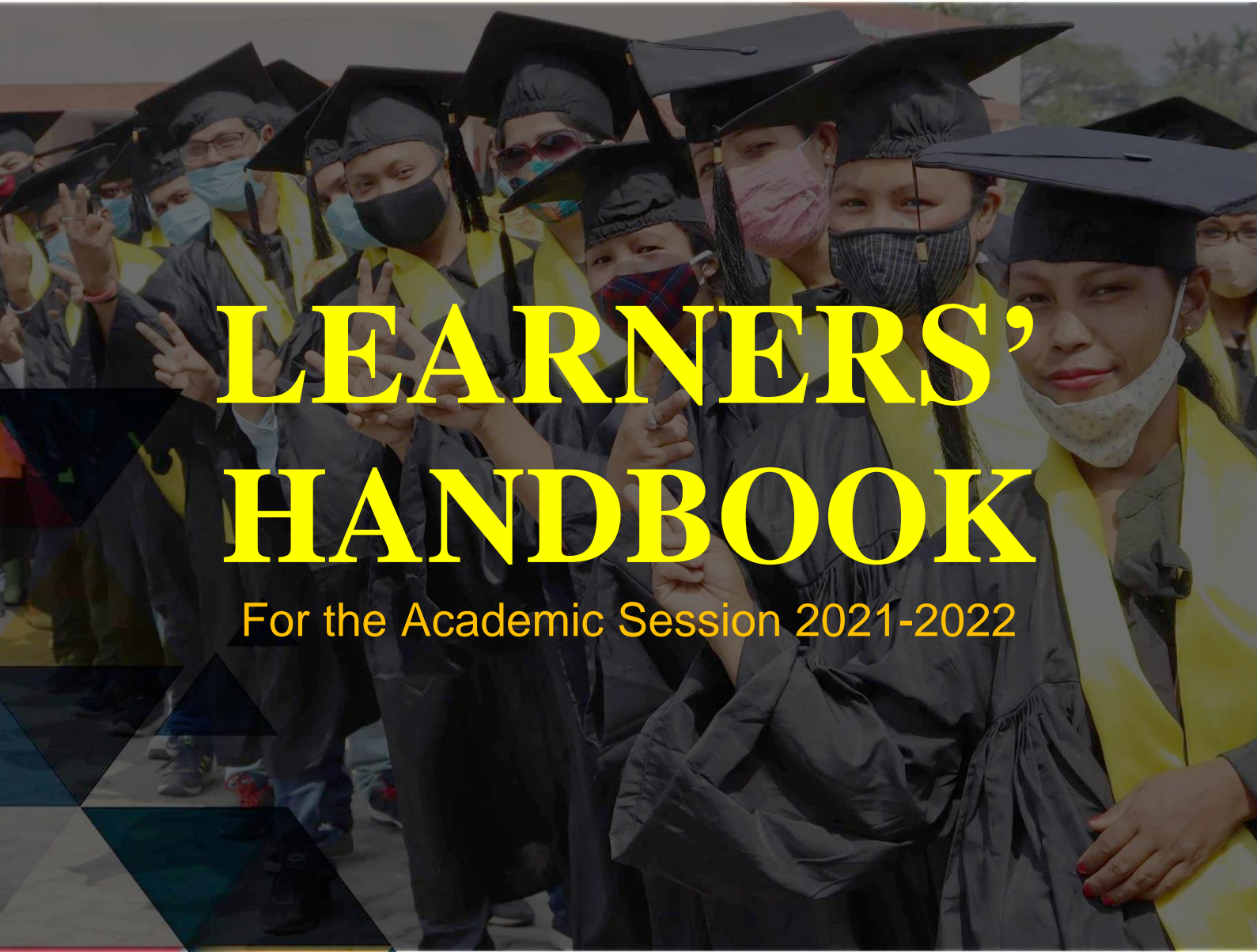**Krishna Kanta Handiqui
State Open University**

LEARNERS' HANDBOOK

For the Academic Session 2021-2022

Krishna Kanta Handiqui
State Open University

LEARNERS' HANDBOOK

For the Academic Session 2021-2022

MESSAGE FROM THE VICE CHANCELLOR (i/c)

The Learners' Handbook of KKHSOU is a collection of rules, procedures, calendars (Academic and Examination Calendar) and guidelines on Learner Support Services being provided by KKHSOU to its Learners. This Handbook provides pertinent information on what the learners can expect from the University and also what the University can expect of the learners.

The learners' Handbook will be quite helpful for the learners in preparing an Action Plan for successful completion of their respective program in an effective manner. In this regard, they may guide themselves with the help of the calendars.

The University is committed to provide barrier-free learning with a focus on quality. To that extent, the University offers a wide array of services. The learners should make maximum use of these services outlined in this Handbook.

It has been our sanguine belief that the learning journey of KKHSOU learners become enjoyable, inspiring and gainful in terms of improving knowledge, skills and employability prospects.

Prof. Nripendra Narayan Sarma

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ABOUT THE UNIVERSITY

Education is the backbone of a society. In common parlance, education is any act or experience that has a formative effect on the mind, character or physical ability of an individual. In continuing with the aim of building a knowledge based society, Krishna Kanta Handiqui State Open University was established to providing quality higher education through the Open and Distance Learning to reach the unreached section of the society.

KKHSOU, established under the provision of the KKHSOU, Act' 2005 enacted by the Govt. of Assam & published in the Assam Gazette (extraordinary) dt 29/9/05 has been recognized by the Former Distance Education Council, New Delhi (now DEB, UGC) vide letter no. DEC/Misc/07/5957 dated 03/10/07. The University Grants Commission vide its letter no. F.9-13/2008(CPP-I) dated 18th March, 2009 also has empowered the University to award degrees under Section 22 of UGC Act, 1956. It is the fourteenth of its kind along with IGNOU and the only state Open University in the whole of NE India. The headquarters of the University is located at Patgaon,Rani,Guwahati. The University started functioning with the joining of Prof. Srinath Baruah, former Professor, Deptt. of Economics, Gauhati University, as the Vice-Chancellor of this University.

The University was established with the purpose of promoting education to reach the unreached through the Open and Distance Learning System, with the motto of the University 'Education Beyond Barriers' of age, academic background and geographical boundaries.
The main aim of the university is to develop and provide easily accessible modes of quality higher education and training with the use of latest educational inputs and technology. Because of the inherent flexibility in terms of pace and place of learning, methods of evaluation, etc., The University holds the promise of providing equality of opportunities for higher education and bringing into its fold the deprived and denied sections along with the fresh learners.

