KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY
GUWAHATI

Proceedings of the 51st meeting of the Board of Management held on 27.09.2019 in the Conference Room of Housefed Complex, Dispur, Guwahati at 03:00 PM

Members Present:

1)	Vice Chancellor	: Chairman
2)	Shri Ramendra Narayan Kalita	: Member
3)	Shri Jahnu Baruah	: Member
4)	Dr. Atindra Kumar Adhikari	: Member
5)	Shri Ramen Sarma	: Member
6)	Prof. Sudeshna Bhattacharjee	: Member
7)	Ms. Geetanjali Ahmed Nayyar	: Member
	Joint Secretary, Finance Department	
	Govt. of Assam	
	(Representative from the Principal Secretary,	
	Govt. of Assam, Finance Department)	
8)	Dean (Academic)	: Member
9)	Dean (Study Centre)	: Member
10)	Registrar	: Member Secretary

Shri S. N. Misra, Secretary to Vice Chancellor and Public Relations officer was present for recording the proceedings.

Item No. 1 : Vice Chancellor's address of welcome and introductory briefing.

Before calling the meeting to order, the Vice Chancellor who is also the Chairman of the Board of Management welcomed all the esteemed members of the Board.

The Chairman apprised the following matters:

1. The total enrolment of learners up till now is around 15,800 (fifteen thousand and eight hundred).

2. The Government of Assam in Higher Education Department is pleased to constitute a committee to make assessment on the requirements and recommendations for creation of posts in KKHSOU.

3. Bani Kanta Kakati memorial lectures has been scheduled on 15th November, 2019.

4. KKHSOU National award, 2019 and KKHSOU National Fellowship would be presented on 11th December, 2019 which is the Foundation day of the University.

5. The Book on Jahnu Barua's Script (Ten Cinema) would be released on 1st January, 2020.

6. The University is planning to shift the City Campus (Housefed Complex) to the newly built City Campus at Khanapara within January 2020.

7. 40 (forty) volumes of "Asom Sishu Sahitya Kosha" would be released in the 1st week of February 2020.

Resolution No: BM/51/1/2019:   *Resolved that the above appraisal of the*
Vice Chancellor be noted.

Item No. 2 :   **Confirmation of the proceedings of the 49th and 50th (Emergent) Meeting of the Board of Management.**

The copy of the proceedings of the above meetings was circulated to the members of the Board of Management.

The Board was requested to consider and approve the Proceedings as recorded.

The members approved the proceedings as recorded.

Resolution No: BM/51/2/2019:   *Resolved that the Proceedings of the 49th and 50th (emergent) meetings of the Board of Management be approved as recorded.*

The proceedings of the 49th and 50th (Emergent) meetings of the Board of Management is reproduced below:

KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY
GUWAHATI

Proceedings of the 49th meeting of the Board of Management held on 02.07.2019 in the Conference Room of Housefed Complex, Dispur, Guwahati at 11:30 AM

Members Present:

1)	Vice Chancellor	: Chairman
2)	Shri Jahnu Baruah	: Member
3)	Prof. Munin Kakati	: Member
4)	Dr. Atindra Kumar Adhikari	: Member
5)	Shri Ramen Sarma	: Member
6)	Prof. Sudeshna Bhattacharjee	: Member
7)	Ms. Geetanjali Ahmed Nayyar Joint Secretary, Finance Department Govt. of Assam (Representative from the Principal Secretary, Govt. of Assam, Finance Department)	: Member
8)	Dean (Academic)	: Member
9)	Dean (Study Centre)	: Member
10)	Registrar	: Member Secretary

Shri S. N. Misra, Secretary to Vice Chancellor and Public Relations officer was present for recording the proceedings.

Item No. 1 : *Vice Chancellor's address of welcome and introductory briefing.*

Before calling the meeting to order, the Vice Chancellor who is also the Chairman of the Board of Management welcomed all the esteemed members of the Board.

Item No. 2 : *Confirmation of the proceedings of the 48th Meeting of the Board of Management.*

The copy of the proceedings of the above meeting was circulated to the members of the Board of Management.

The members were requested to point out the mistakes, if any, in recording the proceedings.

The Board was requested to consider and approve the Proceedings as recorded.

The members approved the proceedings as recorded.

Resolution No: BM/49/2/2019: Resolved that the Proceedings of the 48th meeting of the Board of Management be approved as recorded.

Item No. 3 : *To apprise the Action Taken Report on the decision of the 48th Meeting of the Board of Management.*

The action taken report on the decision of the 48th meeting of the Board of Management was circulated to the members of the Board of Management.

The Board was requested to consider and approve the report.

