

# Programme Guide

## Diploma Programme in Parliamentary and Constitutional Studies



**Krishna Kanta Handiqui State Open University**

The University deserves the right to change the rules and procedures described in this Programme Guide. Please check from time to time with the University Website for updates.

**Recognition of Degrees/Diplomas/Certificates provided by Krishna Kanta Handiqui State Open University:**

- Established under the provision of the 'Krishna Kanta Handiqui State Open University Act' 2005 of the State Legislature of Assam.
- The University has been recognised and its academic programmes have been approved by the UGC, New Delhi vide letter no. F.9-13/2008(CPP-I), dated March 18, 2009.
- The Government of Assam has recognised all degree, diploma and certificate programmes of the University for job and higher study vide letter no. AHE/228/2007/330, dated May 08, 2009.
- The UGC through its Public Notice vide F. No. 1-9 2018 (DEB-I) dated 23<sup>rd</sup> February, 2018 has asked for recognising and treating the Degrees/Diplomas/Certificates awarded through distance mode at par with the corresponding awards of Degrees/Diplomas/Certificates obtained through the formal system of education. URL: [https://www.ugc.ac.in/pdfnews/5628873\\_UGC-Public-Notice---treating-all-degrees.pdf](https://www.ugc.ac.in/pdfnews/5628873_UGC-Public-Notice---treating-all-degrees.pdf)

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**June 2025**



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Printed and published by Registrar on behalf of the Krishna Kanta Handiqui State Open University.

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## **1. MESSAGE FROM THE DEAN (ACADEMIC)**

Dear Learner,

Greetings from the Establishment of the Dean (Academic) at Krishna Kanta Handiqui State Open University.

I heartily welcome you as a learner of the Diploma Programme in Parliamentary and Constitutional Studies of this prestigious state open university and I hope that you will be happy to explore the varied and up-to-date curriculum of this Programme which are compatible with the 21<sup>st</sup> century employment market. KKHSOU has been a choice-based educational destination for many who were deprived or denied or conditionally forced to remain away from their dream of education. While imparting need-based education to the fresh learners, our University also holds the promise of fulfilling the educational dreams of the socially backward, underprivileged and marginalised people of our society.

Friend, I am happy to inform you that we at KKHSOU provide diverse tracks to fulfil your learning needs. Our university is currently offering programmes in four different levels i.e. Master's Degree, Bachelors' Degree, Diploma and Certificates under six different Schools of Studies namely, S. K. Bhuyan School of Social Sciences, Padmanath Gohain Baruah School of Humanities, Maniram Dewan School of Management, Bhupen Hazarika School of Mass Communication, Guru Prasad Das School of Vocational Studies and Hiranya Kr. Bhuyan School of Science and Technology. We are having subjects right from Literature to Journalism, from Yoga to Commerce and Management. Once a learner is awarded a Degree or Certificate by KKHSOU in any of the programmes, he/she becomes eligible for employment in any government or private sector work market. Therefore, start your educational journey with confidence and hard work so that you can shine in life.

I am happy to share the fact that we are loved and embraced by a large number of learners spread across the state and beyond. During your journey in our university, you will be supported by a host of Learner Support Services about which you learn in this Programme Guide. Therefore, I urge you to make full utilisation of the resources and facilities provided by our university. Besides, our faculty members shall be always ready to assist you in advancing your knowledge, developing your creativity and discovering solutions to the pressing academic questions you might face.

I know that we have challenges to meet. However, I also assure you that through our dedication, determination and team work, we shall be able to overcome all problems on our way.

I wish you all the very best for your bright future.

**Dean Academic**  
**KKHSOU**

## **2. STUDYING AT KKHSOU USING THE DISTANCE LEARNING MODE**

Krishna Kanta Handiqui State Open University (KKHSOU) welcomes you to its vast community of aspiring learners. It is important to advance and upgrade your education for a productive and healthy living in contemporary society. Hence, it is important that you choose the right university to suit your learning needs. KKHSOU shall assist you in all the aspects of your educational journey.

You will note that KKHSOU is the 14<sup>th</sup> State Open University of India. This University has adopted the Open and Distance Learning (ODL) mode to facilitate the implementation of its different academic programmes with a view to provide timely opportunities for lifelong learning. Our flexible academic programmes shall suit the needs of all our learners as well as working individuals who are unable to study full time on-campus five-six days a week, despite having a desire for an accredited qualification and personal development.

While studying at KKHSOU, you will be supported by a meticulously prepared Self- Learning Materials (or SLMs) that are well designed and expertly written; an all-inclusive university website; an e-SLM portal and a host of other learner support services such as centralized online counselling as well as face- to-face counselling sessions in the University Study Centres, which act as the mirror of the University.

