in terms of providing access and getting them connected. During 2021-22, the University continued the e-mentoring system wherein learners were divided into groups and put them under teacher mentors via WhatsApp and Telegram for providing all sorts of academic and non-academic support. Since effective counselling is a prime requisite of ODL, the University adopted regular online counselling open to all learners. The routine and joining-links are shared through mentoring groups and classes are conducted by the University faculty. The University has also augmented its own LMS e-bidya in terms of contents and enhanced functionalities.

During 2021-2022, the University successfully conducted Open Book Examinations using ICT platforms designed and built by its own IT

Cell for the odd semester examinations of UG/PG levels. The University also conducted a mock proctored examination as a run-up to conducting online proctored examination during the times of the pandemic.

To foster the ecosystem of innovations, an Innovation Cell has also been constituted. Under the aegis of the Cell, several initiatives have been initiated, which include online grievance redressal system, exam mobile app for conducting MCQs and admission alert system

File Description	Documents
The Innovation Centre/ Cell	Nil
Initiatives taken by the institution	Nil
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**

1

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

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

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

132

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

### 3.3.4 - Awards for innovation

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

1

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

### 3.4 - Research Publications and Awards

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

A. All 4 of the above

File Description	Documents
Institutional code of ethics document	<a href="#">View File</a>
Notification for Research Ethics Committee	<a href="#">View File</a>
Minutes of the committee	<a href="#">View File</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

#### 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:****37**

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

**3.4.3 - Research publications – Number of research papers published per teacher of the institution in the Journals notified by UGC care list during the year****61**

File Description	Documents
Web-link of research papers published	<a href="https://kkhsou.ac.in/eservices/aqar/cpanel/UploadedFiles/2023/89/89_20230221_03020639841.pdf">https://kkhsou.ac.in/eservices/aqar/cpanel/UploadedFiles/2023/89/89_20230221_03020639841.pdf</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

**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****83**

File Description	Documents
Web-link of publications	<a href="https://kkhsou.ac.in/eservices/aqar/cpanel/UploadedFiles/2023/90/90_20230221_03020906213.pdf">https://kkhsou.ac.in/eservices/aqar/cpanel/UploadedFiles/2023/90/90_20230221_03020906213.pdf</a>
Any other relevant information	<b>No File Uploaded</b>
As per Data Template	<a href="#">View File</a>

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

During the period the Faculty has two publications with an average citation index of 17.5

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

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

During the period the University has two publications with h-index of 4 & 3 respectively.

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	<a href="#">View File</a>

### 3.5 - Consultancy

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

The University has a well defined policy on Consultancy determining the process of undertaking different types of consultancy works by the faculty members and other academic or non-academic staff. The policy covers all operational aspects of undertaking consultancy works as well as rules for sharing of income.

The policy clearly states that all consultancy works must be consistent with the principles, objectives and interests of the University and only those works having demonstrable benefits to the University in terms of income, enhanced reputation, and/or expanding the expertise of the University faculty and staff are encouraged. The Policy, further, states that no consultancy works which are adverse to the objectives and interests of the University should be undertaken.

The Policy clearly states that 30% of the total value of the

consultancy works shall go to the University, 5% to the administrative staff and office expenses and the remaining 65% shall cover the project cost and the faculty honorarium.

The Policy also mandates that all consultancies are required to have a formal agreement between the University and the party concerned, and for maintaining quality, a committee needs to evaluate the proposals of such works and monitor the activities.

File Description	Documents
Minutes of the Governing Council/ Syndicate/Board of Management related to consultancy policy	<a href="http://dlkkhsou.inflibnet.ac.in/handle/123456789/844">http://dlkkhsou.inflibnet.ac.in/handle/123456789/844</a>
Policy document on consultancy	<a href="http://dlkkhsou.inflibnet.ac.in/handle/123456789/834">http://dlkkhsou.inflibnet.ac.in/handle/123456789/834</a>
Any other relevant information	Nil

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

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

0

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

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

1.05



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

### 3.6 - Extension Activities

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

During 2021-22, the University has carried out the following activities:

- A Community Plantation Drive was organized by the university in the five adopted villages to mark the occasion of Gandhi Janyanati on October 2, 2021 in collaboration with Aaranyak.
- International Women's Day was celebrated (March 8, 2022) in adopted village Hanapara for sensitizing the people, particularly the women regarding their rights and livelihoods.
- An awareness Programme on Fight against Misinformation through Media Literacy was organized during April 2-7, 2022 in the adopted villages to sensitise communities about dealing with the ever expanding stream of misinformation.
- A Three Day Training Programme on Planting Material Production of Horticultural Crops, Preparation of Potting Mixture and Compost was organized during April 26-28, 2022 among the selected youths (both male and female) of 5 villages adopted by the University aiming at capacity building and enhancing employability.
- A Workshop on Reimagining and Refreshing of Ideas for Audio Programme was organized by the Community Radio on May 7, 2022 at City Campus.
- A Three Day Training programme was organised by Hiranya Chandra Bhuyan School of Science and Technology in collaboration with IT Cell of the University on Digital Fluency (Phase-I) from 25-27May, 2022.

File Description	Documents
Brochures of the activities	Nil
Activity Reports	<a href="https://kkhsou.ac.in/eservices/aqar/cpanel/UploadedFiles/2023/98/98_20230221_02024831619.pdf">https://kkhsou.ac.in/eservices/aqar/cpanel/UploadedFiles/2023/98/98_20230221_02024831619.pdf</a>
Any other relevant information	<a href="http://dlkkhsou.inflibnet.ac.in/handle/123456789/973">http://dlkkhsou.inflibnet.ac.in/handle/123456789/973</a> ; <a href="http://dlkkhsou.inflibnet.ac.in/handle/123456789/984">http://dlkkhsou.inflibnet.ac.in/handle/123456789/984</a>

### 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:

1

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

### 3.6.3 - Collaborative extension and outreach Programmes

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

2

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

### 3.6.4 - Participation in extension activities

#### 3.6.4.1 - Number of employees and learners participating in extension activities conducted by the Institution with Government Organizations, Non-Government Organizations and

**Programmes such as Swachh Bharat, AIDS Awareness, Gender issues, Rights of PwD during the year**

1

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

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

2

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

1

**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 consists of two campuses - the City Campus is located in the City, the other is at Patgaon, Rani. The university has one Regional Centre at Jorhat.