Resolution No: BM/49/3/2019: Resolved that the action taken report on the decisions of the 48th meeting of the Board of Management be approved.

Item No. 4 : To consider and approve the recommendations of the Selection Committee for
various posts.

It was for information of the Board that the following sanctioned posts were advertised and accordingly the interviews were held as per existing rules of the University. The recommendations of the selection Committees were placed on the day of the meeting.

The Board was requested to consider and approve the recommendation of the selection committee.

1. Professor of Computer Science:

The recommendation of the Selection Committee for the post of Professor in Computer Science held on 26.06.2019 was placed before the Board of Management. The Selection Committee recommended the name of the following candidate for appointment to the post of Professor in Computer Science:
   1. Dr. Guruprasad Khataniar.

Resolution No: BM/49/4(A)/2019: Resolved that the recommendations of the Selection Committee for the post of Professor in Computer Science be accepted and that the candidate recommended viz. Dr. Guruprasad Kahataniar be appointed as the Professor in Computer Science.

Resolved further that the appointment letter be issued as per the term of the appointment under the University rules without waiting for confirmation of the proceedings.

2. Professor of Education Department :

The recommendation of the Selection Committee for the post of Professor in Education Department held on 20.06.2019 was placed before the Board of Management. The Selection Committee recommended the name of the following candidates for appointment to the post of Professor in Education Department:

   1. Dr. Mukunda Sarma.

Resolution No: BM/49/4(B)/2019: Resolved that the recommendation of the Selection Committee for the post of Professor in Education Department be accepted and that the candidate recommended namely Dr. Mukunda Sarma be appointed as the Professor in Education Department.

Resolved further that the appointment letter be issued as per the term of the appointment under the University rules without waiting for confirmation.

3. Private Secretary to Registrar

The recommendation of the Selection Committee for the post of Private Secretary to Registrar held on 27.06.2019 was placed before the Board of Management. The Selection Committee recommended the name of the following candidate for appointment to the post of Private Secretary to Registrar.

1. Shri Sanatan Chandra Das.

Resolution No: BM/49/4(C)/2019: Resolved that the recommendations of the Selection Committee for the post of Private Secretary to Registrar be accepted and that the candidate recommended viz, Shri Sanatan Chandra Das be appointed as the Private Secretary to Registrar.

Resolved further that the appointment letter be issued as per the term of the appointment under the University rules without waiting for confirmation of the proceedings.

Item No. 5 :   ***To consider and approve the Ph.D. Degree awarded by the University.***

The following Research Scholars have submitted their thesis after completion of all the formalities.

1.   Ms. Nandita Das submitted her PhD Thesis for evaluation and award of Degree. On the basis of the recommendation of the examiners, the viva-voce examination of the candidate was held on 3rd April, 2019. The examination was conducted by Professor. Jayanta Krishna Sarmah of Gauhati University who recommended the award of the PhD degree to the candidate. The details are furnished below.

Name, Registration No. and Address of the candidate	Ms. Nandita Das (R.No.-13046861) Lal Ganesh, Guwahati
Title of the thesis	"Food security and the pattern of consumption of food by rural women in Assam: A case study in Kamrup (Rural), Lakhimpur and Cachar District."
Name of the guide	Dr. Arupjyoti Choudhury Registrar, Krishna Kanta Handiqui State Open University
Name of the Examiners	1. Professor. Jayanta Krishna Sarmah Department of Political Science, Gauhati University. (External) 2. Dr. Pahi Saikia, Associate Professor Department of Humanities and Social Sciences, IIT Guwahati. (External) 3. Dr. Arupjyoti Choudhury Registrar, Krishna Kanta Handiqui State Open University. (Guide)
The Viva-voce examination was conducted by Professor. Jayanta Krishna Sarmah, Gauhati University.	

2.   Ms. Madhulika Singh submitted her PhD Thesis for evaluation and award of Degree. On the basis of the recommendations of the examiners, the viva-voce examination of the candidate was held on 30th January, 2019. The examination was conducted by Professor Pona Mahanta of Dibrugarh University who recommended the award of the PhD degree to the candidate. The details are furnished below.

Name, Registration No. and Address of the candidate	Ms. Madhulika Singh (R.No.-12050100008) Associate Professor (Arya Vidyapeeth College)
Title of the thesis	"Women writers on Partition: A study of select fictional writings."
Name of the guide	Dr. Prasenjit Das Associate Professor, Krishna Kanta Handiqui State Open University.

Name of the Examiners	1. Professor Amitava Roy (External) Rabindra Bharati University, Kolkata 2. Former Professor Pona Mahanta (External) Dibrugarh University. 3. Dr. Prasenjit Das (Guide) Associate Professor, Krishna Kanta Handiqui State Open University.
The Viva-voce examination was conducted by Former Professor Pona Mahanta, Dibrugarh University.	