The SLMs in a particular programme are specially prepared by a group of experts who include the faculty members from KKHSOU as well as those drawn from different Universities and educational institutions located across the state as well as the country. The preparation and production of the SLMs of a particular programme are coordinated by the faculty members of the concerned discipline following a careful scrutiny of the contents and language by experts in the field. Besides, efforts to make audio and audio-visual contents based on the syllabus are also made in the Electronic Media Production Centre of the University in consultation with the course writers, editors and in-house faculty members. Such audio-visual materials are reviewed by the faculty members, media experts and the concerned authority, before they are uploaded in the University's YouTube page.

We hope that you will make full use of the resources provided by the University during your academic journey. However, you should also know that your achievement in the programme of enrolment will also depend on your performance in both the continuous assessments through assignment and the Semester-end examination. Studying in an ODL Institution for an award of degree or qualification demands great commitment on your part as a learner. Although KKHSOU provides you with a flexible way of learning, you are required to complete all the assignments in due course within a stipulated period and take the examinations according to the schedule specified. In general, besides attending the online as well as face-to- face counselling sessions and tutorials at your study centre where you have enrolled, you should be able to allocate at least 2-3 hours a day for studying your courses.

With this introductory information, you should start your programme at KKHSOU and we hope that by availing all the support services of the university, you will succeed in your educational venture. We assure you that the University fraternity shall always stand by you to help you with all your academic requirements.

### 3. HOW TO SUCCEED AS A DISTANCE LEARNER IN THE ODL SYSTEM

The Open and Distance Learning (or ODL) is a system of education in which education is imparted to the learners from a distance. The two basic elements in ODL are:

- a. The physical distance between the educators and the learners;
- b. The changed role of the educators who meets the learners only for selected tasks such as counselling during contact sessions, conducting tutorials and helping the learners with field-based projects and collaborating with the learners to solve their problems.

In the conventional face-to-face mode of education, the teaching-learning contents are communicated directly by the teachers/educator mainly through the lecture method. In distance education however, this interpersonal communication is replaced by print, telephonic and electronic communication, broadcasting of educational programmes, online communication and others need-based methods. Hence, the philosophy of ODL is based on the idea of the ‘teacher in print’ that means the teachers are very much present in the SLMs, directly teaching each learner through printed words.

In your case, the benefit of ODL is that it provides access to education that you would not have gained otherwise. ODL allows you to study when and where it suits you and enables you to continue learning while also fulfilling your commitments to the family, work and community. You may be pursuing higher education for various reasons such as—you might be interested in changing your career or you might simply want to expand your knowledge base for personal enrichment. Whatever may be the reason, unlike in the conventional system, ODL provides you with flexi time learning experience while catering to your learning needs. It is important for you to bear in mind that in ODL, you are not pursuing your studies alone on your journey.

We encourage you to make full use of the facilities provided by the University during your study at KKHSOU. You should always make an attempt to regularly attend the counselling sessions both online and offline at the study centre where you have enrolled, form study groups with your programme-mates, check for the latest academic updates in the University website: [www.kkhsou.ac.in](http://www.kkhsou.ac.in), participate in academic discussion with your fellow learners as well as your teachers through Facebook, Telegram Group or WhatsApp groups, contact your tutors at the study centres or the teachers at the University headquarters and city office. Further, your tutors in the study centers shall be there to help you understand the course materials, clarify the concepts you find difficult and collaborate with you to enhance your learning experience.

Feel free to learn and enjoy learning towards successful completion of the Programme.

## **4. INTRODUCING THE DIPLOMA PROGRAMME IN PARLIAMENTARY AND CONSTITUTIONAL STUDIES**

Diploma Programme in Parliamentary and Constitutional Studies (DPCS) is a one year programme which has been offered since July 2023 academic session. The faculty of the discipline with the help of Committee on Courses (CCS) and the Schools of Studies, involving outside subject experts has designed the proposed Programme and the detail syllabi.

### **4.1 Aims of the Programme:**

The Diploma Programme in Parliamentary and Constitutional Studies has been offered by the Discipline of Political Science, under the Surya Kumar Bhuyan School of Social Sciences, KKHSOU. As already mentioned, syllabi of this Programme have been finalised after a series of deliberations and discussions with academic experts in the respective field. The quality of Curriculum and Syllabus of this programme has been so designed to accommodate the recent developments in the field of the subject.