The total area of the City Campus is about 3.5 acres of land. About

80 percent of the construction of the City campus, consisting of interconnected seven blocks of eight-storied building, is completed. The Campus is built as an inclusive building. Presently 22899 sqm carpet area is in use that houses academic units, administrative units, examination branch, storage and dispatch units, library, multimedia studio with all required production and post-production facilities, library, seminar rooms, two computer labs, health care centre, canteen, day care centre, breastfeeding room, toilet blocks and four lifts. The Campus is well equipped with all modern facilities like computer, printer, LAN and Wi-Fi connectivity, Internet, drinking water. The IT Cell of the University has two dedicated cloud spaces (Godaddy VPS and Microsoft Azure).

The Rani Campus consists of a functional built up area of 1420 sqm built over about 20 acres of land. The Campus houses all logistic facilities for the Vocational & Skill Development Centre including Training Halls/Workshop and bulk distribution unit of SLMs.

File Description	Documents
Annual report of the Institution	<a href="http://dlkkhsou.inflibnet.ac.in/handle/123456789/974">http://dlkkhsou.inflibnet.ac.in/handle/123456789/974</a>
Geo-tagged photographs of campus and all other infrastructural facilities	<a href="http://kkhsou.ac.in/eservices/agar/cpanel/UploadedFiles/2023/album/#AQAR%202021-22%20(GALLERY%20OF%20GEO%20TAG%20PHOTOS)%2FFacilities">http://kkhsou.ac.in/eservices/agar/cpanel/UploadedFiles/2023/album/#AQAR%202021-22%20(GALLERY%20OF%20GEO%20TAG%20PHOTOS)%2FFacilities</a>
Any other relevant information	Nil

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

47

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

148.9

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

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

18

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

578

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

#### 4.2 - IT Infrastructure

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

88

##### 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) :

70

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

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

17

**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)**

1

File Description	Documents
Photographs of infrastructure facilities at a few RCs	<a href="#">View File</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**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)**

34.9

**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)**

1404

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

**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****1. Hardware**

To improve the performance of machine provided to University staff for official work, 28 SSDs (Solid State Drive) and 2 DDR RAMs have been installed during May 2022 to June 2022. In addition to 15 UPS batteries, 20 keyboards and 5 mouses of computer lab have been replaced.

**1. Software**

- Website

University web portal has been updated from time to time to meet the requirement of the end user.

- Application Software
  - KKHSOU e-Office
    - The existing e-office portal has been upgraded with extra add-ons facility to display the list of employees absent on the current day and the University biometric attendance system has been integrated with the online leave management system.
  - Online Admission System
- To furnish data and information as required from time to time, online admission system has been upgraded by categorisation of 'rural/urban', 'employment status', 'choice examination centre location' etc.

**Network**

- Virtual LAN
  - University Local Area Network (LAN) has been divided into separate virtual LAN for easy management and security purposes.
- Jio Fiber
  - 500 Mbps JIO Fiber broadband connection is used as backup connectivity for Internet.

File Description	Documents
Scanned copy of agreement	<a href="https://kkhsou.ac.in/eservices/aqar/cpanel/UploadedFiles/2023/114/114_20230221_04021053743.pdf">https://kkhsou.ac.in/eservices/aqar/cpanel/UploadedFiles/2023/114/114_20230221_04021053743.pdf</a>
Any other relevant information	Nil

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

1 Gbps

File Description	Documents
Relevant documents on available bandwidth of internet connection at the Institution's Head Quarters and Regional Centres	<a href="#">View File</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

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

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

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

**15**

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

**50000**



File Description	Documents
Geo-tagged photographs of the facilities available	<a href="#">View File</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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	<a href="http://kkhsou.in/itcell/itinfra.php">http://kkhsou.in/itcell/itinfra.php</a>
Automation system	<a href="http://kkhsou.in/itcell/automation_sys.php">http://kkhsou.in/itcell/automation_sys.php</a>

### 4.3 - Learning Resources

4.3.1 - Provision of Learner Support Services Learner Support Services established at the different

levels by the Institution (Three tier/ Two tier)

The University provides three tierlearners' support services through headquarters, regional centres and study centres. The website (www.kkhsou.in) acts 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 include e-SLM, old question papers, project guidelines, assignments, learners' handbook and facilities of downloading e-admit and e-mark-sheets etc.

The University provides access to its own LMS - e-bidya to all learners which contain 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. Besides, support is also provided through Radio, YouTube channels, 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, pre-admission 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, andconducts examinations.

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

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

160

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

284

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

All counselling sessions are normally held on Sundays or on other days of the week as mutually agreed upon by the LSC and the learners. The face-to-face academic counselling sessions are organized at the LSCs to facilitate learning; to clarify doubts and overcome the difficulties encountered during their course of study; to facilitate continuous evaluation for assessment and feedback on progress made, and to develop the required competencies and imparting skills through practical and hands on training. The academic counsellors are mostly drawn from the institutes from where the LSC is operating.

The faculty members provide direct online counselling to all learners through a variety of different online platforms, viz, Webex, Zoom, Google Meet etc. There is also walk-in counseling available at the University city campus for learners from different LSCs. Besides, faculty members also offer continuous counselling to learners through different social media platforms like Facebook and WhatsApp. Besides these, regular counselling sessions are provided for learners who are enrolled in the City campus of the University. The University reimburses the expenditures incurred by the LSCs like conducting counselling/tutorials, overhead expenses etc., under the budget head Maintenance of Study Centres.

File Description	Documents
Monitoring reports of LSCs	<a href="https://kkhsou.ac.in/eservices/agar/cpanel/UploadedFiles/2023/122/122_20230221_04021907868.pdf">https://kkhsou.ac.in/eservices/agar/cpanel/UploadedFiles/2023/122/122_20230221_04021907868.pdf</a>
Reports on counselling sessions	<a href="https://kkhsou.ac.in/eservices/agar/cpanel/UploadedFiles/2023/122/122_20230221_04022029922.pdf">https://kkhsou.ac.in/eservices/agar/cpanel/UploadedFiles/2023/122/122_20230221_04022029922.pdf</a>
Any other relevant information	Nil

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

1

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

5

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

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

The process of library automation in Central Library, KKHSOU began in the year 2011 with SOUL 2.0 ILMS (Integrated Library Management System) by INFLIBNET. The Central Library of KKHSOU has integrated RFID (Radio-Frequency Identification). Technology with the help of Daphne Systems Pvt Ltd to provide hassle free circulation system and theft detection since 2014. In 2020, Central Library decided to migrate from SOUL 2.0 to Koha (version 19.11.14.000). Koha is a open source library automation package, it is a web-based ILMS, with a SQL database back end with cataloguing data stored in MARC and accessible via Z39.50 or SRU. The user interface is very configurable and adaptable and has been translated into many

languages. By February, 2021 the whole migration process was completed. Now Central Library, KKHSOU has been fully automated with Koha ILMS. The basic features of Koha are as follows:

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

File Description	Documents
Any other relevant information	<a href="http://library.kkhsou.in/">http://library.kkhsou.in/</a>
Geo-tagged photographs	<a href="http://kkhsou.ac.in/eservices/agar/cpanel/UploadedFiles/2023/album/#AQAR%202021-22%20(GALLERY%20OF%20GEO%20TAG%20PHOTOS)%2FCentral%20Library">http://kkhsou.ac.in/eservices/agar/cpanel/UploadedFiles/2023/album/#AQAR%202021-22%20(GALLERY%20OF%20GEO%20TAG%20PHOTOS)%2FCentral%20Library</a>

## LEARNER SUPPORT AND PROGRESSION

### 5.1 - Learner Support

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

Promotional activities carried out by the University aiming at the prospective learners include a wide range of efforts and initiatives. At the beginning of each academic session admission notice for various academic programmes detailing the key points is uploaded in the University's website. The admission advertisement is also given in prominent newspapers of the state both in Assamese and English. Besides, the University uses social media platforms to reach out to the prospective learners and make them aware of the programmes and courses. Several programme specific flyers are prepared which are circulated in various social media platforms like Facebook, WhatsApp etc. Those are also shared widely in WhatsApp and Telegram groups of coordinators of study centres, mentors and existing learners for wider dissemination.

The University organises sensitisation workshops, awareness meetings and public assemblies for promotional activities. Such meetings, workshops are also organised by study centres with support from the University. Promotional programmes are also conducted in

University's own community radio. Promotional videos are also being made highlighting the features of the University. Apart from these, the University has a dedicated 'Learners' Corner' in the University's website for the greater benefit of the prospective learners.

File Description	Documents
Activities undertaken	<a href="https://kkhsou.ac.in/eservices/agar/cpanel/UploadedFiles/2023/127/127_20230222_02022632978.pdf">https://kkhsou.ac.in/eservices/agar/cpanel/UploadedFiles/2023/127/127_20230222_02022632978.pdf</a>
Any other relevant information	<a href="https://kkhsou.ac.in/eservices/agar/cpanel/UploadedFiles/2023/127/127_20230222_02022737737.pdf">https://kkhsou.ac.in/eservices/agar/cpanel/UploadedFiles/2023/127/127_20230222_02022737737.pdf</a>

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

The University conducts both online and face-to-face pre-admission counselling sessions aiming at the prospective learners, and also induction programmes for the newly enrolled learners at its Headquarter, Regional Centre and Study Centres. During the pre-admission counselling sessions the prospective learners are provided with information regarding the online admission process, eligibility conditions for various programmes, fee structure, assignment and examination system etc. Besides, relevant information regarding lateral entry and exit, fee waiver schemes for PWDs and jail inmates, use of SLM and LMS, types of counselling classes they can attend and other support services including grievance redressal etc. are also imparted during such sessions. The learners are also made aware about the dedicated helpline numbers introduced by the University for providing all sorts of information and counselling to the prospective learners during the time of admission.

Likewise, to orient the newly enrolled learners, the University undertakes three folded Induction Programmes through the Headquarters, Regional Centres and Study Centres. The University deposes faculty and other officials as Resource Persons for conducting such Induction Programmes. During the assessment period many such programmes were organised in over dozens of Study Centres wherein the Dean (Study Centre) took part as the Resource Person.

File Description	Documents
Activities undertaken	<a href="https://kkhsou.ac.in/eservices/agar/cpanel/UploadedFiles/2023/128/128_20230222_02022829854.pdf">https://kkhsou.ac.in/eservices/agar/cpanel/UploadedFiles/2023/128/128_20230222_02022829854.pdf</a>
Any other relevant information	Nil

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

The online admission for the session 2021-2022 started in August, 2021 for various PG, UG, Diploma and Certificate Programmes with provisions for online payments of admission fees via internet banking, debit/credit card and UPI.

#### Stages of admission

**Step 1:** Learners needed to visit the University website and access the online admission portal at [http://www.kkhsou.in/web\\_new/admlandpage.php](http://www.kkhsou.in/web_new/admlandpage.php) for enrolment in programmes of their choice.

**Step 2:** Learners, after reading the detailed instructions, were required to create their accounts for completing the admission process by providing their names, mobile numbers and emails. Upon successful registration, the usernames and passwords were sent via SMS and email.

**Step 3:** Thereafter, learners needed to log into the online admission portal with their usernames and passwords. Once logged in, they had to fill up the required details.

**Step 4:** Learners had the option to choose their programmes and study centres. Learners also needed to upload necessary documents including their photographs and signatures.

**Step 5:** Learners then required to choose a convenient payment option and make the payment. On successful payment, the receipts were generated which could be downloaded. Learners also had the option to download/save their application forms.



File Description	Documents
Online Admission and related activities	<a href="https://kkhsou.ac.in/eservices/agar/cpanel/UploadedFiles/2023/129/129_20230222_03020436585.pdf">https://kkhsou.ac.in/eservices/agar/cpanel/UploadedFiles/2023/129/129_20230222_03020436585.pdf</a>
Any other relevant information	<a href="https://www.lmskkhsou.in/onlineadmission/SessionJan2023/web/index.php">https://www.lmskkhsou.in/onlineadmission/SessionJan2023/web/index.php</a>

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

The University has two systems of distribution of Study Materials - bulk and retail. Materials are sent in bulk to the study centres depending on the learners enrolled therein through empanelled courier and postal services. The Study materials are also sent to the Jorhat Regional Centre for distribution among the study centres under its Jurisdiction. Besides, the University has purchased a dedicated vehicle for need based and timely distribution of study materials.

The retail distribution of the materials to the learners is carried out in the City Campus of the University located in Guwahati. The learners can directly collect their study materials from the City Campus showing the enrolment receipts. Further, when learners desire, the study materials are directly sent to their registered address through post. The learners are provided with choices regarding this at the time of online admission.

Grievances related to distribution of materials are mostly handled by the Single Window Grievance Redressal Cell of the University. Learners have options of submitting their grievances through phone, SMS, WhatsApp and/or online and such grievances are immediately addressed by the Cell in a time-bound manner. The Cell also follows up after the grievance is redressed.