3. Mr. Ranjit Bikash Chetia submitted his PhD Thesis for evaluation and award of Degree. On the basis of the recommendations of the examiners, the viva-voce examination of the candidate was held on 27th June, 2019. The examination was conducted by Dr. Dhruba Pratim Sarmah of Gauhati University who recommended the award of the PhD degree to the candidate. The details are furnished below.

Name, Registration No. and Address of the candidate	Mr. Ranjit Bikash Chetia (R.No.-12050100011) Bordoloi Nagar, Tinsukia
Title of the thesis	"E- Governance and Rural Development: A Study of two select Districts of Assam."
Name of the guide	Dr. Hitesh Deka Vice Chancellor, Krishna Kanta Handiqui State Open University. Dr. Abhijit Bhuyan Assistant Professor, Krishna Kanta Handiqui State Open University.
Name of the Examiners	1. Dr. Dhruba Pratim Sarmah, Professor, Department of Political Science, Gauhati University. (External) 2. Professor Rudraman Thapa, Professor, Department of Political Science, Dibrugarh University. (External) 3. Dr. Hitesh Deka, Vice Chancellor (Guide) Krishna Kanta Handiqui State Open University. 4. Dr. Abhijit Bhuyan (Co-Guide) Assistant professor, Krishna Kanta Handiqui State Open University.
The Viva-voce examination was conducted by Dr. Dhruba Pratim Sarmah, Gauhati University.	

The Board was requested to consider and approve the award of Ph.D. degree.

Resolution No: BM/49/5/2019: Resolved that the award of Ph.D degree to Ms. Nandita Das, Ms. Madhulika Singh and Mr. Ranjit Bikash Chetia be approved as proposed above.

Item No. 6 : **To consider and approve the proceedings of the Finance Committee meeting held on 21st May, 2019.**

The proceedings of the Finance Committee meeting held on 21st May, 2019 was placed before the meeting of the Board of Management.

The Board was requested to consider and approve the same.

Resolution No: BM/49/6/2019: *Resolved that the proceedings of the Finance Committee meeting held on 21st May, 2019 be approved.*

Item No. 7 : *To consider and approve the proceedings of the Planning and Development Committee held on 26th June, 2019.*

The proceedings of the meeting of the Planning and Development Committee held on 26th June, 2019 was placed before the meeting of the Board of management.

The Board was requested to consider and approve the proceedings.

Resolution No: BM/49/7/2019: *Resolved that the proceedings of the Planning and Development Committee meeting held on 26th June, 2019 be approved.*

Item No. 8 : *To consider and apprise the vetting of estimate by PWD (Building) Govt. of Assam, pertaining to construction of KKHSOU City Campus.*

The Board was apprised that as decided by the 47th meeting of the Board of Management held on 21.11.2018, the estimate submitted by the consultant for construction of KKHSOU City Campus was forwarded to the Chief Engineer, PWD building for necessary vetting. The Chief Engineer, Building wing vide his letter no BPM 30/2016/13 dated Guwahati the 6th June, 2019 vetted the estimate as proposed by the University. The copy of the letter from the Chief Engineer, PWD Building was placed before the meeting of the Board of management.

The Board was requested to consider and note the above.

Resolution No: BM/49/8/2019: *Resolved that in compliance of 47th of the Board of Management, the vetting of estimate by PWD Building, Govt. of Assam, pertaining to construction of KKHSOU City Campus at Khanapara be noted.*

Item No. 9 : *To consider and approve the Second phase of construction of KKHSOU City Campus at Khanapara.*

It was for kind information of the Board of Management that although the Assam Agricultural University initially allotted a plot of land measuring five bighas, on our request they have further allotted four bighas, thus totalling to nine bighas of land allotted to the University. M/S Designers Plenum initially estimated the project at a cost of Rs. 69,68,70,891.00 (Construction of building measuring 20,948 sq.mtr, floor area) based on the land measuring five bighas. Now, as the land has increased to nine bighas, and in consideration of the present demand and optimum use of vacant space, the area of construction has significantly gone up. Accordingly, the consultant has submitted a revised estimate at Rs. 108,33,05,631.00 (Rupees One hundred Eight cores Thirty Three lakhs Five thousand Six hundred and Thirty One) for construction of second phase of the same building with additional area of 8,566 sq.mtr.

The estimate was placed before the 47th meeting of the Board of Management held on 21.11.2018 which was duly approved by the Board of Management vide its resolution no BM/47/6(A)/2018.