The overall mission of this programme is to create a pool of human resources that would have the capability of critically analyzing various aspects of parliamentary form of government of India and our Constitution by applying their acquired skills can positively contribute towards betterment of the society. More specifically, the Diploma Programme in Parliamentary and Constitutional Studies aims at creating an academically sound pool of human resources who can undertake either serious academic or research activities in the field of Political Science and Constitutional Studies.

The Diploma Programme in Parliamentary and Constitutional Studies aims at:

- 4.1.1 Equipping the learners with knowledge of origin, nature and evolution of the State in India and evolution of parliamentary democracy in India.
- 4.1.2 Enabling the learners to critically analyse various provisions of the Government of India Act 1919, 1935 and the Indian Independence Act of 1947 which helped in development of parliamentary democracy in India during the colonial period and its development in the post-independent period.
- 4.1.3 Imparting knowledge about the history of Assam Legislature.
- 4.1.4 Making the learners aware of the various aspects of the Indian Constitutions, like its features, Preamble, Citizenship, Fundamental Rights and Duties, Directive Principles of State Policy; Amendment of the Indian Constitution, Emergency Provisions.
- 4.1.5 Making the learners aware of provisions of the Indian Constitution regarding Legislature, Executive, Judiciary and election and imparting knowledge about the concept of Social Justice, Judicial review/ Judicial Activism in India, Public Interest Litigation.
- 4.1.6 Imparting specialised knowledge to the learners with regard to various rules of procedures and conduct of business of the Indian Parliament and Assam Legislature.
- 4.1.7 Enabling the learners to make comparative analysis of political system and legislature of United States of America, United Kingdom and India.
- 4.1.8 Enabling the learners to seek a career in the NGO sector and grass root level democratic institutions like PRIs.
- 4.1.9 Helping the learners to make preparation for various competitive examinations under the Central and State Governments.

### **4.2 Objectives of the Programme:**

- (a) To equip the learners with knowledge of origin, nature and evolution of the State in India and evolution of parliamentary democracy in India.
- (b) To make the learners aware of the various features and provisions of the Indian Constitution, like Preamble, Citizenship, Fundamental Rights and Duties, Directive Principles of State Policy; Amendment of the Indian Constitution, Emergency Provisions, provisions regarding legislature, judiciary and executive.
- (c) To make the learners aware of certain dynamic areas of judicial field like Social Justice, Judicial review/ Judicial Activism in India, Public Interest Litigation.
- (d) To impart specialized knowledge to the learners with regard to various rules of procedures and conduct of business of the Indian Parliament and Assam Legislature.
- (e) To enable the learners to seek a career in the NGO sector.
- (f) To help the learners to prepare for various competitive examinations under the State and the Central Governments.

### 4.3 Target Group:

The Diploma Programme in Parliamentary and Constitutional Studies has been designed for:

- (a) The students who are desirous to obtain a Diploma in Parliamentary and Constitutional Studies.
- (b) All the aspirants of civil services under the central government and state government of Assam.
- (c) All the stakeholders of the society like-development agents, government officials, policy makers, members of the PRIs and Municipalities, industrialists, farmers, grassroots workers, who are interested in ensuring a better standard of living for the people of the society.
- (d) Learners who want to have additional diploma certificate along with their Bachelor Degree.
- (e) People willing to continue learning with earning.
- (f) Denied and deprived sections of people who need knowledge of parliamentary system and Constitution of India to uplift their skill.

### 4.4 Duration:

The duration of the Diploma Programme in Parliamentary and Constitutional Studies offered by the University is as follows:

- Minimum Duration : 1 year.
- Maximum Duration : 2 years.

### 4.5 Eligibility:

10+2 or equivalent examination passed (in any stream) from a Council/University recognised by UGC.

### 4.6 Career Prospects:

- 4.6.1 After completing the Diploma Programme in Parliamentary and Constitutional Studies, the qualified learners will be able to pursue a career in NGO sector.
- 4.6.2 The learners will also be able to prepare for various competitive examinations under the State and the Central Governments.
- 4.6.3 This Programme will also help the learners to gain knowledge about Indian politics and thereby to offer their candidature in local government institutions like PRIs as members.

#### 4.7 Study Hours:

The Diploma Programme in Parliamentary and Constitutional Studies consists of 4 credits, which includes 4 courses. In the ODL system, a credit is often the measure of workload in terms of a student's learning efforts. As per UGC ODL Regulations 2020, the University follows the system of assigning 30 hours of study per credit of a course. Thus, following this norm, a 4 credit programme constitutes a total of 120 hours of study. Out of the total credit hours, a minimum of 10 percent, i.e., minimum 12 hours of counselling per course are offered to learners at their respective study centres or through centralized online counselling.

