



Krishna Kanta Handiqui State Open University

GUWAHATI-781006

NOTIFICATION

The Krishna Kanta Handiqui State Open University, Guwahati, established by an Act of the Assam Legislative Assembly, has been offering various degree programmes Bachelor's, Master's, M.Phil, Doctoral besides some PG Diploma, Diploma, Certificate Courses under Open and Distance Learning System. In order to reach the learners living in various parts of the State the University, on application, gives recognition to a college or institution affiliated to a University or to a government recognized Higher Educational Institution offering programmes in the same broad areas having the necessary infrastructure and human resources for offering the programme to act as Study Centre (Learner Support Centre) of the University. Educational institutions intending to be Study Centres of the University may apply to the undersigned in the prescribed format along with online payment of Rs 2000/- (Payment link is available on www.kkhsou.in). Envelop should be superscribed as "Application for New Study Center" and the hardcopy of the application form should be sent to the following address:

**Registrar
Krishna Kanta Handiqui State Open University
NH 37, Resham Nagar, Khanapara,
Near Bodoland Guest House, Guwahati-781022**

The University reserves the right of selection or rejection of any institution as its Study Centre even on fulfillment of the conditions laid down by the University. Programme details, prescribed forms and conditions to be fulfilled for becoming a study centre can be had either from the University Office or can be downloaded from the website www.kkhsou.in

Sd/

Registrar

N.B. 1. Institution selected to be Study Centre shall have to sign an MOU with the University.



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A. Conditions to be fulfilled for becoming a Study Centre of K.K. Handiqui State Open University:

An institution intending to be a Study Centre:

1. should be a college or institution affiliated to a University or a government recognized Higher Educational Institution offering programmes in the same broad areas having the necessary infrastructure and human resources for offering the programme.
2. should have a library with sufficient number of books on relevant subjects to facilitate consultation by counselors and learners;
3. should have facilities for electronic communication like fax, e-mail etc. to maintain constant contact with the University;
4. should have willing faculties from the institution to act as counselors; in case of non-availability they may engage any qualified person to render the necessary service.
5. must have a regular faculty having knowledge/ experience on ODL system to act as the Coordinator of the proposed Centre.
6. must have the willingness to abide by the rules and regulations of the University.

B. Guidelines for allowing Study Centres

1. An educational institution applying for a study centre of this University must be a college or institution affiliated to a University or in a government recognized Higher Educational Institution offering programmes in the same broad areas having the necessary infrastructure and human resources for offering the programme.
2. The institution must have its own necessary infrastructure and requisite number of teaching faculties to run the programme(s) that the university may allow to offer on application. For vocational/ professional courses the institution must have facilities for practical/ training for the courses that it may opt to offer. The university does not allow to set up a study centre under Franchisee agreement in any case.
3. While applying for a study centre, an institution is required to submit a copy of the resolution of the governing body or the body of management, as the case may be, that approves the application.
4. There should not be any study centre already in existence in the vicinity of the institution that applies for a study centre within its 1 km. radius in case of Guwahati; within 3 km. radius in case of other head quarter towns and other urban areas and 7 km. radius in the case of the institution in the rural areas. However, this jurisdiction may not be applicable to an applicant institution which is willing to offer different or special programmes or courses not offered by an existing Study Centre or an institution that has already applied for a Study Centre.
5. If the institution applying for a study centre of this university has already been a study centre of distance learning accredited to some other university, the head of the institution will have to give an undertaking that that the activities of the study centre already in existence shall not interfere with the activities of the proposed study centre of this University and vice-versa.
6. Any application for study centre need not carry any recommendation from any authority or person.
7. Permission to establish a new study centre will be preceded by a physical verification by authorized officer(s) of the university.
8. Since employment of franchisee or agency by a study centre is strictly not allowed, an application for study centre is required to be accompanied by an undertaking to that effect.



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STUDY CENTRE APPLICATION FORM

(For Open and Distance Learning Study Centre of KKHSOU)

1. Name and Address of the Institution :

Name	:		
Address	:		
City	:	Sub-division	:
District	:	State : Assam	Pin :
Official Contact No	:		

2. Officials for Communication :

Name		STD Code & Tel No. & Mobile No.	Email.
Centre in-charge			
Co-ordinator			

3. Type of Institution

a. By Management	i. Affiliated College/Institution ii. Govt. / Provincialised College / Institution iii. Any other, Please specify
b. By Funding	i. Government ii. Grants-in-aid iii. Self-financed iv. Any other (Please specify and annexe a note on functioning)
c. By Gender	i. For Men ii. For Women iii. Co-education

4. a) Date of establishment of the College / Institution.

Date		Month		Year			

b) Type of grants received from the Govt.
(Please attach relevant documents of last 3 years)

5. a) University to which affiliated :

b) Date of affiliation :
(Photocopies of relevant document to be attached)

c) Date of Provincialisation of the College
(Please attach relevant documents)

6. Milestones of recognition from UGC / AICTE/ NAAC / Other :

Status of recognition	Year	Remark

7. Location of the College / Institution :

(A road map or Google map of the location to be attached)

Urban	
Semi-urban	
Rural	
Hill area	

8. Nearest Study Centre of KKHSOU :

Name :

Distance :

9. Any other ODL programme running in the Institution

(If 'Yes', specify the programmes with copies of approval letter)

Yes No

10. Any other relevant information not covered above

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11. Details of programmes offered by the institution : (attach separate sheet if necessary):

Sl.	Programme Level	Name of the Programme/ Courses	University	Duration	Entry Qualification	Medium of instruction	Sanctioned Student Strength	Number of students admitted
i)	Under Graduate							
ii)	Post-Graduate							
iii)	Certificate Course							
iv)	UG Diploma							
v)	PG Diploma							
vi)	Any other (specify)							

12. Existing Departments with detail list of members of the faculties specifying the *regular posts*

Science
Department :
Arts (Language and Social Science included)
Department :
Commerce or Management
Departments :
Engineering
Departments :
Any Other (specify)
Departments :

(Please attach separate sheet, if necessary)

13. Programmes of KKHSOU for which the college / institution is interested to opt for (List of the programmes is available in the University website)

- | | |
|----|----|
| 1. | 4. |
| 2. | 5. |
| 3. | 6. |

14. Mention the Support Services available

i) Teaching faculty of the College who have volunteered for serving as Coordinator and Academic Counselors in the programmes under KKHSOU (Please enclose list with subject, experience, nature of post and contact nos.

ii) In case, staff members from within the college are not available for conducting this programme, whether teachers from post graduate departments, experts from outside the college or retired faculty members would be easily available locally? (If yes, Please enclose consent letter with bio-data of such persons) Yes No

iii) Are there courses with ICT- enable teaching-learning process? (Please mention the programmes with list of faculty members and nature of job) Yes No

iv) Computer Facilities
 Number of computers in the college
 Number of Departments with computer facilities

v) Internet Facilities / Connectivity

Dialup	Broadband	Others (Specify)

(The institution applying for Study Centre must have internet facilities in the campus.)

viii) Number of nodes/computers with Internet facility

15. Name & qualification of the person proposed to be the Co-ordinator and his/her record of contribution to the corporate life of the institution.

(The co-ordinator proposed must be a permanent faculty of the institution)

I agree that classrooms, library, computer facility, laboratory, audio-visual equipment and required human resources of the college will be available for running the proposed programme without affecting the regular functioning of the institution.

Signature and Seal of the Head of the Institution

Designation :

**Place
Date**