File Description	Documents
Material dispatch related activities	<a href="https://kkhsou.ac.in/eservices/aqar/cpanel/UploadedFiles/2023/130/130_20230222_020238166_1.pdf">https://kkhsou.ac.in/eservices/aqar/cpanel/UploadedFiles/2023/130/130_20230222_020238166_1.pdf</a>
Any other relevant information	<a href="https://kkhsou.ac.in/eservices/aqar/cpanel/UploadedFiles/2023/130/130_20230228_040232491_05.pdf">https://kkhsou.ac.in/eservices/aqar/cpanel/UploadedFiles/2023/130/130_20230228_040232491_05.pdf</a>

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

**B. Any 6-7 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	<a href="https://kkhsou.ac.in/eservices/aqar/cpanel/UploadedFiles/2023/131/131_20230222_030217011_12.pdf">https://kkhsou.ac.in/eservices/aqar/cpanel/UploadedFiles/2023/131/131_20230222_030217011_12.pdf</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

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

File Description	Documents
Web-link to counselling schedules for current year	<a href="https://kkhsou.ac.in/eservices/agar/cpanel/UploadedFiles/2023/132/132_20230222_02024225252.pdf">https://kkhsou.ac.in/eservices/agar/cpanel/UploadedFiles/2023/132/132_20230222_02024225252.pdf</a>
As per Data Template	<a href="#">View File</a>
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**

1757

File Description	Documents
Web link to Grievance Redressal Mechanism Committee for learners	<a href="http://kkhsou.in/web/UploadedFiles/May_2020/12052020_025040_Notification-3.pdf">http://kkhsou.in/web/UploadedFiles/May_2020/12052020_025040_Notification-3.pdf</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

In pursuance of its motto "breaking the barriers" and "reaching the unreached" the University has established special study centres in the jails of the state to impart free education to the interested and eligible jail inmates. Already 16 such study centres have been established in the following jails:

- Central Jail, Guwahati,
- Central Jail, Jorhat
- Central Jail, Silchar
- Central Jail, Tezpur
- Central Jail, Dibrugarh

- Central Jail, Nagaon
- District Jail, Mangaldai
- District Jail, Sivasagar
- District Jail, Lakhimpur
- District Jail, Majuli
- District Jail, Golaghat
- District Jail, Barpeta
- District Jail, Goalpara
- District Jail, Dhubri
- District Jail, Bongaigaon (Abhayapuri)
- Special Jail, Nagaon

Consequently, several jail inmates got themselves enrolled in various programmes and quite a few of them have already been awarded degrees and diplomas in their respective programmes.

Further, the University has established Study Centres in remote and rural areas, and also in areas inhabited by the SCs, STs, minorities and tea tribe communities in the state. The University is imparting free education to the persons with disabilities. Awareness campaigns have been arranged in different Assam Police Battalions to attract working police personnel towards higher education.

File Description	Documents
List of Special Learner Support Centres	<a href="https://kkhsou.ac.in/eservices/aqar/cpanel/UploadedFiles/2023/134/134_20230228_040241272_93.pdf">https://kkhsou.ac.in/eservices/aqar/cpanel/UploadedFiles/2023/134/134_20230228_040241272_93.pdf</a>
Any other relevant information	Nil

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

or any other during the year

1

**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**

110

File Description	Documents
Web-link to notifications issued by the Institution	<a href="https://kkhsou.ac.in/eservices/aqar/cpanel/UploadedFiles/2023/135/135_20230224_12022421232.pdf">https://kkhsou.ac.in/eservices/aqar/cpanel/UploadedFiles/2023/135/135_20230224_12022421232.pdf</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**5.2 - Learner Progression**

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

91

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

11027

File Description	Documents
Web-link to academic calendar of the Institution	<a href="http://kkhsou.in/web_new/viewDocumentPdf.php?pdf=pdf/academic_planner/2021-22.pdf&amp;q=Academic%20Planner%202021-22">http://kkhsou.in/web_new/viewDocumentPdf.php?pdf=pdf/academic_planner/2021-22.pdf&amp;q=Academic%20Planner%202021-22</a>
List of programmes on offer	<a href="#">View File</a>
Web-link of assignments of programmes on offer	<a href="http://kkhsou.in/web_new/assignments.php">http://kkhsou.in/web_new/assignments.php</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

100

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

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

81

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

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

65

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

### 5.2.5 - Placement services provided to the learners

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

1

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

### 5.3 - Alumni Engagement

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

The Alumni Association of the university was formed and the process of registration has been initiated.

File Description	Documents
Details of Alumni Association Activities	<a href="http://kkhsou.in/web_new/alumni.php">http://kkhsou.in/web_new/alumni.php</a>
Frequency of meetings of Alumni Association with minutes	Nil
Quantum of financial contribution	Nil
Audited Statement of Accounts of the Alumni Association	Nil
Any other relevant information	<a href="https://kkhsou.ac.in/eservices/agar/cpanel/UploadedFiles/2023/143/143_20230224_12025242224.pdf">https://kkhsou.ac.in/eservices/agar/cpanel/UploadedFiles/2023/143/143_20230224_12025242224.pdf</a>

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

0

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

1

File Description	Documents
Web-link to Alumni Association	<a href="http://kkhsou.in/web_new/alumni.php">http://kkhsou.in/web_new/alumni.php</a>
As per Data Template	No File Uploaded
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

E. None of the above

File Description	Documents
Web-link to Alumni Registration Portal	<a href="http://kkhsou.in/Alumni/">http://kkhsou.in/Alumni/</a>
Web-link to online networks	<a href="http://kkhsou.in/web_new/alumni.php">http://kkhsou.in/web_new/alumni.php</a>
Scan copy of statement of receipts	No File Uploaded
As per Data Template	No File Uploaded
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

The University envisions to emerge as a premier institution of higher education in northeast India by way of 'reaching the unreached' in providing affordable and quality education beyond all barriers. This is reflected in its efforts to increase the enrolment, improve the learner profile and enrich the curriculum. University's new enrolment in UG and PG Programmes has increased by 33 percent in July 2021 session despite many difficulties amidst the pandemic. This is indicative of concerted efforts of the University to fulfil its vision, attempted through decentralised decision making processes incorporating necessary inputs from the stakeholders at different stages. To overcome the 'barriers', the University is continuously striving to integrate technology-enabled, ICT based effective learners' support systems.

Likewise, academic programmes and courses offered by the University are in sync with the national priorities as well as local needs. The SLMs are provided in English and in regional languages i.e. in Assamese. The University authority has taken several decisions that echo its vision and mission viz. decisions to provide complete fee waiver for the divyangjan and jail inmates; scholarships to the needy yet aspiring learners, and also to adopt five villages as part of its extension activities.