In view of the above, it was proposed that the Assam Agricultural University be entrusted to carry out the remaining construction works pertaining to phase-II after observing all formalities at their end and vetting the estimate by the PWD, Building, Government of Assam/Technical authority.

The Board was requested to consider and approve the proposal as stated above.

The Board considered the agenda and after critically examining the present demand and optimum use of vacant space approved the proposal. The Board resolved as follows:

Resolution No: BM/49/9/2019: Resolved that the Assam Agricultural University be entrusted to carry out the remaining construction works pertaining to phase II of KKHSOU City Campus after observing all the formalities at their end and vetting the same estimate by the PWD building, Government of Assam/technical authority.

Item No. 10 : To consider and approve the modified work order and the agreement issued by the Assam Agricultural University in respect of construction of KKHSOU City Campus at Khanapara.

It was for kind information of the Board of Management that the estimate for the project in respect of construction of KKHSOU City Campus was sent to the PWD for vetting/ technical sanction. Accordingly, the Chief Engineer, PWD Building vide his letter no. BPM 30/2016/13 Guwahati the 6th June, 2019 vetted the estimate for construction of KKHSOU City Centre at Khanapara. The matter was placed in the Technical Committee meeting held on 10.06.2019, in which it was decided that the work order given by Assam Agricultural University needs to be modified as per the vetting order of the PWD as stated above. It was also decided that Assam Agricultural University shall modify the work order and the modified work order shall be approved by the Board of Management, KKHSOU for payment of bill as per modified work order agreement. Accordingly, the Assam Agricultural University has modified the work order.

The Board was requested to consider and approve the modified Work Order.

The Board considered the Agenda and after detailed deliberations adopted the following resolution:

Resolution No: BM/49/10/2019: Resolved that the modified work order and the agreement issued by the Assam agricultural University vide Memo no 4(2/12)208/DPK/2017-18(2019-20)/2758-67 dated 11.06.2019 in respect of KKHSOU City Campus at Khanapara be approved.

Item No. 11: To consider and approve the renewal of the term of appointment of a few employee.

It was for kind information of the Board of Management that a number of employees of the University have completed the first 5 (five) year term of the appointment which may be renewed as admissible under the rules of the University. The performance report of the above noted employees was placed in the concerned meeting held on 21/06/2019. The committee recommended their next term with the approval of the Board of Management.

The Board considered the agenda and approved the proposal.

Resolution No: BM/49/11(A)/2019: Resolved that the term of appointment of the following employees be renewed for another term of five years with effect from the date of completion of the first term.

1.

Sl. No	Name	Designation	Date of completion of first 5 year of term.
1.	Sri Binod Deka	System Analyst	17/05/2019
2.	Ms. Devajani Duarah	Assistant Professor	19/05/2019
3.	Ms. Dola Borkotoky	Assistant Professor	01/06/2019

It was further informed that two employees have completed the second five years term of appointment, which may be renewed as admissible under the rules of the University. The performance report of the above noted employees was placed in the concerned meeting held on 21/06/2019. The committee recommended their next term with the approval of the Board of Management.

Resolution No: BM/49/11(B)/2019: Resolved that the term of appointment of the following employees be renewed or another period of five years with effect from the date of completion of the second term.

2.

Sl. No	Name	Designation	Date of completion of second 5 year of term.
1.	Sri Mahesh Deka	Senior Assistant	31/05/2019
2.	Mazneen Nigar Hanif	Senior Assistant	31/05/2019

Item No. 12 : To consider and approve the scale promotion of a few employees.

The following employees have completed eight years of their regular services on 01.04.2019. As per the recommendations of the Common Pay Committee 2017 (CPC), they are entitled for next scale promotion.

1. Sri Prakash Barman   (Multi tasking staff)
2. Sri Dhrubajyoti Sarma   (Multi tasking staff)

The Board was requested to consider and approve the scale promotion of the employees.

The Board considered the agenda and approved the proposal.

Resolution No: BM/49/12/2019: Resolved that the scale promotion as recommended by the Common Pay Committee 2017 to the following two employees be approved:

1. Sri Prakash Barman   (Multi tasking staff)
2. Sri Dhrubajyoti Sarma   (Multi tasking staff)

Item No. 13 : To consider and approve the mode of payment of Gratuity, Leave Encashment to the employees on completion of five years of term.

It was for information of the Board of Management that as per the provision of the Ordinance no. 7, all appointment in KKHSOU are made on Contract Basis for a period of 5 (five) years which may be renewed as an when decided by the Board of Management/Vice Chancellor. A few senior officers from various departments have taken voluntary retirement or resigned on technical grounds from the earlier department and joined in our University on contract basis. The Board is further apprised that as per the provision of the Statute, Chapter – V, no. 6, that The officers shall be entitled to such Leave, Leave Salary, Allowances, Provident Fund benefit and Gratuity as prescribed on this behalf by the University from time to time.