The programmes of the University are so designed that it can spread education to all the learners of the region.The course structures of the university have been designed at par with the national curriculum. Along with the traditional programmes, the University offers various professional Certificate and Diploma programmes to enable the already enrolled students in various colleges and educational institutions of the state to pursue add-on studies simultaneously with their regular courses.

From the year 2008, the Bachelor's Degree Programmes are being offered. The Bachelor's Programmes include B.A., Bachelor of Business Administration, Bachelor of Commerce and Bachelor of Computer Application.

Apart from these graduate programmes, the University is offering Diploma Programmes in the area of Computer Application, Business Management, Broadcast Journalism, Mass Communication and Human Resource Management.

Other Diploma programme of the University include Journalism & Mass Communication, Creative Writing in English, Computer Hardware and Networking, Library and Information Science and Sanskrit Learning.

To create entrepreneurs in the vocational areas, the university has taken a step to make the learners trained in the specialized areas by introducing Certificate programmes in Nursery Management, Tea Cultivation and Plantation Management, Security Personnel and Counselling Skills.

To popularize these programmes, the University has been giving due importance on advertisements and publicity. Along with newspaper advertisements, the University released a good number of Radio and Television advertisements.

The University since its inception has tried to bring about an all-round development of the faculty members, learners and non-academic staffs of the University by organizing various workshops and seminars. The University has organized many workshops and seminars in different colleges, study centres and in the headquarter. It has also organized national level events like Indian Science Communication Congress 2009 (ISCC 2009). The 9th ISCC was organized for the first time in the entire north eastern region of India. Krishna Kanta Handiqui State Open University hosted this mega event in collaboration with the Ministry of Science and Technology, Govt. of India. Around 200 delegates and participants attended the Congress from all over the country. The main achievement of the workshops were development of road map, curriculum development, SLM preparation, counselling, supporting staff administration, management of study centre and so on.

Considering its social responsibility, education is provided free of cost to the jail inmates across the state of Assam. The high walls of the jail should not be the barrier to education. This is a step taken by the University to fulfil its motto i.e., 'Education Beyond Barriers'.

Self-learning materials of this University are specially designed by teams of subject experts from within and outside the state. These materials are prepared both in English and Assamese looking at the need of the learners. A multimedia studio has also been set up with the aim of producing audio as well as audio-visual programmes. The University got the SACFA clearance and frequency allotment of 90.4 MHz from the Govt. of India to operate a Community Radio Station which is the first in entire North East. This frequency was used in experimental broadcast in January 2009.

The University community and the authorities of the university, such as the Board of Management, Academic Council, Finance Committee, etc. are confident that Krishna Kanta Handiqui State Open University will be able to provide quality higher education through open and distance learning to every nook and corner of the region.

education
beyond barriers

NORTHEAST INDIA'S
FIRST & ONLY
OPEN UNIVERSITY

ACADEMIC PROGRAMMES

PROGRAMMES ON OFFER

At present, KKHSOU offers the following Academic Programme:

- Bachelor's Degree Programmes

- Master's Degree Programmes

- Diploma Programmes
  (The Post Graduate Diploma Programmes are although a post -graduate programme, it has been renamed as diploma programme in line with latest UGC, ODL and Online Regulations 2020)

- Certificate Programmes

- PhD and MPhil Programmes

Bachelor's Degree Programmes

Prog. Code	Subject
B01	Bachelor of Arts (BA) - Pass
B02	Bachelor of Arts (BA) - Hons
	Bachelor of Arts (Hons) (Assamese)
	Bachelor of Arts (Hons) (English)
	Bachelor of Arts (Hons) (Sanskrit)
	Bachelor of Arts (Hons) (Economics)
	Bachelor of Arts (Hons) (Education)
	Bachelor of Arts (Hons) (History)
	Bachelor of Arts (Hons) (Journalism and Mass Communication)
	Bachelor of Arts (Hons) (Philosophy)
	Bachelor of Arts (Hons) (Political Science)
	Bachelor of Arts (Hons) (Sociology)
B03	Bachelor of Commerce
B04	Bachelor of Business Administration
B06	Bachelor of Computer Application
B07	Bachelor of Social Work

Master's Degree Programmes

Prog. Code	Subject
M02	Master of Business Administration
M04	Master of Arts in Assamese
M05	Master of Arts in English
M06	Master of Arts in Education
M07	Master of Arts in Political Science
M08	Master of Arts in Sociology
M10	Master of Science in Information Technology (M Sc. IT)
M13	Master of Arts in Economics
M14	Master of Commerce

Diploma Programmes

(The Post Graduate Diploma Programmes are although a post -graduate programme, it has been named as diploma programme in line with latest UGC, ODL and Online Regulations 2020) :

Prog. Code	Subject
P01	Computer Science
P02	Business Management
P04	Human Resource Management
P05	Broadcast Journalism
P06	Mass Communication
P07	Yoga
P08	Sales and Marketing Management

Diploma Programmes

Prog. Code	Subject
D01	Journalism and Mass Communication
D05	Creative Writing in English
D07	Library and Information Science
D09	Sanskrit Learning
D10	Parliamentary and Constitutional Studies
D11	Yoga (Kayayogi)

Certificate Programmes

Prog. Code	Subject
C16	Nursery Management
C17	Tea Cultivation and Plantation Management
C20	Security Personnel
C21	Counselling Skills
C22	Welding and Cutting
C23	Electrical House Wiring
C24	Post Graduate Certificate Programme in Geoinformatics
C25	Japanese Language and Culture

PhD & MPhil Programmes

University provides PhD and MPhil programmes for the aspiring Research Scholars:

Duration of the Ph.D Programme :
Ph.D programme shall be for a minimum duration of three years, including course work and a maximum of six years.

Eligibility criteria for admission to Ph.D Programme :
A candidate for admission to the Ph.D Programme must have a Master's degree or a professional degree declared equivalent to the Master's degree by the corresponding statutory regulatory body, with atleast 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) or an equivalent degree from a foreign educational institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions.
A relaxation of 5% marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/ differently-abled and other categories of candidates as per the decision of the UGC from time to time, or for those who had obtained their Master's degree prior to 19th September, 1991. The eligibility marks of 55% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible based only on the qualifying marks without including the grace mark procedure.
Candidates possessing a degree considered equivalent to M.Phil degree of an Indian Institution, from a foreign education institution accredited by an Assessment and Accreditation Agency which is approved, recognised or authorised by an authority established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions, shall be eligible for admission to Ph.D Programme.
For admission to the Ph.D and M. Phil programmes, candidates shall apply in prescribed form of KKHSOU as available in the website.