File Description	Documents
Vision and Mission documents approved by the statutory bodies	<a href="http://dlkkhsou.inflibnet.ac.in/handle/123456789/726">web link : http://dlkkhsou.inflibnet.ac.in/handle/123456789/726</a>
Report of achievements which led to institutional excellence	<a href="https://kkhsou.ac.in/eservices/agar/cpanel/UploadedFiles/2023/148/148_20230220_01021108835.pdf">https://kkhsou.ac.in/eservices/agar/cpanel/UploadedFiles/2023/148/148_20230220_01021108835.pdf</a>
Any other relevant information	<a href="http://dlkkhsou.inflibnet.ac.in:8080/jspui/handle/123456789/994">http://dlkkhsou.inflibnet.ac.in:8080/jspui/handle/123456789/994</a>

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

**Bottom-up approach:**The University adopts a bottom-up approach in decision making ensuring participation of all stakeholders. The Statutory bodies of the University viz. The Board of Management, Academic Council, Finance Committee, Planning and Development Committee provide space for relevant stakeholders' participation and consultations.

**Schools of Studies:**The academic activities are operationalised through seven Schools. The research programmes are conducted through the Research Council and Research Advisory Committees. The Academic Council decides on academic matters taking cognisance of the recommendations of the Schools.

**Management of Study Centres:**The Study Centres along with the Regional Centres are marked by decentralised and participative management. The Study Centres are managed by a management committee involving relevant stakeholders.

**Feedback Mechanism:**The University has an effective feedback mechanism ensuring inputs from the stakeholders in making the management participatory.

**Grievance Redressal Cell:**The University has a grievance redressal cell which acts as the single window to resolve any grievances of the learners.

**Procurement:**All procurements are done in a decentralised way through different committees whose decisions get finalised in the Planning and Development Committee, Finance Committee and Board of

**Management .**

**Teachers' Association and Employees' Association:** These Associations In the University enhance the interests of the collective corporate life.

File Description	Documents
Information / documents pertaining to leadership	<a href="https://kkhsou.ac.in/eservices/aqar/cpanel/UploadedFiles/2023/149/149_20230220_010215475_16.pdf">https://kkhsou.ac.in/eservices/aqar/cpanel/UploadedFiles/2023/149/149_20230220_010215475_16.pdf</a>
Any other relevant information	<a href="https://kkhsou.ac.in/eservices/aqar/cpanel/UploadedFiles/2023/149/149_20230220_010217418_36.pdf">https://kkhsou.ac.in/eservices/aqar/cpanel/UploadedFiles/2023/149/149_20230220_010217418_36.pdf</a>

**6.2 - Strategy Development and Deployment**

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

The University's Vision Document 2030 outlines its perspective plan that envisages empowering the faculty and employees through professional training, rewarding the employees, ushering in flexibility in the overall structure and functioning of the University, diversification of learners for enhanced inclusion, efficiency in resource mobilisation and utilisation and greater social responsibility. The thrust of the Vision Document is on internal capacity building and quality improvement of the University.

**Methodology behind the Vision Document:** The process of preparation of the Vision Document was participatory nature. Suggestions, views, opinions and inputs invited from the various stakeholders as well as general public through an open appeal published in the University's website were incorporated through a committee constituted to collate and examine the suggestions and inputs received.

**Implementation of Vision Document:**

Following the Vision Document: 2030, a Strategic Action Plan was approved in the 65th Meeting of Board of Management of KKHSOU, held on 30th December, 2021. As such, steps are taken like signing MoUs with different bodies; adopting a Performance Appraisal System; initiating Examination Monitoring; institutionalising audit of Self

Learning Materials and Learner Support Services; making admissions and all transactions online, besides other reviews and follow-ups.

File Description	Documents
Minutes of the Governing Council / other relevant bodies for deployment / monitoring the deliverables	<a href="https://kkhsou.ac.in/eservices/agar/cpanel/UploadedFiles/2023/151/151_20230220_010223514_10.pdf">https://kkhsou.ac.in/eservices/agar/cpanel/UploadedFiles/2023/151/151_20230220_010223514_10.pdf</a>
Any other relevant information	<a href="https://kkhsou.ac.in/eservices/agar/cpanel/UploadedFiles/2023/151/151_20230220_010224479_95.pdf">https://kkhsou.ac.in/eservices/agar/cpanel/UploadedFiles/2023/151/151_20230220_010224479_95.pdf</a>
Perspective / Plan and deployment documents	<a href="http://dlkkhsou.inflibnet.ac.in:8080/jspui/handle/123456789/726">http://dlkkhsou.inflibnet.ac.in:8080/jspui/handle/123456789/726</a>

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

#### Administrative setup

The Chancellor is the apex authority and Vice Chancellor is the principal academic and executive officer of the University. The Registrar is the custodian of the records, common seal and other property. The Finance Officer exercises general supervision over the funds of the University. The Dean (Academic) deals with the matters relating to the overall academics. The Dean (Study Centres) deals with overall functioning of the study centres. The Controller of Examinations is responsible for managing the examinations of the University. Bodies

The University is guided by the provisions of the Act/Ordinance/Statutes. The Board of Management (BoM) is the highest decision and policy making body. The Academic Council is the principal academic body, while the Finance Committee oversees the financial matters. Besides a Planning and Development Committee, the University has other bodies like School of Studies, Research Advisory Committees and Internal Compliant Committee with specific mandates.

#### Policies

The University has launched various policies for effective functioning like Performance Appraisal Policy, Code of Ethics in

Academics and Research, etc. Procedures Moreover, the University has clearly laid down various procedures to ensure effective functioning such as SOP of examination, online admission procedure, etc.

File Description	Documents
Organogram of the Institution	<a href="http://www.kkhsou.in/web_new/pdf/ofc.pdf">http://www.kkhsou.in/web_new/pdf/ofc.pdf</a>
Annual Report of the preceding academic year	<a href="http://dlkkhsou.inflibnet.ac.in/bitstream/123456789/981/1/Annual%20report%202021-22.pdf">http://dlkkhsou.inflibnet.ac.in/bitstream/123456789/981/1/Annual%20report%202021-22.pdf</a>
Minutes of the meetings of various bodies / relevant committees	<a href="https://kkhsou.ac.in/eservices/aqar/cpanel/UploadedFiles/2023/152/152_20230220_02020747504.pdf">https://kkhsou.ac.in/eservices/aqar/cpanel/UploadedFiles/2023/152/152_20230220_02020747504.pdf</a>
Any other relevant information	<a href="https://kkhsou.ac.in/eservices/aqar/cpanel/UploadedFiles/2023/152/152_20230220_02020935438.pdf">https://kkhsou.ac.in/eservices/aqar/cpanel/UploadedFiles/2023/152/152_20230220_02020935438.pdf</a>

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

A. Any 4 or more of the above

File Description	Documents
ERP Document	<a href="#">View File</a>
Screen shots of user interfaces	<a href="#">View File</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 6.3 - 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 has a specific Policy on Welfare Measures, which applies to all employees holding a permanent appointment or a tenure appointment. The various welfare measures include:

**Medical benefits:** Medical benefits to its employees are provided through Group Mediclaim schemes. The premium is paid by the University.