As there is no specific guideline whether, the Officers who have been appointed on contract basis for a period of 5 (five) years could be paid Leave encashment and Gratuity without taking into account their past services, the University decided to obtain a Legal Opinion from the Standing Legal Counsellor, Advocate Shri L. P. Sharma, Gauhati High Court.

The copy of the Legal Opinion was placed in the day of the meeting.

The Board considered the agenda and deliberated upon the matters in detailed including the Legal Opinion received from Advocate, Shri L. P. Sharma. After detailed deliberations, the Board adopted the following resolutions.

Resolution No: BM/49/13(A)/2019: Resolved that the payment of leave encashment to the employees be paid who were appointed on contract basis without taking into account the past benefit whatever they received in their earlier parent department/establishment.

Resolution No: BM/49/13(B)/2019: Resolved that the gratuity be paid to the employees on completion of their term (minimum 5 years) without taking into account the past benefit whatever they received in earlier department since it is a new appointment on contract basis.

The Legal Opinion from the Standing Legal Counsellor, Advocate L. P. Sharma, Gauhati High Court is reproduced below:

Item No. 14 : To consider and approve the modalities for advertisement of vacant post in respect of grade IV and grade III employees.

It was for kind information of the Board that the following posts are lying vacant which the University proposes to fill-up with the qualifications and experiences as shown against the post:

1. Audio-Visual production Executive
Essential qualifications:
i) Master Degree in Journalism and Mass Communication/ Computer Science.

ii) Five (5) years working experience in Multi Media Production Centre in Government organization/ PSU/ University system.

Desirable qualifications:
i) Two (2) years working experience in Open and Distance Learning (ODL) system.
ii)) A degree/diploma in Distance Education.
Scale of Pay: as per CPC
Maximum Age : As per State Government rule.

2. Accounts Officer (No of post : One)
Essential qualifications:
i) A Master degree in Commerce/MBA (Finance) with consistently good academic record.
ii) Five (5) years working experience in the rank of Accountant in the Govt. organization/Public Undertakings/Autonomous Institute/University.
Desirable qualifications:
i) Two (2) years working experience in Open and Distance Learning (ODL) system.
ii) Adequate knowledge of computer in Tally/Business Accounting/Commercial Accounting.
iii) A degree/diploma in Distance Education.
Scale of Pay: as per CPC
Maximum Age: As per State Government rule.

3. Section Officer (No of post : Three nos)
Essential qualifications:
i) A bachelor degree with consistently good academic record.
ii) Four (4) years working experience in the rank of Assistant Section Officer or equivalent post.
iii) Two (2) years working experience in Open and Distance Learning (ODL) system.
Desirable qualifications:
i) Adequate knowledge of Computer.
ii) A degree/diploma in Distance Education.
Scale of Pay : as per CPC
Maximum Age: As per State Government rule.

4. Accountant (No of post : one)
Essential qualifications:

i) A bachelor degree in Commerce with consistently good academic record.

ii) Four (4) years working experience in the rank of Senior Accounts Assistant or equivalent post.

iii) Two (2) years working experience in Open and Distance Learning (ODL) system.

Desirable qualification:

i) Diploma/Certificate in tally/Business Accounting/Commercial Accounting.

ii) A degree/diploma in Distance Education.

Scale of Pay: as per CPC

Maximum Age: As per State Government rule.

5. Assistant Section Officer (No of post : one)

Essential qualifications:

i) A bachelor degree with consistently good academic record.

ii) Four (4) years working experience in the rank of Senior Assistant or equivalent post.

iii) Two (2) years working experience in Open and Distance Learning (ODL) system.

Desirable qualifications:

i) Adequate knowledge of computer.

ii) A degree/diploma in Distance Education.

Scale of Pay : as per CPC

Maximum Age: As per State Government rule.

6. Data Entry Operator (No of post : one)

Essential qualifications:

i) A bachelor degree with consistently good academic record.

ii) A Diploma in Computer Application.

iii) Two (2) years working experience in Open and Distance Learning (ODL) system.

Desirable qualifications:

i) 3 (Three) years working experience in the rank of Junior Assistant.

ii) A degree / diploma in Distance Education.

Scale of Pay : as per CPC

Maximum Age: As per State Government rule.

7. Audio Visual Production Technician (No of post : One)

Essential qualifications:

i) A bachelor's degree in any discipline

ii) Post Graduate Diploma in Journalism.

iii) 2 (Two) years working experience in Open and Distance Learning (ODL) system.

iv) Adequate knowledge of computer.