Admission Procedure for Ph.D :
Admission to the Ph.D programme will be based on performance in the entrance test and viva. Shortlisted candidates of the written test will have to make a presentation of their synopsis of a research proposal (format to be notified later) before a panel
of experts.

Entrance Test :
The entrance test will comprise two parts
Part A : 50 marks for MCQ based on research methodology;
Part B : 50 marks for descriptive type questions in the relevant subject.
There is a 6 month regular couse-work for the Ph D aspirants. They have to complete the course-work within 24 month of provisional registration. There will be 4 papers in the course-work carrying 16 credits. A M. Phil/Ph. D Scholar has to obtain a minimum of 55% of marks or its equivalent grade in the course work in order to eligible to continue in the programme and submit the disertation / thesis.

SCHOOLS OF STUDIES

There are six Schools of Studies in KKHSOU as per the Statute of the University. The University has also established the Centre for Internal Quality Assurance (CIQA) to ensure quality higher education. The University endeavours to run all the academic activities of the disciplines approved by the UGC by these six Schools. These Schools are named after some renowned personalities of the State.

Surya Kumar Bhuyan School of Social Sciences

The School of Social Sciences has been named after the great historian of Assam Dr. Surya Kumar Bhuyan. There are seven disciplines under this school, namely, Economics, Education, History, Philosophy, Political Science, Sociology and Social Work. These disciplines provide Ph. D, M.Phil, PG, UG and Diploma programmes.

Padmanath Gohain Baruah School of Humanities

The School of Humanities has been named after the great litterateur and the first President of Axom Xahitya Xabha, Padmanath Gohain Baruah. There are two disciplines under this school, namely, Assamese and English. However, under the discipline of Assamese, three languages, namely Hindi, Bengali and Bodo are included as Modern Indian Languages (MIL). These disciplines currently offer Ph. D, M. Phil, PG, UG, Diploma and Certificate programmes.

Maniram Dewan School of Management

The School has been named after legendry martryr Maniram Dewan, the great entrepreneur and pioneer of freedom struggle in Assam. Commerce and Management are the two disciplines under this school. These two disciplines currently offer Ph. D, PG, UG and Diploma programmes in professional areas.

Bhupen Hazarika School of Mass Communication

The School has been named after the great Assamese music maestro and recipient of Bharat Ratna Dr. Bhupen Hazarika. This school offers Ph. D, UG and Diploma programmes.

Hiranya Chandra Bhuyan School of Science and Technology

The School has been named after the third Vice-Chancellor of Gauhati University and Physicist, Professor Hiranya Chandra Bhuyan. Under this school, there are three disciplines, namely, Computer Science, Mathematics and Physical Sciences. These three disciplines offer PhD, MPhil, PG, UG and diploma Programmes.

Guru Prasad Das School of Interdisciplinary and Vocational Studies

The School of Vocational Studies has been named after Guru Prasad Das, a great entrepreneur and inventor. The disciplines under this school are– Agricultural Science, Electronics & Instrumentation and Library & Information Science. The School currently offers Diploma and Certificate programmes.

FACULTY MEMBERS

Surya Kumar Bhuyan School of Social Sciences

Dr. Joydeep Baruah (joydeep.baruah@kkhsou.in)
Professor and Director

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Guru Prasad Das School of Interdisciplinary and Vocational Studies

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LEARNING RESOURCES

The University has three-tier Learner Support Services i.e., at the Headquarters, at the Jorhat Regional Centre (JRC) and the Learner Support Centres (LSCs) at the third level opened mainly in Higher Education Institutions.

LEARNER SUPPORT SERVICES PROVIDED FROM THE UNIVERSITY HEADQUARTERS

The KKHSOU website

(www.kkhsou.in) It is one of the most important IT facilities as well as learner support service provided by the University. The website has a dedicated Learners' Corner (http://kkhsou.in/web_new/learner_corner.php) that contains exhaustive information and links to useful resources which is accessible to the vast learner population.

Learners' Charter

The University has brought out a Learners' Charter pronouncing the basic rights and responsibilities of its learners, and the learners, in the varied Induction Programmes at the Study Centres, are especially sensitized about this Charter.
(http://kkhsou.in/web_new/viewDoc uumentPdf.php?pdf=pdf/student/Standee%204%20Assameseconverted(1).pdf&q=Learners%27%20Charter)

Handbook/SOP

The University has brought out a Handbook for the Study Centres and a Standard Operating System (SOP) of Examination.http://kkhsou.in/web_new/ugcinfo-2018/SOP%201-32.pdf

KKHSOU Mobile Application

This Android application provides learners an access to the University portal using mobile phones. Download Link:
https://play.google.com/store/apps/details?id=soft.bdeka.kkhsou.androidapp&hl=en_IN

Planning and development of Self Learning Materials (SLMs)

The Academic Units of the University consists of six Schools of Studies that take the responsibility of designing and developing the SLMs for all the programmes of the University.

Distribution of Self Learning Materials (SLMs)

The SLMs are sent by the University to the all the JRC and LSCs through the dedicated SLM branch from where learners collect their SLMs.

Community Radio Service

Jnan Taranga(90.0 MHz) of KKHSOU is also a platform to broadcast several educational programmes that include debates, discussions, and talks. Links:
http://jnantaranga.kkhsou.in/index.php

SMS and e-mail Alert Facility

The University has initiated an SMS and e-mail alert facility for the learners regarding any news, events and learner-related information of the University.

Audio-Visual Lectures

Video classes and academic discussions are produced and uploaded in YouTube. Weblink: https://www.youtube.com/user/kkhsou

eBidya

The University has introduced Learning Management System (LMS) using open source MOODLE which can be accessed via https://ebidya.kkhsou.ac.in/ where audio visual material, discussion forum, online chat along with e-learning materials has been uploaded

.

KKHSOU in Social Media

KKHSOU has incorporated social media sites like Facebook pages, Whatsapp group, Twitter Account (https://twitter.com/KKHSOU1?s=09) that enables sharing and interaction with the students' community. Official Facebook Group of KKHSOU can be reached at https://www.facebook.com/groups/272636986264210/

Digital Library at KKHSOU

The Central Library of KKHSOU has started the Digital Library initiative. Links: http://dlkkhsou.inflibnet.ac.in

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.

Face-to-face/Online Ticketing/Complaint System

Learners' queries are attended in the face-to face mode, through telephone, SMS and emails. There is a dedicated online portal through which the queries received automatically move to concerned department for solving the same. Once the problem is solved, the learner will get SMS and email.

Siksharthi Mitra

A few employees of the University have been engaged as Siksharthi Mitra in order to provide better technical support and assistance to the candidates during online admission process.