**Staff Welfare Fund:** The University has a Staff Welfare Fund for the benefit of the interested staff members under which they can avail loans.

**Canteen facility:** The canteen facilities provide good quality food at a subsidised rate.

**Car/bike loan facility:** Facility is there for giving advances to buy Motor Car/Bike to the employees.

Besides a Day Care Centre (Crèche) and Special Room for Women Employees, especially for the lactating mothers, Leave Travel Concession (LTC) has been adopted by the University as provided to the Assam State Government employees. As per the Ordinances of the University, again, there are the Leave Provisions that include maternity leave, paternity leave (for teachers), child care leave and medical leave along with other admissible leaves. The University has also the provision of CPF and other retirement benefits for the welfare of its employees.

File Description	Documents
Policy document on welfare measures	<a href="http://dlkkhsou.inflibnet.ac.in/bitstream/123456789/829/1/KKHSOU_Policy%20on%20Welfare%20Measures.pdf">http://dlkkhsou.inflibnet.ac.in/bitstream/123456789/829/1/KKHSOU_Policy%20on%20Welfare%20Measures.pdf</a>
List of beneficiaries of welfare measures	<a href="https://kkhsou.ac.in/eservices/agar/cpanel/UploadedFiles/2023/155/155_20230220_0202190357.pdf">https://kkhsou.ac.in/eservices/agar/cpanel/UploadedFiles/2023/155/155_20230220_0202190357.pdf</a>
Any other relevant information	<a href="https://kkhsou.ac.in/eservices/agar/cpanel/UploadedFiles/2023/155/155_20230220_02022241315.pdf">https://kkhsou.ac.in/eservices/agar/cpanel/UploadedFiles/2023/155/155_20230220_02022241315.pdf</a>

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

2.22

#### 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

01

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

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

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

5

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

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

40.3

#### 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

21

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

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

28

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

28

File Description	Documents
CIQA report summary	No File Uploaded
Letters to non-academic staff attending administrative training programmes	<a href="#">View File</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

The University has a specified Performance Appraisal Policy which outlines the principles and mechanisms for performance appraisal.

The performance appraisal of the faculty members is conducted as per the UGC regulations. There is a duly approved 'Career Advancement Scheme' (CAS) for the faculty members as per UGC regulation wherein the concerned faculty member, within a specified period of service, is required to earn a specific number of points in Academic Performance Indicators (API) in accordance with the laid down criteria to be eligible for career advancement. In addition to it, the University has approved the consideration of Post Graduate

Diploma in Distance Education for career advancement purposes.

The performances of non-teaching staff of the University are assessed as per the laid down procedure by the Government. For the non-teaching employees of all cadres, the respective Controlling Officer submits Confidential Report of the concerned employee based on which career advancements are decided. The final decision regarding career advancement of the employees is taken by Board of Management considering all necessary evidences and recommendations.

File Description	Documents
Performance appraisal policy of the Institution	<a href="http://dlkkhsou.inflibnet.ac.in/bitstream/123456789/830/1/KKHSOU_Performance%20Appraisal%20Policy.pdf">http://dlkkhsou.inflibnet.ac.in/bitstream/123456789/830/1/KKHSOU_Performance%20Appraisal%20Policy.pdf</a>
Document on promotion/CAS for teachers, other academic and non-academic staff	<a href="http://ciqa.kkhsou.in/naac_doc/criteria_6/6.3/6_3_6_document_promotion.pdf">http://ciqa.kkhsou.in/naac_doc/criteria_6/6.3/6_3_6_document_promotion.pdf</a>
Any other relevant information	Nil

#### 6.4 - Financial Management and Resource Mobilization

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

##### Internal and External Audit Mechanisms Policy:

The University's internal and external audits are guided by its Internal and External Audit Mechanisms Policy, whose aim is to ensure that University's funds and resources are used only for the University purposes, and those are utilised efficiently. The policy is applicable to all stakeholders and it acts as a critical defence against all kinds of frauds, and brings in transparency and accountability to the management and utilisation of the funds of the University.

##### Distinct Institutional Arrangement:

The University has a distinct institutional arrangement, which facilitates the conduct of audit and preparation of the annual financial statements at the end of each financial year. The Finance and Accounts Branch is responsible for general supervision, management and monitoring of the funds of the University.



**Internal and External Audits:**

The University regularly audits its financial accounts in accordance to the rules promulgated by the respective accounting and financial authorities of the University. The University appoints its internal auditor with due approval of the Finance Committee with well defined scope of work for verification of its accounts.

File Description	Documents
Policy on internal and external audit mechanisms	<a href="http://dlkkhsou.inflibnet.ac.in/jspui/bitstream/123456789/832/1/KKHSOU_Internal%20and%20External%20Audit%20Mechanisms%20Policy.pdf">http://dlkkhsou.inflibnet.ac.in/jspui/bitstream/123456789/832/1/KKHSOU_Internal%20and%20External%20Audit%20Mechanisms%20Policy.pdf</a>
Financial audit reports during the year	<a href="https://kkhsou.ac.in/eservices/agar/cpanel/UploadedFiles/2023/162/162_20230220_02025038867.pdf">https://kkhsou.ac.in/eservices/agar/cpanel/UploadedFiles/2023/162/162_20230220_02025038867.pdf</a>
Any other relevant information	<a href="http://dlkkhsou.inflibnet.ac.in/handle/123456789/981">http://dlkkhsou.inflibnet.ac.in/handle/123456789/981</a>

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

**Resource Mobilisation Policy:**

The University has adopted a Resource Mobilisation Policy in 2019 which was approved by the 51st meeting of the Board of Management. The objective of this Resource Mobilisation Policy is to develop a structure of enhancing the University's resources and creating models to encourage and enhance the flow of resources.

**Sources of Fund:**

The funds obtained from different sources such as grants in aid, development grant etc. along with its own revenues generated through various avenues including admission of its learners form the total revenue in the Annual Budgets for each financial year, which are then approved by the Board of Management. For the Financial Year, 2021-22, the revenue generated from income from own sources, grants-in-aid, supplementary demand including arrear and income from radio services are 66.63 percent, 29.7 percent, 3.55 percent and 0.1 percent respectively.

**Utilisation of Resources:**

The University utilises its resources for both committed and developmental expenditures. In principle, it tries to contain the committed expenditures so that development expenditures can be raised. Accordingly, the University utilises its resources for development of infrastructure, creating learner support services and facilities, publication of study materials, organising trainings and workshops, etc. Notwithstanding, while organising seminars, trainings etc. the University tries to mobilise funds and other resources from partnering/sponsoring institutions.