Desirable qualification:

i) A degree / diploma in Distance Education.

Scale of Pay: as per CPC

Maximum Age: As per State Government rule.

8. Junior Account Assistant (No of post : One)

Essential qualifications:

i) A bachelor degree in Commerce.

ii) Adequate knowledge of Computer in Tally etc.

iii) 2 (Two) years working experience in Open and Distance Learning (ODL) system.

Desirable qualifications:
- *i) A degree / diploma in Distance Education.*
Scale of Pay: as per CPC
Maximum Age: As per State Government rule.

The Board was requested to consider and approve the above. In this connection, the earlier decision of the 13th Meeting of the Board of Management held on 26/04/2012 vide its resolution No. 2012/13/5 was referred.

The Board after detailed deliberations decided to review the decision taken in the 13th meeting of the Board of Management held on 26/04/2019 and finally resolved as follows:

Resolution No: BM/49/14(A)/2019: *Resolved that the above mentioned posts with the qualification and experiences as proposed be approved for advertisement and fill-up.*

Resolution No: BM/49/14(B)/2019: *Resolved that the decision taken in the 13th meeting of the Board of Management held 26/04/2012 Vide its resolution No. 2012/13/5 be cancelled.*

Item No. 15 : **To consider and approve the collaborative research and publication works.**

1. *A proposal was submitted by the Director, Centre for Internal Quality Assurance (CIQA) for collaborative publication with Netaji Subhas Open University, Kolkatta. The publication entitled "ODL Issues-Perspectives from Eastern India" will be published jointly.*

2. *The University has also proposed for collaborative Research Project with Bangladesh Open University. The proposed study will also help the University in complying with the bench marking requirements as mandated by UGC and NAAC.*

The Board was requested to consider and approve the proposal for further taking necessary action by the University.

Resolution No: BM/49/15(A)/2019: *Resolved that the collaborative publication between Netaji Subhas Open University, Kolkatta and Krishna Kanta Handiqui State Open University (KKHSOU) be approved.*

Resolution No: BM/49/15(B)/2019: *Resolved that the collaborative research project between Bangladesh Open University and Krishna Kanta Handiqui State Open University (KKHSOU) be approved as proposed.*

Item No. 16 : **To consider and approve the renaming of Teachers' Training Department.**

The Teachers' Training Department of the University has requested for renaming the name of the department. In this connection, the competent authority has constituted a Committee to look after the matter. The committee in its meeting held on 22.04.2019 suggested the following names:

1. *"Department of Teachers' Training and Educational Development"*
2. *"Department of Teacher Training and Development"*

The Board was requested to consider and approve any one of the above.

The Board deliberated upon the matter and authorised the Vice Chancellor to take necessary action in this regards.

Resolution No: BM/49/16/2019: *Resolved that the Vice Chancellor be authorised to take a decision on the renaming of Teachers' Training department.*

Item No. 17 : **To consider and approve the enhancement of Special allowance for the post of Vice Chancellor.**

The Board was to be appraised that in pursuance of the letter F.No. 11-11/2017(CU) dated 19.02.2019 issued by the UGC, New Delhi and subsequent to the MHRD letter no 1-4/2017-UII dated 28th January, 2019, the special allowance for the post of Vice Chancellor is to be revised from Rs. 5000.00 per month to Rs. 11,250.00 per month with effect from 01.08.2017.

The Board was requested to consider and approve the above proposal.

Resolution No: BM/49/17/2019: Resolved that the Special allowance for the post of Vice Chancellor be revised from Rs. 5000.00 per month to Rs. 11.250.00 per month in pursuance of the letter F.No. 11-11/2017(CU) dated 19.02.2019 issued by the UGC, New Delhi and subsequent to the MHRD letter no 1-4/2017-UII dated 28th January, 2019 be approved.

Item No. 18 : **To consider and approve the proposal for production of a documentary film to be produced by the University.**

The University as in the past, this year also contemplating to produce a documentary film as a commitment to the Social responsibility. In this regard, the following three proposals may kindly be perused:

a) Land of Golden Thread: The Silk Village-Sualkuchi

b) A GLORIOUS LEGACY: A Visual Documentation on the Life, Works and Achievements of late Sunanda Ram Deka.

c) THE ROAD I HAVE TAKEN: English Version of the Documentary Film "Moi Ji Batere Ulalu Aji".

The Board was requested to consider and approve any one of the above proposal.

The Board considered the agenda and after deliberations resolved as follows:

Resolution No: BM/49/18/2019: Resolved that the Vice Chancellor be authorised to take a final decision on the production of any one of the above documentaries as per the budget provision.