Online Counselling

The faculty members of the University conduct regular counselling classes through different online platform like Zoom, Google Meet, Cisco Webex and Facebook etc.

Online Mentoring

Online Learners' Mentoring System is introduced from the later part of 2020 under which each faculty members of the University is assigned a specific number of learners through Telegram or WhatsApp groups.

Walk-in Counselling

The University makes a provision of Walk-in Counselling in its City Campus for the learners.

Face-to-face Counselling: The University organizes face-to-face counselling on Sundays or on week days for the learners of its specially maintained city learner support centre located at the city campus.

LEARNER SUPPORT SERVICES PROVIDED B
THE JORHAT REGIONAL CENTRE (JRC)

The JRC acts as the nodal office of the university in the region and manages the functioning of LSCs within its jurisdiction. It supervises the academic activities being performed at the LSCs under its operational area and ensures their provisions to the learners as per University norms and guidelines. The JRC has been entrusted with the following core responsibilities:

- creating awareness through promotion and publicity of KKHSOU programmes
- delivery of programmes
- resource centre for the region
- pre-admission counselling
- attending to learner queries and grievance redressal
- supervision coordination of induction meetings at LSCs
- monitoring conduct of counselling sessions (both theory and practical) at the LSCs
- supervision of the conduct of term end examinations at exam centres
- Providing all necessary help during admission through the Admission Helpdesk

LEARNER SUPPORT SERVICES PROVIDED BY THE LSCs

At the third level, in the LSCs, teaching learning is transacted through academic counselling sessions for both theory and practical courses with the support of the academic counsellors from amongst the faculty of the host institution (HEI). Practical sessions are arranged at select LSCs with specialized laboratories as per the programme requirements to provide hands on learning experience to the learners in need. In addition, the LSCs are entrusted to perform the following:

- provide support services such as informing, advising and counseling for the learners
- promotion and publicity of the University programmes
- conducting pre- admission counseling
- organizing and conducting induction meetings
- distribution of self-learning materials among the learners
- conducting academic counselling for theory and practical courses
- evaluation of assignments
- conducting term end examination, and
- providing library support to the learners

EXAMINATION

CONTINUOUS AND COMPREHENSIVE INTERNAL EVALUATION

Continuous and comprehensive evaluation is an important component of the total assessment process in the open and distance learning. They enable the learners for self-evaluation based on the Self Learning Materials. The University has decided to adopt a mechanism for continuous evaluation of the Learners through various flexible methods as below -

1) MCQ (Multiple Choice Question) based online/offline test
2) Pen and paper Descriptive Test in offline mode
3) Tutor Marked Assignment where the questions will be of different types like, long, short, and thinking based questions.

INTERNAL (FORMATIVE) ASSESSMENT

- **(I)** Internal (Formative) Assessment will be 30%, and that for Summative Assessmentwill be maximum 70% i.e. 30 marks and 70 marks out of Total 100 marks (Or 15 and 35 marks out of total marks 50).
- **(II)** Considering the practical limitations of the learners, the Internal Evaluation Marking will be as Follows:
- (a) MCQ/Written test/Quiz etc. (Continuous evaluation) = 10 marks
- (b) Attendance/Participation in the Personal Contact Programme (in the line of UGCnew directives) = 5 marks
- (c) Viva/Workshop/Home Assignment (HA) submission (at study centre) = 10 Marks
- (d) Timely submission of Assignment etc. as mentioned in c) above = 2 marks (Submission after due time = 1 mark; Non-submission = 0 mark).

(e) Participation in Extension activities (Environment related/workshop etc.) = 3 marks.

(III) MCQ tests and Assignments will be as follows:

(A) The faculty of the University for the Concerned Discipline will conduct MCQ test for the learners. There will be four tests based on MCQs to be administered through online mode and the best two tests will be considered.

(B) For the learners who could not attend the online tests as stated in (A) above, therewill be provision for special written test (before term-end examination). The written test in pen-and-paper mode will be administered at the concerned study centre.

(C) An assignment for 13 marks will be administered course-wise comprising three questions (5 marks + 5 marks + 3 marks) by the concerned discipline asking the learners to submit hard copies to the concerned study centre. Out of the three questions one will be closed-ended question directly from the course (5marks), one will be open-ended question

i.e. analytical/opinion/view etc. by the learner based on the course (5 marks), the third one will be on Environmental/Community work (3 marks) related to issues/topics which will be activity based, as mentioned above at II (e). The learner will be awarded marks accordingly asper the breakup given at (II) (c),(d) and (e) above.

A regular learner is not required to fill up any examination form to appear in the term - end examination. However, a non-regular learner who wishes to appear in the examination of back/arrear course shall have to fill up the examination form. The examination form is to be sent to the Controller of Examinations along with the requisite fee within stipulated time through Study Centre.

Examination Fee:

Learners are required to pay the total fee for a semester including the examination fee at the time of admission. A learner is also required to pay the fee for Consolidated Mark sheet and Provisional Certificate at the time of admission in the final semester of the programme.

Term - End Examination:

1. To be eligible to appear for the term-end examination in any course, the learners are required to fulfil the following conditions:

(i) They should have valid registration/enrollment number.

(ii) They should have opted and pursued the prescribed course.

(iii) They should have submitted the required number of assignments within due dates before appearing in the examination.

(iv) They should have submitted the examination form in the prescribed time along with the requisite fees (if appearing for Back courses).

(v) They must collect the admit card.

2. The University conducts term-end examination once for the Odd Semesters and once for the Even Semesters in a year. The learners can appear in the examination only after the minimum duration prescribed for the course of study.

3. Examination schedule indicating the date and time of examination for each course is sent to all the study centres in advance; the same is also notified in the University website www.kkhsou.in

4. There is also provision of online examination or other digital mode examination in case of special unwarranted circumstances like Covid-19.
The Rules, Regulation and Standard Operating Procedure (SOP) of examination system of KKHSOU is available in the University Website : www.kkhsou.in provision for Workshop/Viva in lieu of HA, if required or if any study centre finds it to be more productive and beneficial to the learners, which will be arranged by the concerned study centres and will submit the marks after assessments and also a report in this regard will be submitted by the concerned Coordinators.

Information on Consolidated & Transcript Mark sheet

The University has the provision of issuing Consolidated Mark sheet to all the learners
ho have passed all the Semester examinations of a Programme (for example, 6-Semesters of Bachelor's Degree, 4- Semesters of Master's Degree). The Consolidated Marksheet will reflect the Semester-wise score of the learner, and it will be provided to all successful learnersthrough the Study Centres. The learners need to pay the fee for consolidated marksheet at the time of admission in the final semester. There is also a provision for Transcript MarksheetAgainst a prescribed fee, for the issue of which the University will take approximately three months time

Migration Certificate

The University does not insist the learners on any Migration/Transfer Certificate for enrolment in this University. However, if any learner requires migration certificate, he/she may apply in writing to the Registrar with the submission of requisite fees.