Thus, a credit collectively refers to different aspects of study, such as-

- Studying the SLMs
- Working on the assignments
- Going through the texts and other Further Reading materials
- Listening and watching audio and audio-visual programmes
- Attending academic counselling sessions at the respective study centres as well as online counselling sessions and so on.

## 5 PROGRAMME STRUCTURE:

The Diploma Programme in Parliamentary and Constitutional Studies comprises 1 Semester with a total of 04 credits.

### Structure of the Diploma Programme in Parliamentary and Constitutional Studies

Semester	Title of the Course
1	Parliamentary Democracy in India
	Constitution of India
	Rules of Procedure and Conduct of Business of Parliament of India
	Comparative Parliamentary Studies
Total Credit	04

The following are the course details of the Diploma Programme in Parliamentary and Constitutional Studies:

Semester	Title of the Course	Contents of the Course	Suggested Readings
I	<b>PARLIAMENTARY DEMOCRACY IN INDIA</b>	The course "Parliamentary Democracy in India" dwells on certain key areas regarding the nature and development of parliamentary democracy in India including evolution of parliamentary democracy in India and constitutional development of India, Parliamentary form of Government: England and India, nature, origin and development of the State in India, the Government of India Act 1919, 1935 and the Indian Independence Act of 1947, parliamentary system in India in the post-independent period, history of Assam Legislature.	<ul style="list-style-type: none"> <li>• Subhash C. Kashyap (1991) : History of Parliamentary Democracy: Shipra Publications</li> <li>• V. Bhaskar Rao, B. Venketeshwarlu(1987), <i>Parliamentary Democracy in India</i>: Mittal Publications</li> <li>• See Roscoe Pound, 'Law and The State' (1944) 57 Harv. Law Review, 1193.</li> <li>• Paranjape Dr. V, Studies in Jurisprudence &amp; Legal theory (2010) Reprint, Central Law Agency.</li> <li>• Pandey, J.N.(2012) : Constitutional Law of India : Central Law Agency.</li> <li>• Paranjape, N.V.(2005), Indian Legal and Constitutional History : Central Law Agency.</li> <li>• Kulshreshtha, V.D.(2006) : Landmarks in Indian Legal and Constitutional History (8th edition). : Eastern Book Company.</li> </ul>
I	<b>CONSTITUTION OF INDIA</b>	The course "Constitution of India" discusses various provisions of the Constitution of India. This course focuses on the features of the Constitution of India, Preamble to the Constitution of India, Citizenship in India, Fundamental Rights and Fundamental Duties of Indian citizens, Directive Principles of State Policy, Amendment of the Indian Constitution, Emergency Provisions of the Indian Constitution. This course also examines constitutional provisions regarding Legislature, Executive and Judiciary in India, Separation of Power in India, judicial review, judicial activism in India, Public Interest Litigation (PIL/ Social Action Litigation) in India. In this course discussions have also been made regarding election and electoral reforms in India.	<ul style="list-style-type: none"> <li>• Basu, D. D. (2009). Introduction to the Constitution of India. New Delhi : Prentice Hall of India.</li> <li>• Brass, Paul R. (1997). The Politics of India Since Independence. New Delhi: Cambridge University Press.</li> <li>• Chander, Prakash.(2000). <i>Indian Government and Politics</i>. New Delhi :Cosmos Bookhive Pvt. Ltd.</li> <li>• Ghai, K. K.(2007). <i>Indian Government and Politics</i>. New Delhi: Kalyani Publishers.</li> <li>• Kapur, Anup Chand and Misra, K. K. (2006). <i>Select Constitutions</i>. New Delhi : S. Chand and Company.</li> <li>• Pylee, M, V. (2006). <i>Constitutional Government in India</i>. New Delhi:S. Chand and Company.</li> </ul>