Item No. 19 : **To consider and approve the proposal for publication of a book on the theme of Jahnu Barua's Film Scripts.**

It was for the kind information of the Board of Management that in order to make the University's publication work more vibrant and innovative, the University constituted a committee to suggest and finalise a few areas which may be immensely beneficial to the young generation. Accordingly, the committee suggested that initially the University may consider for publication of Jahnu Barua's works, i.e 10 (ten) scripts in a volume of 10 (ten) books. Needless to mention that Jahnu Barua stands as one of the towering film personalities in the country and his cinematic creations are globally acclaimed. In this connection, an estimated amount of Rs. 18,95,000.00 (Eighteen Lakhs Ninety Five Thousand only) will be required.

The Board was requested to consider and approve the proposal.

The Board considered the agenda and adopted the following resolution:

Resolution No: BM/49/19/2019: Resolved that the publication of 10 (ten) number of books on the theme of Jahnu Barua's Film Scripts at an estimated amount of Rs. 18, 95,000.00 (Eighteen Lakhs Ninety Five Thousand only) be approved.

Item No. 20 : **To consider and approve the introduction of Best Study Centre Award, Best Teacher Award, Best Employee (male and female) and Vice Chancellor's Excellence Award.**

To increase the working moral, the University has decided to introduce of Best Study Centre Award, Best Teacher Award, Best Employee (male and female) and Vice Chancellor's Excellence Award to be awarded in the Foundation Day of the University every year.

The Board was requested to consider and approve the above proposal.

The Board considered the agenda and fixed the quantum of cash amount for the award. The Board adopted the following resolution:

Resolution No: BM/49/20(A)/2019: Centre Award with a Citation and cash amount of   Resolved that the proposal for introduction of Best Study Rs. 50,000.00 (Rupees Fifty Thousand) be approved.

Resolution No: BM/49/20(B)/2019: (Male and Female) and Vice Chancellor's Excellence Award with a Citation and a Certificate of outstanding performance be approved.   Resolved that the Best Teacher Award, Best Employee

Item No. 21 : To consider and approve the proposal for Introduction of summer vacation for faculty members.

The teachers Association of the University requested to introduce summer vacation with effect from this academic year. It is for kind information of the Board that any kind of leave applicable to employees of the University is regulated by the Ordinance (Under Section 23 of the Act). The Board may like to authorise the Vice Chancellor to implement the Summer Vacation as per the provision laid down on the above Ordinances after finalising necessary guidelines for availing Summer Vacation without jeopardising the academic activities of the University. However, the summer vacation, if approved shall not exceed 30 days which could be availed for 15 days in one spell. The Earned Leave to the faculty members will be admissible as per the provision of the Ordinance.

The Board was requested to consider and authorise the Vice Chancellor to take necessary action in this regard.

Resolution No: BM/49/21/2019: summer vacation to the faculty members after finalising a specific guidelines in this regard.   Resolved that the Vice Chancellor be authorised to introduce

Item No. 22 : To consider and approve the decision of the authority in respect of KKHSOU Study Centre at Cachar College, Silchar.

It was for the kind information of the Board of Management that the KKHSOU Study Centre, Cachar College has been closed down due to malfunctioning of the Study Centre. The University after receipt of the allegations and counter allegations conducted an enquiry with Dean, Academic as Chairman followed by deputing a team of senior officers as Goodwill Mission. Having found all the efforts in vain; the University had no other alternative but to close down the centre with intimation to the Deputy Commissioner, Cachar District.

The Board considered the agenda and after critically examining the facts and documents produced by the University decided to close down the KKHSOU Study Centre, Cachar College, Silchar with effect from 1st July, 2020.

Resolution No: BM/49/22/2019: be closed down with effect from 1st July, 2020.   Resolved that the KKHSOU Study Centre, Cachar College, Silchar

Item No. 23 : To consider and approve the KKHSOU Library Rules and Regulations as approved by the Library Advisory Committee.

The Library Advisory Committee has laid down certain rules and regulations with a view to smooth conduct of the Library. A copy of the Library Rules and Regulations was placed before the meeting of the Board of Management.

The Board was requested to consider and approve the above Rules and Regulations.

The Board considered the agenda and approved the proposal.

Resolution No: BM/49/24/2019: approved.   Resolved that the following Library Rules and Regulations be

Item No. 24 : **To consider and approve the note submitted by the Controller of Examinations regarding submission of documents to the Hon'ble Governor of Assam on the allegation of a learner.**

The Board was to be informed that one Kamaluddin Ahmed has approached the Hon'ble Governor of Assam and the Hon'ble President of India in connection with certain allegations made by him against the University. The matter was duly examined by the Controller of Examinations and accordingly the Registrar intimated the matter to the Secretary to the Governor of Assam for kind appraisal to Hon'ble Chancellor. The relevant note of the Controller of Examinations was placed before the Board of Management

The Board was requested to consider and approve the action taken by the University.
The Board considered the action taken by the University.