Preparation of Project Report/Dissertation in Master's Degree

A learner has to prepare a dissertation under the guidance of a professionally qualified supervisor/ guide. The learner may take up a problem related to the subject and should develop instruments for collection and interpretation of data and preparation of research report. The length of the report may be between 60-70 pages. Detailed guideline is available in the website. The link is http: / /kkhsou .in/web_new/ guide linesdownload.Php

Time Period of Dissertation:

Dissertation work has to start from 3rd semester and the final report has to be submitted within the first 3 months of the 4thsemester. The topic of study, review of literature, research questions, objectives of study and method of data collection have to be decided and finalized by the learner in consultation with the guide during the first part of 3rd semester. Data collection should follow immediately. Further, during the 4thsemester, the collected data has to be interpreted and analysed. The report has to be prepared and submitted within 3 months.
* There will be plagiarism check for Master Degree/UG dissertation.

Submission of Project Report/Dissertation

The learner has to prepare 3 (three) sets no of Project Report/Dissertation at the time of submission. One set is to be sent to the University through the Study Centre; one set is to be submitted at the time of viva-voce examination and one set is to be kept with the learner to be submitted to the University whenever required.

Issue of Pass Certificate

Provisional Certificates will be sent to respective study centre along with Consolidated Marksheet of eligible learners. Original Pass Certificate is not issued until the Convocation is held. One can apply for the original certificate to be awarded in the Convocation. Application for Original certificate must be submitted at the Office of the Registrar, KKHSOU along with all the necessary documents.

RESULTS

Back and Betterment Rules

(i) For clearing Bachelor's Degree Programme, a minimum 35% marks (which comprise the marks obtained from term-end examination and home assignments as indicated) have to be secured by a learner in each course. Maximum four attempts are allowed in each course to clear Back subject/course, if any.

(ii) Back in Aggregate (for Master's Programme only): If a learner fails to get 45% marks in aggregate despite of getting pass marks in individual courses, the learner will not be eligible to get the Master's Degree. Such a learner will be allowed to appear in any number of Course(s) (Theory) part of the Programme in any Semester for improving his/her aggregate percentage. However, the learner will have to complete the course within the maximum duration prescribed by the University, for example, six years in case of MSW. Moreover, maximum four attempts in one course/paper is allowed.

(iii) The learner pursuing Master Degree shall be provided with the option of appearing for Betterment. Only one chance will be given to candidates for betterment in the immediate next examination. To appear for betterment, a candidate has to apply using specific betterment form which will be available in the website. Betterment chance can be availed only for two courses in one Semester, and is applicable only to those candidates who have passed all the papers in single attempt.

(iv) If a learner applies for Betterment, and later choose not to appear in the betterment exam, then he/she must inform it in writing to the exam branch of KKHSOU to avoid future problem in result.

Withheld Results

Withheld results are cleared within 30 days from the date of issue of marksheets subject to submission of required documents within that time by the learner/study centre. The University will consider a learner as 'failed in the concerned subject(s) examination' if the required data/ document(s) are not submitted within 90 days from the date of declaration of results and the learner will have to appear the examination again in the next session.

Correction of particulars

All applications for correction of Name, Subjects etc. will be accepted only till the final examination of the learner. No such application will be accepted after the learner completes the programme and the consolidated marksheet is issued.

ASSISTANCE FOR VISUALLY CHALLENGED/ DIFFERENTLY ABLE PERSON

A differently able learner, including visually challenged learner may take help of a helper to write the answers on his/her behalf. The procedure to engage helper are as follows:

The differently able learner must have a valid certificate issued by competent authority stating that the candidate is not in a position to write the answer himself/herself.

Such a learner shall have to apply to the Controller of Examinations well in advance before the examination, for permission.

The helper (the person engaged for writing answers on behalf of the differently able learner/ visually challenged) must have lesser qualification. A certificate in this regard is required from a person like the Principal of the school/college or a Gazetted Officer.

The photograph and handwriting of the helper is to be attested by the Principal/Centre In-charge of Study Centre or a Gazetted Officer. The Centre In-charge of the examination will arrange for allowing the helper on receiving proper written permission from the Controller of Examinations. The Centre In charge will also certify on each day of examination that the helper is the same person allowed by the Controller of Examinations by verifying him/her with the photograph in the permission letter.

ACADEMIC CALENDAR

Academic Calendar (August 2021 to August 2022)

(Based on UGC guidelines on Academic calendar)

Month	Date/Week	Activities
August 2021	18th August	Bachelor Degree 6th Semester Examination Notification
	20th August	Beginning of New Admission for Academic session 2021- 22 and delivery of SLMs for the session.
	26th August	Re Registration of – Master Degree 2nd semester and PG Diploma Programme and delivery of SLMs for the session.
	27th August	**Tithi of Shri Shri Madhab Dev**
	30th August	**Janmastami**
	31st August	Bachelor Degree 4th Semester Examination Notification
	31st August	Bachelor Degree 2nd Semester Examination Notification
September 2021	1st September	Declarations of result of OBE Examinations of B.A.6th Semester (new & old), BBA 6th Semester (new & old), BCA 6th Semester (new & old)B.Com 6th semester (new & old), BMC 6th semester.
	2nd September	Re –registration of Master Degree 4th semester and delivery of SLMs for the session.
	4th September	Seminar on Question Paper setting and related issues of Krishna Kanta Handiqui State Open University
	6th September	Seminar regarding Issues relating to the Assessment and Accreditations of the University by NAAC
	7th September	Declaration of results of OBE Examinations of B.A.2nd Semester (new & old), B.A.4th Semester (new & old), BBA 2nd Semester (new & old), BBA 4th Semester (new & old), BCA 2nd Semester (new & old), BCA 4th Semester (New & Old),B.Com 2nd Semester (new & old), B. Com 4th Semester.
	8th September	**Tithi of Shri Shri Sankar Dev**
	13th September	On demand Degree 3rd Semester Term End Examination
	24th September	Master Degree 2nd & 4th Semester Examination Notification.
	27th September	Beginning of the Counseling sessions of Master Degree and PG Diploma 2nd semester.
October 2021	1st October	Beginning of the Counselling sessions for Degree 2nd Semester.
	7th October	Results of On Demand Degree 6th Semester Examination
	12th to 16th October	**Puja Holidays**
	21st October	Research Council Meeting
	28th October	Diploma, Certificate , MCA 6th, PGDY 2 Term End Examination
	30th October	.Last Date of Submission of Home Assignments of Degree 6th Semester