I	<b>RULES OF PROCEDURE AND CONDUCT OF BUSINESS OF PARLIAMENT OF INDIA</b>	The course “Rules of Procedure and Conduct of Business of Parliament of India” discusses rules of procedure and conduct of business of the Indian Parliament and Assam Legislature, role of Members, motion of adjournment, motion of No-confidence, call attention, Zero-hour, Half an hour motion, question hour in the Parliament and Assam legislature, legislation procedure of ordinary bill and financial bill in the Parliament, Parliamentary Privileges of the members, committee system of the Indian Parliament and delegated legislation in Parliament and State Legislature.	<ul style="list-style-type: none"> <li>• Fadia, Dr. B.L. &amp; Fadia, Dr. Kuldeep. (2018). <i>Indian Government and Politics</i>. New Delhi: Sahitya Bhawan, Publication.</li> <li>• Jain, M.P, (2007). <i>Indian Constitutional Law (5<sup>th</sup> edn)</i>. New Delhi: Wadhwa and Company.</li> <li>• Jain, M. P. &amp; S.N. (2007). <i>Principles of Administrative Law</i>. New Delhi: Wadhwa and Company.</li> <li>• Kashyap, Subhash. (2015). <i>Our Parliament</i>. New Delhi: National Book Trust.</li> <li>• Kesari, U.P.D. (2014). <i>Lectures on Administrative Law</i>. Allahabad: Central Law Publications.</li> <li>• Pandey, J. N. (2017). <i>The Constitution of India</i>. New Delhi : Central Law Agency.</li> <li>• Pandey, J.N, (2004). <i>Constitutional Law of India (41<sup>st</sup> edn)</i>. Allahabad: Central Law Agency.</li> <li>• Rai, Kailash (2004) . <i>Administrative Law</i> . Allahabad: Allahabad Law Agency.</li> <li>• <i>Rules of Procedure and conduct of Business in Assam Legislative Assembly,(2011): 11<sup>th</sup> edn</i>, Guwahati, Assam Legislative Assembly Secretariat Dispur.</li> <li>• Shoutrie, Arun. (2007). <i>The Parliamentary System</i>. New Delhi:Rupa &amp; Co.</li> <li>• Takwani, C.K. (2002) . <i>Lectures on Administrative Law</i>. New Delhi : Eastern Book Company.</li> </ul>
I	<b>COMPARATIVE PARLIAMENTARY STUDIES</b>	The course “Comparative Parliamentary Studies” focuses on the comparison of political system of India, Great Britain and the United States of India. This course offers a comparison of the Executive, Legislature, Judiciary, party system, committee system of India, Great Britain and the United States of America. In democracy pressure groups, interest groups play very crucial role and this course analyses this aspect of democracy in India, Great Britain and the United States of America.	<ul style="list-style-type: none"> <li>• Bhagawan, Vishnoo and Bhushan, Vidya (2007). <i>World Constitutions</i>. New Delhi: S. Chand and Company.</li> <li>• Chander, Prakash.(2000). <i>Indian Government and Politics</i>. New Delhi: Cosmos Bookhive Pvt. Ltd.</li> <li>• Chakravarty, Sivnath &amp; Anup, Chakravarty (ed.) (2000-01). <i>An Introduction to Politics (19<sup>th</sup> edition)</i>. Calcutta : Modern Book Agency Pvt.Ltd.</li> <li>• Chhibber, Pradeep and Kollman, Ken. (2004). <i>The Formation of National Party System: Federalism and Party Competition in Canada, Great Britain, India and the United States</i>. Princeton University Press.</li> </ul>

			<ul style="list-style-type: none"> <li>• Ghai, K.K.(2007). <i>Indian Government and Politics</i>. New Delhi: Kalyani Publishers.</li> <li>• Ghai,K.K.(2006). <i>Major Governments</i> . New Delhi : Kalyani Publishers.</li> <li>• Gupta, B. B. <i>Comparative Study of Six Living Constitutions</i>. New Delhi. Sterling Publishers (P) LTD.</li> <li>• Kapur, Arup Chand (1993). <i>Select Constitutions</i>. New Delhi: S. Chand and Company Limited.</li> <li>• Laxmikanth, M. (2016). <i>Indian Polity</i>. New Delhi: McGraw Hill Education (India) Private Limited.</li> <li>• Sachdeva and Gupta. <i>A simple study of World Constitutions</i> . Ajanta Prakashan.</li> <li>• Austin, Granville. (2001). <i>Working a Democratic Constitution: The Indian Experience</i>. New Delhi: Oxford University Press.</li> <li>• Bhambri, C.P. <i>Political Process in India</i>Delhi: Vikas.</li> <li>• Bhushan, Chandra. (2007). <i>Terrorism and Separation in North-East India</i>. Delhi: Kalpaz Publications.</li> <li>• Brass, Paul R. (1997). <i>The Politics in India Since Independence</i>. New Delhi: Cambridge University Press.</li> <li>• Chandra, Bipan. (2000). <i>India after Independence (1947-2000)</i>. New Delhi: Penguin.</li> </ul>
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[**Note:** The syllabus of each course shall be intimated to the learners through the SLMs provided to them after taking admission to the Programme.]