File Description	Documents
Resource Mobilization policy document duly approved by the Board of Management / Syndicate / Governing Council	<a href="http://dlkkhsou.inflibnet.ac.in/jspui/bitstream/123456789/826/1/KKHSOU_Resource%20Mobilization%20Policy.pdf">http://dlkkhsou.inflibnet.ac.in/jspui/bitstream/123456789/826/1/KKHSOU_Resource%20Mobilization%20Policy.pdf</a>
Procedures for optimal resource utilization	<a href="http://dlkkhsou.inflibnet.ac.in/jspui/bitstream/123456789/951/1/Purchase%20Manual_KKHSOU.pdf">http://dlkkhsou.inflibnet.ac.in/jspui/bitstream/123456789/951/1/Purchase%20Manual_KKHSOU.pdf</a> ; <a href="http://dlkkhsou.inflibnet.ac.in/jspui/bitstream/123456789/830/1/KKHSOU_Performance%20Appraisal%20Policy.pdf">http://dlkkhsou.inflibnet.ac.in/jspui/bitstream/123456789/830/1/KKHSOU_Performance%20Appraisal%20Policy.pdf</a>
Any other relevant information	<a href="http://dlkkhsou.inflibnet.ac.in/jspui/bitstream/123456789/831/1/KKHSOU_OER%20Policy.pdf">http://dlkkhsou.inflibnet.ac.in/jspui/bitstream/123456789/831/1/KKHSOU_OER%20Policy.pdf</a>

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

14.38

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

50824039

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

#### 6.5 - Internal Quality Assurance System

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

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

File Description	Documents
Scan copies of programme schedules	<a href="#">View File</a>
Reports of the activities	<a href="#">View File</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

**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**

**During this period the university conducted on the quality of the Audio-Visual material to improve the effectiveness. The study indicated a few areas of deficiencies that are used for updating the Audio-Visual Manual of the University. The study also indicated low use of animation and interactive elements in the AV Materials produced by the University. This has been subsequently corrected in the AV Materials produced by the University including the ones offered in the SWAYAM Portal.**

**The report of the study is included in the CIQA Annual Report 2021-22, duly approved by the 12th CIQA Committee, which can be accessed in the link provided. The report of the study can be found on page no 150.**

File Description	Documents
Documents / information on the process and results of Impact Analysis	<a href="http://dlkkhsou.inflibnet.ac.in:8080/jspui/handle/123456789/997">http://dlkkhsou.inflibnet.ac.in:8080/jspui/handle/123456789/997</a>
Relevant Reports/ Minutes approved by concerned Authorities	<a href="http://dlkkhsou.inflibnet.ac.in:8080/jspui/handle/123456789/982">http://dlkkhsou.inflibnet.ac.in:8080/jspui/handle/123456789/982</a>
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

**Safety and Security at the workplace:** The University has a 24 x 7 security surveillance with Close Circuit Camera; has women security personnel to ensure security to women learners and employees in the campus.

**The Internal Complaint Committee for Sexual Harassment of Women:** The Internal Complaint Committee addresses the complaints on sexual harassment for redresses.

**Day Care Centre:** A Day Care Centre in campus provides adequate help to the children of female employees and learners.

**Special Room:** A special room for women, especially for use as feeding room, has been provided.

**Washrooms and toilets:** The University has adequate provisions for separate washrooms and toilets on every floor for women with sanitary napkin vending machines and incinerators.

Besides Gender sensitization in Curriculum, some other Measures include:

- The University has provisions for Child Care Leave, Maternity Leave to women employees.
- Female members are included in all important administrative committees. Female representation is also ensured in Statutory bodies like Board of Management, the highest decision making

body of the University, and in Academic Council.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security at the work place b. Committees to address Prevention of Sexual Harassment c. Common Rooms d. Day care centre for children of the staff e. Any other relevant information	<a href="https://kkhsou.ac.in/eservices/agar/cpanel/UploadedFiles/2023/170/170_20230220_04022232860.pdf">https://kkhsou.ac.in/eservices/agar/cpanel/UploadedFiles/2023/170/170_20230220_04022232860.pdf</a>

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

D. Any 1 of the above

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

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

The University has taken steps for solid waste management. Waste products of the University are segregated into dry waste and wet waste in specific blue and green dustbins, that are placed strategically in various blocks (academic, administration etc.,). All the eight floors of the University building have been equipped with these dustbins for keeping the campus clean and green. These solid wastes are then collected by the Guwahati Municipality Corporation everyday through an NGO (Sunshine).

Wastes from University canteens are also disposed off in the same manner.

As for the electronic-waste (E-waste), usable parts like- RAM, SMPS,

**Hard disks are reused in the computer laboratory for replacements.**

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="https://kkhsou.ac.in/eservices/aqar/cpanel/UploadedFiles/2023/172/172_20230221_05022721221.jpg">https://kkhsou.ac.in/eservices/aqar/cpanel/UploadedFiles/2023/172/172_20230221_05022721221.jpg</a>
Geo-tagged photographs of the facilities	<a href="https://kkhsou.ac.in/eservices/aqar/cpanel/UploadedFiles/2023/172/172_20230221_05023029589.pdf">https://kkhsou.ac.in/eservices/aqar/cpanel/UploadedFiles/2023/172/172_20230221_05023029589.pdf</a>
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**

**B. Any 3 or 4 of the Above**

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

**7.1.5 - Green campus initiatives include**

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

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

**B. Any 3 of the above**

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

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

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

C. Any 2 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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>
as per data templates	<a href="#">View File</a>

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

A. Any 4 or all of the above

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

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

#### **Ensuring Inclusivity through Community Engagement**

In an attempt to provide an inclusive environment, KKHSOU had constituted multiple Committees in 2020 for looking into pressing issues with regard to the SC/ST, OBC and Minority Communities. In an official notification dated 10th November, 2020, the Committee for SC/ST, Minority Cell and OBC Cell was constituted. On 2nd October 2021, KKHSOU (under the initiative of Jorhat Regional Centre), an interactive session was held with The Nectar (NGO) along with the management committee members of Hifzkhana and Islamiya Madrassas in Melamati-Titabar, District Jorhat, Assam. The objective of the session was to find out the skill gaps among the Community members and emphasize on the role of ODL in providing skill-based education. The Madrassa learners who participated in the session expressed their interest for skill development programmes.

#### **Ensuring Inclusivity through Linguistic Inclusivity**

KKHSOU provides Self-Learning Materials (SLMs) to its learners in multiple languages ensuring the linguistic inclusivity. The SLMs are prepared in the regional languages- Assamese, Bengali and Bodo besides Hindi and English. This provides opportunity for the learners of diverse ethnic communities to pursue Higher Education. By undertaking such initiatives, KKHSOU attempts to integrate diversity within its curriculum.