	4th Week	MCQ I for Master Degree and PG diploma 2nd Semester
	4th Week	MCQ I of Degree 2nd Semester
	29th to 30th October	Meeting of different School of Studies
	31st October	Last Date of Admission of Academic Session 2021-22
1st Week	1st November	Beginning of Admissions in Degree 3rd Semester for Bachelor degree 2020 batch.
	1st Week	Last week of Submission of Home Assignment Master Degree 4th Semester
	1st Week	Academic Council Meeting
	4th November	Kali Puja & Diwali
	5th November	Bhupen Hazarika Memorial Lecture
	7th November	Induction of Newly Admitted Learners to be conducted by KKHSOU and Beginning of New Academic Session 2021 – 22.
	2nd week	CIQA Activity
	14th November	Bachelor Degree 6th Semester Term End Examination
	14th November	Induction Programmme by LSCs highlighting PCP components and Date.
	15th November	Bani Kanta Kakati Memorial Lecture
	19th November	**Birthday of Guru Nanak**
	20th November	**Foundation Day of JNAN TARANGA**
	3rd Week of November	Beginning of counselling sessions for New Academic Session 2021-22
	22nd November	Academic Council Meeting
	23rd November	LMS Training
	4th Week	Master Degree 2nd Semester 2nd MCQ
	4th Week	Last week of Submission of Home Assignment Master Degree 4th Semester
	4th Week	Bachelor Degree 2nd Semester 2nd MCQ
	27th November	Last Date of Submission of Home Assignment of Degree 2nd Semester.
	28th November	Last date of Submission of Home Assignment of Master Degree 2nd Semester
	30th November	Progress submission of CIQA Activities
December 2021	**2nd December**	**Asom Diwas**
	1st Week of December	Beginning of Counselling Session Degree 3rd Semester
	2nd Week	Bachelor Degree 2nd Semester term End Examination

	2nd Week	Bachelor Degree 4th Semester term End Examination
	3rd Week of December	CIQA Activity
	11th December	**Foundation Day of the University**
	15th December	**Last Date of Admission of MA Journalism&**
	24th December	Notification for M.Phil./Ph.D. Examination
	25th December	Christmas
	4th week	Stakeholders' Meeting – Lower Assam
	4th Week of December	Master Degree 2nd & 4th Semester Term end Examination
	4th Week of December	Results of Diploma, Certificate , MCA 6th, PGDY 2 Term End Examination
	28 th December	Research Council Meeting
January 2022	2nd Week	Beginning of Admissions Degree 5th Semester & Master Degree 3rd Semester
	14th – 16th January	**Magh Bihu**
	1st week	Counsellors' Workshop
	1st week	Bachelor Degree 1st Semester Examination Notification.
	2nd Week	Declaration of Results Bachelor Degree 6th Semester.
	10-12th January	SLM Writers/Content Editors Workshop
	18th January	Entrance Examination of M.Phil./Ph.D. Programme.
	20th January	Declaration of results Degree 2nd, 4th and 6th Semester
	22 January	Declaration of results Degree 4th Semester
	3rd Week	Degree 1st Semester 1st MCQ .
	3rd Week	Degree 3rd Semester 1st MCQ .
	3rd Week	Declaration of results Degree 6th Semester.
	26th January	**Republic Day**
	28th January	Academic Council Meeting
	31st January	**Me-Dum-Me- Phi**
February 2022	1st week	Master Degree 1st semester and 3semester Examination Notification
	3rd February	Declaration of Results M.Phil./Ph.D. Entrance Examination
	5-10th February	Interview for selection of New Batch for PhD Admissions
	2nd Week	Beginning of Counselling Sessions of Degree 3rd and Master Degree

		3rd Semester
	2nd Week	Results of Master Degree 2nd& 4th Semester.
	3rd Week	Results of Bachelor Degree 4th Semester.
	3rd Week	Results of Bachelor Degree 2nd Semester.
	2nd Week	Master degree 1st Semester 1st MCQ
	2nd Week	Meeting of School of Studies
	2nd Week	Master degree 3rd Semester 1st MCQ
	20-28 February	Admission for New Batch of PhD
	28th February	Last Date of Submission of Home Assignment Degree 1st Semester
	3rd Week	Degree 1st Semester 2nd MCQ
	3rd Week	Degree 3rd Semester 2nd MCQ
	3rd Week	Degree 3rd Semester & 5th Semester Examination Notification
	4th Week	Results of Master Degree 2nd & 4th Semester
	24th February	Research Council Meeting
March 2022	1st March	Beginning of Course work of Newly Admitted PhD Scholars.
	1st week of March	CIQA activities.
	2nd week of March	Master Degree 1st Semester 2nd MCQ
	2nd week of March	Master Degree 3rd Semester 2nd MCQ
	16th March	Last Date of Submission of Home Assignment Master degree 1st & 3rd Semester.
	19th March	**Holi**
	4th week	Degree 1st Semester term end Examination
	28th March	Declaration of Results of Master Degree and PG Diploma 2ndSemester.
	30March	Last Date of Submission of Home Assignment Degree 3rd & 5th Semester
April 2022	1st Week	Master degree 1st& 3rd Semester Term End Examination
	2nd Week	Diploma & Certificate Examination Notification
	2nd Week	Beginning of Admission Degree 2nd Semester
	13th to 15th April	Bohag Bihu Holidays
	3rd Week	Degree 3rd& 5th Semester term End Examination
	24th April	Declaration of Results of Master Degree 4th Semester.
	25th April	Academic Council Meeting

	28th April	Beginning of Counselling Sessions for Master Degree 3rd Semester.
May 2022	1st May	**May Day**
	1st week of May	Declaration of Results of Degree 3rd and 5th Semester.
	2nd May -4th May	School of Studies Meeting.
	10th May onwards	Beginning of Admission in Degree 4th and 6th Semester.
	2nd Week Onwards	Beginning of Counselling Sessions Degree 2nd Semester
	24th May	Last Date of Submission of Home Assignment for Diploma Programmes
	4th week	Results of Degree 1st Semester term End Examination
June 2022	1st Week	Results of Master Degree 1st & 3rd Semester
	1st Week	Master Degree 2nd Semester & 4th Semester Notification
	11th June	Beginning of Counselling Sessions for Degree 4th semester.
	2nd Week	Master Degree 2nd Semester 1st MCQ
	2nd Week	Diploma & Certificate Term End Examination
	18th June	Research Council Meeting
	3rd Week	Degree 6th Semester Examination Notification
	3rd Week	Results of Degree 3rd Semester & 5th Semester
July 2022	8th July to 15th July	Webinars organized in different academic topics
	1st Week	Degree 2nd Semester & 4th Semester Notification
	11th July	**Eid al Juha**
	2nd Week	Master Degree 2nd Semester 2nd MCQ
	14th July -18th July	LMS Training phase
	18th July	Examinations of Master Degree , Post graduate Diploma of 2nd & 4th semester
	20th July	**Krishna Kanta Handiqui Memorial Lecture**
	20th July	Last Date of Submission of Home Assignment Master Degree 2nd & 4th Semester
	22nd July	Academic Council Meeting
	4th Week	Degree 4th Semester 1st MCQ