## 6 LEARNER SUPPORT SERVICES (LSS)

The learners of the proposed Diploma programme would be provided with a wide range of support services helping them to imbibe the required knowledge and skills; to seek avenues in gainful employment; to go for higher studies; and to provide in-depth knowledge. Learner support services of the proposed Programme include the followings:

**(a) KKHSOU City Campus:**

The KKHSOU City Campus at the heart of Guwahati city organises training for coordinators, counsellors, and other functionaries. The City centre provides a venue for learners and academic counsellors to interact on a particular subject matter. Responsibility for admission, distribution of SLMs and Examination also lies with the City Campus. Besides, faculty of the University conducts online counselling regularly which is open to learners from all study centres. The City Campus has the provision of walk-in-counselling for the learners on all working days. In addition, the City Campus hosts a model study centre fully managed and maintained by the University with all infrastructural facilities including regular face to face counselling by the University faculty and outside subject experts.

**(b) Regional Centres:**

The Regional centres of KKHSOU located at Bongaigaon in lower Assam, Jorhat and Lakhimpur in upper Assam and Silchar in Barak valley provide training for coordinators, counsellors, and other key functionaries. The centres provide a venue for learners and academic counsellors to interact on various matters, responding to their queries and clearing their doubts. Responsibility for Admission, distribution of SLMs and Examination in select districts of upper Assam, Barak Valley also lies with Regional Centres.

**(c) Study Centres/Learners' Support Centres:**

Study centres are the backbone of an open and distance learning institution. On behalf of the University, the study centres cater to the various requirements of learners, such as, admissions related information, delivery of SLMs, conduction of counselling sessions, distribution, collection and evaluation of assignments, completion of various requirements of formative and summative assessments etc. The study centres, throughout the state, handle these affairs on behalf of the University. There are at present 334 study centres providing these support services to the learners.

**(d) Pre-admission Counselling:**

In cooperation with the study centres, the University provides pre-admission counselling for all the programs through online and offline modes. It provides basic information about the various aspects of the Programme viz. salient features of the Programme, eligibility and cost of the Programme, modes of delivery of the Programme, details of counselling sessions, assessment processes and opportunities and options available after completion of the Programme to the learners. Also, Programme specific pre-admission counselling is also provided to the aspiring learners.

**(e) Siksharthi Mitra:**

A few employees of the University have been engaged as Siksharthi Mitra in order to provide necessary information and assistance to the learners including the technical support during the online admission process. This facility is available in the City Campus of the University.

**(f) Learners' Charter:**

The University has brought out a Learners' Charter, which can be accessed at [https://kkhsou.ac.in/web/index\\_page\\_details.php?page=TWxXNXpxdHZ5eVIYYmFxNkI2SHI5Zz09&title=learners-charter](https://kkhsou.ac.in/web/index_page_details.php?page=TWxXNXpxdHZ5eVIYYmFxNkI2SHI5Zz09&title=learners-charter), pronouncing the basic rights and responsibilities of its learners and those of the University to the learners. In the Induction Programmes at the Study Centres, the learners are sensitized about this Charter.

**(g) Handbook/SOP:**

The University has brought out a Learners' Handbook with all necessary information and guidelines (<https://tinyurl.com/y4w592f3>) and Handbook for the Study Centres (<https://tinyurl.com/5sz342ud>) in addition to a Standard Operating System (SOP) of Examination (<https://tinyurl.com/y4w592f3>) which can be used by the learners for deriving required information and also for assistance in myriad situations.

**(h) Audio CDs for Visually Impaired Learners:**

The visually impaired learners are provided with free audio SLMs in CDs to overcome their difficulties of learning. The University has installed Braille printers for this category of special learners in the University SLM branch.

**(i) Face-to-face/Online Ticketing/Complaint System:**

Learners' queries are attended to in the face-to face mode and digital mode as well in a continuous way, through telephone, SMS and emails. There is a dedicated online portal (<https://www.kkhsou.in/complain/ui/index.php>) through which the queries received are automatically moved to concerned department for solving the same. Once the problem is solved, the learner is informed by SMS and email. The University also has a single window grievance redressal cell for handling the grievances of the learners.

**(j) Face to face, online and walk-in Counselling:**

The learners of all programmes are provided with face-to-face counselling at the study centres. The University also provides face-to-face counselling to learners at the University's Model Study Centre located at the City Campus Sundays by its faculty and other qualified and experience counsellors. Besides, the University faculty offers online counselling to all learners on a regular basis for various programmes. The routine is made available through the University's website and the links are shared through the mentoring groups. Further, the University's City Campus also provides walk-in-counselling to the learners on all working days wherein they get an opportunity to come to the City Campus of the University and meet the concerned faculty for clarification of their doubts and queries.