File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="https://kkhsou.ac.in/eservices/agar/cpanel/UploadedFiles/2023/177/177_20230222_12024417336.pdf">https://kkhsou.ac.in/eservices/agar/cpanel/UploadedFiles/2023/177/177_20230222_12024417336.pdf</a>
Any other relevant information	<a href="https://kkhsou.ac.in/eservices/agar/cpanel/UploadedFiles/2023/177/177_20230222_12024700400.pdf">https://kkhsou.ac.in/eservices/agar/cpanel/UploadedFiles/2023/177/177_20230222_12024700400.pdf</a>

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

KKHSOU celebrates Constitutional Day every year on 26 November to sensitize the learners and the employees of their rights, duties and obligations. An online talk was organised under the SKB School of Social Sciences to mark the occasion in 2021. The talk was delivered by Professor Rabindra Kumar Satapathy (Retd.), North-Eastern Hill University, Shillong. He highlighted the significance of the occasion and opined that the observance of the Constitution Day should be made mandatory since all citizens of the country are connected with constitutional governance in the country. Tracing the genesis of the Indian Constitution, Professor Satapathy highlighted the process of adopting a constitution for India. He stressed that we should be the watchdog of our democracy and stay vigilant wherever there is any violation of any provisions of our rights. An interactive session followed the talk, 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	<a href="https://kkhsou.ac.in/eservices/agar/cpanel/UploadedFiles/2023/178/178_20230222_01021825463.pdf">https://kkhsou.ac.in/eservices/agar/cpanel/UploadedFiles/2023/178/178_20230222_01021825463.pdf</a>
Any other relevant information	Nil

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers,**

**D. Any 1 of the Above**

administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organized professional ethics programmes for students, teachers, administrators and other staff during the year Annual awareness programmes on Code of Conduct were organized during the year

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

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

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. 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 Birth Anniversary of Maniram Dewan - the great martyr of Assam against the Britishers - on April 17, 2022. The School of Social Sciences organised two online lectures, commemorating two of freedom fighters of Assam - Kanaklata Baruah and Kushal Konwar, as a part of the Azadi ka Amrit Mahotsav. The School of Mass Communication observed World Radio Day on February 13, 2022, National Public Relations Day on April 21, 2022 and World Press Freedom Day on May 3, 2022. Also, the World Book Day was organised by the School of Humanities on April 23, 2022 while the School of Science and Technology organised a webinar on October 10,

**2021 marking the World Space Week.**

File Description	Documents
Annual report of the celebrations and commemorative events during the year	<a href="https://kkhsou.ac.in/eservices/agar/cpanel/UploadedFiles/2023/180/180_20230222_01024059178.pdf">https://kkhsou.ac.in/eservices/agar/cpanel/UploadedFiles/2023/180/180_20230222_01024059178.pdf</a>
Geo-tagged photographs of some of the events	<a href="http://kkhsou.ac.in/eservices/agar/cpanel/UploadedFiles/2023/album/#AQAR%202021-22%20(GALLERY%20OF%20GEO%20TAG%20PHOTOS)%20Events%20and%20Festivals">http://kkhsou.ac.in/eservices/agar/cpanel/UploadedFiles/2023/album/#AQAR%202021-22%20(GALLERY%20OF%20GEO%20TAG%20PHOTOS)%20Events%20and%20Festivals</a>
Any other relevant information	Nil

**7.2 - Best Practices**

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

(1) Due to COVID-19 pandemic, many examinations of the university had to be postponed leading to a cascading effect on subsequent examinations. As an alternative to regular offline examinations, a pilot project for online proctored examination using internet connectivity was run in the month of May 2021 with the learners of undergraduate 3rd semester learners. A notification for the Mock Test was published on 19th May, 2022 and the first Mock Test was conducted on 30th May, 2022. Around three thousand learners registered for the pilot which was run successfully.

(2) Jnan Taranga- the Community Radio Station (CRS) has a broadcast reach of 30 Km radius, but the learners' community are located across the state of Assam. To extend the reach of the CRS, it is made available over internet using a global audio streaming platform 'I-Radiolive' so that the programme can be accessed from anywhere in India using internet connected devices. The CRS now receives more feedback and queries from learners than before owing to ease of access and wider reach.

Internet link for the CRS <https://i-radiolive.com/index.php/live/channel/Jnantarang>

File Description	Documents
Best practices as hosted on the Institutional website	<a href="https://kkhsou.ac.in/eservices/agar/cpanel/UploadedFiles/2023/182/182_20230222_01024626591.pdf">https://kkhsou.ac.in/eservices/agar/cpanel/UploadedFiles/2023/182/182_20230222_01024626591.pdf</a> ; <a href="https://kkhsou.ac.in/eservices/agar/cpanel/UploadedFiles/2023/182/182_20230222_01024731314.pdf">https://kkhsou.ac.in/eservices/agar/cpanel/UploadedFiles/2023/182/182_20230222_01024731314.pdf</a>
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

With the motto "Education beyond Barriers", the Mission of the University entails imparting innovative and contextually relevant education and providing opportunities for lifelong learning. The University targets to provide quality education, knowledge and training in various skills to the following groups of people - (a) Women learners especially housewives who want to get empowered with higher education and acquire professional skills, (b) differently abled person, (c) persons who could not complete higher education in time during their student days, (d) people hailing from far flung remote and hilly areas and living in other disadvantageous conditions and (e) employed/self-employed persons with penchant for higher education and learning skills. University provides free education facility for the differently abled persons, jail inmates. Concessions are also provided to defence personnel and women learners. The University reaches out and provides socio-economic support and rehabilitation to the poor, backward, vulnerable, weaker and disadvantaged sections of the society through extension activities including adoption of villages. The University has been able to enrol large and diverse group of learners i.e., SC (8.5%), ST (11.89%), OBC (35.81%), rural learners (78.44%). Concern for equity has been foundational in the functioning of the University.

File Description	Documents
Appropriate webpage in the Institutional website	<a href="http://kkhsou.in/web_new/mission-vision.php">http://kkhsou.in/web_new/mission-vision.php</a> ; <a href="http://kkhsou.in/web_new/objective-motto.php">http://kkhsou.in/web_new/objective-motto.php</a>
Any other relevant information	<a href="https://kkhsou.ac.in/eservices/aqar/cpanel/UploadedFiles/2023/184/184_20230222_01025415139.pdf">https://kkhsou.ac.in/eservices/aqar/cpanel/UploadedFiles/2023/184/184_20230222_01025415139.pdf</a>