	4th Week	Degree 2nd Semester 1st MCQ
August 2022	1ST Week	Master Degree 2nd & 4th Semester Term End Examination
	6th August	Research Council Meeting
	2nd week	Declaration of Results of Diploma & Certificate Examination
	12th August	Beginning of New Admission 2022-23 Session and delivery of SLMs for the session.
	15th August	Independence Day
	17th August	Last Date of Submission of Home Assignments Degree 2nd & 4th Semester
	3rd Week	Degree 2nd Semester 2nd MCQ
	3rd Week	Degree 4th Semester 2nd MCQ
	3rd Week	Commencement of Degree 2nd & 4th Semester Examination
	3rd Week	Degree 6th Semester term End Examination
	23rd August	Examination of all the Diploma and Certificate Programmes
	27th August	Last Date of Submission of Home Assignment

Note:

1. **Dates are subject to change depending upon the situation of some events.**
2. **Additional activities may be organized to meet the academic requirement for successfully conducting the programme.**
3. **Results will be declared within 60 days from the completion of eachexamination.**
4. **Admission of Intermediate semester will begin from the last date of each semester examination and closes within 60 days of beginning of Admission.**
5. **The University is open on 1st and 3rd Saturday.**
6. **The schedule delivery of SLMs may vary due to prevailing COVID 19 situation and any other situation like natural calamities etc.**

EXAMINATION CALENDAR

KKHSOU EXAMINATION CALENDAR 2021-2022

Month	Date/Week	Activities
August,2021	18-08-2021	Degree 6th sem exam notification
August,2021	31-08-2021	Degree 4th sem exam notification
August,2021	31-08-2021	Degree 2nd semester notification
September,2021	13-09-2021	On-Demand Degree 6th semester Term End Examination
September,2021	24-09-2021	Master Degree 2nd & 4th sem exam notification
October,2021	07-10-2021	Results of On-Demand Degree 6th sem exam
October,2021	30-10-2021	Last date of submission of Home Assignment of Degree 6th sem
October,2021	4th week	Master Degree 2nd sem 1st MCQ
October,2021	4th week	Degree 2nd sem 1st MCQ
October,2021	28-10-2021	Diploma, Certificate, MCA6th, PGDY2 Term End Examination
November,2021	14-11-2021	Degree 6th semester Term End examination
November,2021	4th week	Master Degree 2nd sem 2nd MCQ
November,2021	28-11-2021	Last date of submission of Home Assignment of Master Degree 2nd Sem
November,2021	4th week	Degree 2nd sem 2nd MCQ
November,2021	27-11-2021	Last date of submission of Home Assignment of Degree 2nd sem
December,2021	2nd week	Degree 4th semester Term End examination
December,2021	2nd week	Degree 2nd semester Term End examination
December,2021	4th week	Master Degree 2nd & 4th semester Term End examination
December, 2021	4th week	Results of Diploma, Certificate, MCA6th, PGDY2 Term End Examination
January, 2022	3rd week	Results of Degree 6th sem
January, 2022	1st week	Degree 1st semester notification
January, 2022	3rd week	Degree 1st sem 1st MCQ
February,2022	3rd week	Results of Degree 4th sem
February, 2022	3rd week	Results of Degree 2nd sem
February,2022	4th week	Results of Master Degree 2nd & 4th sem
February, 2022	3rd week	Degree 1st sem 2nd MCQ
February, 2022	28-02-2022	Last date of submission of Home Assignment of Degree 1st sem
February, 2022	1st week	Master Degree 1st & 3rd sem notification
February, 2022	2nd week	Master Degree 1st sem and 3rd 1st MCQ
February,2022	3rd week	Degree 3rd & 5th sem notification
March, 2022	4th week	Degree 1st semester Term End examination
March, 2022	2nd week	Master Degree 1st sem and 3rd sem 2nd MCQ
March, 2022	16-03-2022	Last date of submission of Home AssignmentMaster Degree 1st sem & 3rd Semester

March, 2022	30-03-2022	Last date of submission of Home Assignment Degree 3rd & 5th sem
April, 2022	1st week	Master Degree 1st & 3rd semester Term End examination
April, 2022	2nd week	Diploma & Certificate notification
April,2022	3rd week	Degree 3rd & 5th semester Term End examination
May, 2022	4th week	Results of Degree 1st sem
May, 2022	24-05-2022	Last date of submission of Home Assignment of Diploma
June, 2022	1st week	Results of Master Degree 1st & 3rd sem
June , 2022	2nd week	Master Degree 2nd sem 1st MCQ
June, 2022	3rd week	Results of Degree 3rd & 5th sem
June, 2022	1st week	Master Degree 2nd & 4th sem notification
June, 2022	3rd week	Degree 6th sem notification
June, 2022	2nd week	Diploma & Certificate Term End examination
July, 2022	1st week	Degree 2nd & 4th sem notification
July, 2022	4th week	Degree 2nd sem 1st MCQ

KRISHNA KANTA HANDIQUI
STATE OPEN UNIVERSITY

Resham Nagar, Khanapara, Guwahati 781 022

SPECIAL HELPLINE NUMBERS

During COVID-19 Pandemic

In order to provide seamless support to the learners, Krishna Kanta Handiqui State Open University announces the following Special Helpline Numbers

10-00am to 5-00pm on the specific days as mentioned below

Monday to Saturday

0361-2999484	7099002955
0361-2999485	7099002953
8811016406	8811016408
7099002948	8811016410
7099002949	8811016584
7099002950	9126121516
9864834207	7099002951
7099002952	7099002956
	7099002957