**(k) ICT Support:**

ICT support is a major component of any ODL system of education. Some of the important ICT-based support services provided by the University for the learners are briefly described below:

- **Website:** The University has a full-fledged official website <http://www.kkhsou.ac.in>, which contains all relevant information and resources for learners and the general public. It has a Learners' Corner ([http://kkhsou.in/web\\_new/learner\\_corner.php](http://kkhsou.in/web_new/learner_corner.php)) that contains exhaustive information and links to useful resources. It also provides links for downloading e-SLMs, assignments, e-admits, e-mark-sheets etc. besides important notices and latest news. Furthermore, the Website provides links to social-networking sites like Facebook where learners, faculty members, and stakeholders can interact. Additionally, the site offers a tailored search by Programmes and Study Centres. Also, most of the audio-visual learning resources are accessible online through YouTube videos (accessible at <https://www.youtube.com/user/kkhsou>)
- **University's Own LMS e-Bidya:** As part of its ongoing attempts to enhance student learning, the University has developed a Learning Management System (LMS) portal called e-Bidya using open source MOODLE which can be accessed via <https://www.lmskkhsou.in/web/>. The site allows learners to access e-resources 24 X 7, regardless of where they are in relation to the particular programme they are enrolled in. It contains all four quadrants including video lectures and tutorials and the reading materials. Learners can also interact with experts through the discussion forum. Learners can experience the benefits of online learning through their mobile devices as well. The proposed Programme will also be made available in e-Bidya with all resources for all learners enrolling in the Programme.
- **E-Mentoring:** The University introduces an innovative e-mentoring system where a group of learners enrolled in a Programme is placed under the mentorship of one faculty of the University from the concerned discipline. This facilitates a bonding between the mentor and the mentees helping the learners to continue their studies with self-confidence, self-esteem,

morale, and a feeling of identity. The main objective of this initiative is to help learners minimise personal difficulties and identify the obstacles they face in matters related to academic as well as non-academic. During this process, they are also guided to develop appropriate learning strategies for overcoming these difficulties and problems. The e-mentoring system, utilises the Telegram App and/or WhatsApp, and helps learners derive all the benefits of open and distance learning at their finger tips instantly.

- **Community Radio Service:**

The University introduced the first Community Radio station in the North Eastern part of the country Jnan Taranga (90.0 MHz). The Community Radio, being a platform for the community for taking up community issues, is also a platform for broadcasting educational programmes. This includes debates, discussions, talk shows and phone in Q & A sessions with the learners. Recently, the programmes of Jnan Taranga are made available over internet radio, which can now be heard by all learners through internet (<https://tinyurl.com/y4w592f3>).

- **Digital Library:**

The digital library (<https://dlkhsou.inflibnet.ac.in/>) of the University hosts a large number of resources which include documents, SLMs, e-books, conference/seminar proceedings, faculty publications, theses and dissertations etc. Links are also provided to other open access resources which can be easily accessed by the learners.

- **Online Counselling:**

The University's faculty conducts online counselling sessions through different online platforms like Zoom, Google Meet, and Cisco WebEx etc. Sessions are also conducted through Facebook Live on examination related issues especially during the time of pandemic. Most of the online counselling sessions are recorded and archived as additional digital learning resources for the use of the learners.

- **KKHSOU Mobile App:**

The University has developed a mobile application KKHSOU (<https://tinyurl.com/35y7brrj>) that allows students to access the university website 24x7. The main purpose of this application is to provide the relevant information to all learners in an easily accessible manner. Using this application, learners can view the course information, fees structures based on their requirements. At the same time, they can directly call any study centre of KKHSOU. Learners can download assignments, old question papers and other important forms.

- **SMS Alert Facility:**

The University has implemented an SMS alert system for learners for sending notification of university news, events, and similar other learner-related information.

- **E-mail Support:**

Learners can also write emails to any official/faculty members of the University at [atinfo@kkhsou.in](mailto:atinfo@kkhsou.in). Concerns raised through email are addressed by the concerned officials or faculty members. Apart from that, the email and phone numbers of all faculty members are available in the website and Information Brochure. Any learners can write directly to them as well for any kind of support and assistance.

- **KKHSOU in Social Media:**

KKHSOU has incorporated social media like Facebook pages (<https://www.facebook.com/groups/272636986264210/>), WhatsApp group, Twitter Account (<https://twitter.com/KKHSOU1?s=09>) to its official website that enables interaction with the learners on a real time basis. The Facebook page also allows moderated discussions within as well as among the learners' community.