Tuesday to Sunday
7099002954

Friday & Saturday
8811016655

www.kkhsou.in

JOIN HANDS TO DEFEAT CORONA VIRUS

USE MASK   WASH YOUR HANDS   USE DISINFECTANT   KEEP SAFE DISTANCE   GET YOURSELF VACCINATED

KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY

LEARNERS' CHARTER

Being a learner at KKHSOU, I am entitled to the following Privileges…

1. I am treated with dignity and respect by all in the University.
2. I have access to correct information on the requirements, contents and outcomes of an educational programme and on other academic matters.
3. I can study in an environment that promotes openness, autonomy in learning, critical thinking and personal growth.
4. I have access to the support services of the University to meet my individual needs and overcome the barriers to study.
5. I shall not face any discrimination on the basis of gender, castes, religion, sexuality, ethnicity and ability.
6. I can express freely and wish that my views and opinions are valued by others.
7. I have the right to be recognised for my academic achievements.
8. I am entitled for a free and fair appeal against any act of the University which is discriminatory.
9. I shall get any academic/administrative problem solved within 7 days from the date of application in clear and transparent manner.
10. I shall have the right to know the reasons if the issue raised in my application/complaint is not resolved within the specified time.
11. I have the right to privacy and to protection against misuse of my personal information by anyone in the University.
12. I shall have the right to appeal to the Vice Chancellor if any of my privileges are breached at any stage.
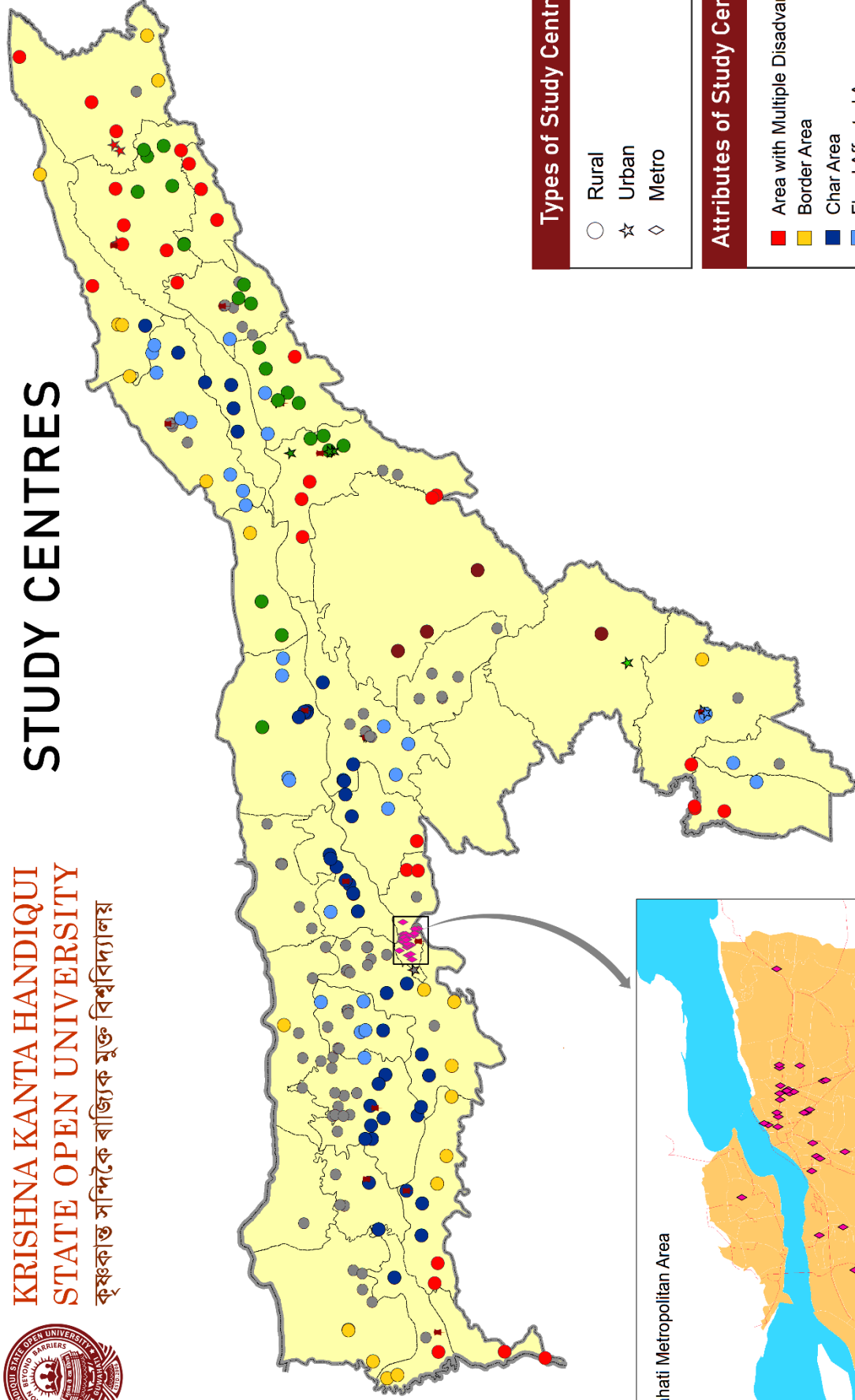
Being a learner at KKHSOU, I have the following Duties and Responsibilities…

1. I shall demonstrate the highest standard of academic integrity and adhere to the commonly accepted standards of ethical behaviour.
2. I shall be liable to disciplinary action, if I violate academic integrity.
3. I shall make judicious use of the information, advice, guidance and support services provided to me to achieve my academic goals.
4. I shall participate in the counselling sessions, field trips, practical classes, and other co curricular activities of the University as organised from time to time.
5. I shall submit assignments, projects etc. within the specified time for completion of the educational programme.
6. I shall never resort to unfair means during examination or other assessment.
7. I shall communicate with my teachers, peers and the University staff in a respectful manner both in person and online.
8. While interacting in Social Media, I shall act according to the requirements of the educational programme only.
9. I shall be open to ideas and opinions and shall never resort to verbal or physical abuse of those whose beliefs or behaviours differ from mine.
10. I shall never involve in any criminal activities against anyone on the basis of race, religion, ethnicity, gender, sexuality or ability.
11. I shall never resort to any antisocial activities like bulling and ragging of fellow and junior learners.
12. I shall always respect the Act and Policies of the University.
13. I shall always respect National and International diversity as reflected in the services of the University.

STUDY CENTRES

KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY
কৃষ্ণকান্ত সন্দিকৈ ৰাজ্যিক মুক্ত বিশ্ববিদ্যালয়

N

Types of Study Centres

○ Rural
☆ Urban
◇ Metro

Attributes of Study Centres

■ Area with Multiple Disadvantage
■ Border Area
■ Char Area
■ Flood Affected Area
■ General Area
■ Hill Area
■ Metropolitan Area
■ Tea Garden Area
✠ Jails

0   25   50   75   100
Kilometers

Guwahati Metropolitan Area

City Centre