## 7 COURSE ASSESSMENT

The assessment and evaluation of the learners' performance in all academic programmes of the University are carried out with the objectives of maintaining sanctity, quality and transparency. The assessment and evaluation of the learners' performance and achievement are conducted with reference to the defined learning outcomes of the programmes as a whole, and also those of the courses under a specific programme. While setting the question papers, assignments and evaluation of answer scripts this aspect is always considered thoughtfully.

The assessment and evaluation system of the University consists of two components i.e. Formative and Summative Assessments as per the UGC regulation of 2020. The 33rd Academic Council of the University decided that Formative Assessment is to be given a weight of 30 percent while the Summative Assessment is to be assigned the remaining 70 percent of the weight. Further, 35th Academic Council has adopted the SGPA and CGPA system of evaluation as per the UGC's Curriculum and Credit Framework for UG Programme, 2022. As per the UGC's Curriculum and Credit Framework for UG Programme, 2022, the "Letter Grades" will be provided to the learner after due assessment and evaluation as given under:

**Letter Grades System of KKHSOU**

<b>Letter Grade</b>	<b>Grade Point</b>
O (Outstanding)	10
A+ (Excellent)	9
A (Very Good)	8
B+ (Good)	7
B (Above Average)	6
C (Average)	5
P (Pass)	4
F (Fail)	0
Ab (Absent)	0

The Semester Grade Point Average (SGPA) will be computed from the grades as a measure of the learner's performance in a given semester. The SGPA will be based on the grades of the current term, while the Cumulative GPA (CGPA) will be based on the grades in all courses taken after joining the programme of study. Here SGPA is the ratio of the sum of the product of the number of credits with the grade points scored by a learner in all the courses taken by a learner and the sum of the number of credits of all the courses undergone by a learner, while the Cumulative Grade Point Average (CGPA) is also calculated in the same manner taking into account all the courses undergone by a learner over all the semesters of a programme. As recommended by the UGC, the SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts. Based on the above mentioned Letter grades, grade points and SGPA and CGPA, the transcript for semester and a consolidated transcript indicating the performance in the programme will be provided to the learners.

Notwithstanding, the details of the Formative and Summative assessment followed by the University, which will also be followed in case of the proposed Programme, are described in sections 7.1 to 7.2.

### 7.1 Formative Assessment

Formative assessment of the learners is conducted in a continuous and comprehensive manner. There are provisions for self-evaluation based on the Self Learning Materials. The University has decided to adopt a mechanism for continuous evaluation of the Learners through a judicious mix of various flexible methods.

Assignments totaling 50 marks (10+10+10+10+10) will be assigned for each course by the respective discipline.

The formative assessment comprises:

- a. A closed-ended assignment directly derived from the course or study material = 10 marks
- b. Two open-ended assignments requiring analytical, opinionated, or reflective responses from the learner based on the course content = 20 marks
- c. An assignment pertaining to an environmental topic = 10 marks
- d. Additional assignments in lieu of Multiple-Choice Question tests = 10 marks

The learner's marks will be allocated by the relevant study centers according to the breakdown provided for (a), (b), (c), and (d), totaling 50 marks, which will be automatically reduced to 30 marks by the system.

The learners are communicated about the details through the University website, official notifications, study centres, mentoring groups and social media. The concerned study centres conducts MCQ based test (online/offline) for the learners. However, if required, they may alternatively arrange for written test/ Viva/Quiz etc. and assess the learners for maximum 10 marks. Depending on situations, additional assignments of 10 marks are also given in lieu of the MCQs. Learners are required to submit the hand written hard copies of these assignments to their respective study centres. The study centres will get them evaluated by academic counsellors and offer comments and suggestions for further improvements.

The study centres also arranges for Personal Contact Programmes (Online or Offline) and the learners are expected to attend the same, as per UGC Guidelines. Based on their level of participation and engagement they are given marks. Marks obtained by the learners after the wholesome Formative Assessment as described above are uploaded by the coordinators of the study centres in the Home Assignment portal specifically created by the examination branch.

## **7.2 Summative Assessment**

The Summative Assessment is conducted in pen and paper mode in designated study centres. The University follows a SOP in conducting these examinations. Besides, examination monitoring is an essential feature in conducting the examinations of the University. The University appoints Supervisory Officers (SO), Examination Monitoring Officers (EMO) and Examination Squads on a regular basis for smooth conduct and maintaining the standards of the examinations. Question papers are set and moderated, and answer scripts are evaluated by both internal and external faculty members. Results are declared after a process of due scrutiny and thorough diligence check. The learners have the options of re-scrutiny and re-evaluation of their answer scripts (within a stipulated time) in case they are not satisfied with the result.



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