Resolution No: BM/49/24/2019: Resolved that the note of the Controller of the Examinations in respect of Kamaluddin Ahmed be approved.

1. Adoption of revised Financial Statement for the year 2017-18.

The note of the Finance Officer on the revised Financial Statement for the year 2017-18 was placed before the members of the Board of Management. The Board decided to accept the proposal.

Resolution No: BM/49/25(1)/2019: Resolved that the Financial Statement for the year 2017-18 as proposed by the Finance Officer be approved.

2. Apprisal on Finalisation of quotations in respect of "Asom Sishu Sahitya Kosha" and Implementation of University Management System (IUMS).

1. It was for kind information of the Board of Management that for printing of 40 (forty) volumes of "Asom Sishu Sahitya Kosha", the University invited necessary tender in the National Dailies. As just one party applied, so the date was extended to accommodate more parties and to have an idea of the competitive rate. This time, one more party applied for the printing works. The University is yet to decide whether tender would be opened and decision taken on the basis of the quotation received so far.

2. For Implementation of University Management System (IUMS), the University invited open tender through National Dailies. The University against this advertisement received only one proposal from a private party. The KKHSOU Total Solution (ERP) Committee cancelled the proposal and issued another advertisement. This time though the University received three proposals, the KKHSOU Total Solution (ERP) Committee cancelled all the proposals on technical ground. Due to insufficient number of tenders, the committee decided to restart the process by way of calling expression of interest from the Central Govt. undertakings as per direction of the Board of Management. However, the same could not be materialised and therefore retendering process was initiated from amongst the Central Government public sector undertakings. In response, only two parties namely NCCF, Noida and ITI, Delhi responded to the advertisement and accordingly they were asked for presentation before the concerned Committee and Technical Experts. The University is yet to decide whether the offer made by the above two parties would be opened and taken decisions on the basis of the two offers received so far.

In view of the above the Board is requested to examine the matter and issue necessary orders to finalise the process for implementation of the above two projects.

The Board considered the agenda and resolved as follows:

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Resolution No: BM/49/25(2)/2019:   Resolved that the University be allowed to finalise the process for implementation of the above two projects based on the quotations/offers that the University has received so far.

The meeting ended with a vote of thanks from the chair.

<table>
<tr><td>Sd/-</td><td>Sd/-</td></tr>
<tr><td>(Hitesh Deka)</td><td>(Arupjyoti Choudhury)</td></tr>
<tr><td>Vice Chancellor & Chairman</td><td>Registrar & Member Secretary,</td></tr>
<tr><td>BoM, KKHSOU</td><td>BoM, KKHSOU</td></tr>
</table>

KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY
GUWAHATI

Proceedings of the 50th meeting of the Board of Management (Emergent) held on 01.08.2019 in the Conference Room of Housefed Complex, Dispur, Guwahati at 04:00 PM

Members Present:

1)	Vice Chancellor	: Chairman
2)	Prof. Amarjyoti Choudhury	: Member
3)	Shri Jahnu Baruah	: Member
4)	Prof. Munin Kakati	: Member
5)	Shri Ramen Sarma	: Member
6)	Shri Prasanta Phukan	: Member
7)	Shri Ramendra Narayan Kalita	: Member
8)	Prof. Sudeshna Bhattacharjee	: Member
9)	Ms. Geetanjali Ahmed Nayyar	: Member
	Joint Secretary, Finance Department	
	Govt. of Assam	
	(Representative from the Principal Secretary,	
	Govt. of Assam, Finance Department)	
10)	Dean (Academic)	: Member
11)	Dean (Study Centre)	: Member
12)	Registrar	: Member Secretary

Shri S. N. Misra, Secretary to Vice Chancellor and Public Relations officer was present for recording the proceedings.

Item No. 1:   **Vice Chancellor's address of welcome and introductory briefing.**

Before calling the meeting to order, the Vice Chancellor who is also the Chairman of the Board of Management welcomed all the esteemed members of the Board with special mention of Shri Prasanta Phukan, MLA, Assam Legislative Assembly who had attended the meeting for the first time as a member of the Board of Management. He apprised that the Governor's Secretariat vide his letter dated July 10, 2019, directed to elect one member urgently by the Board of Management to the Advisory Board for constitution of selection of new Vice Chancellor, Krishna Kanta Handiqui State Open University. Accordingly, this emergent meeting had to be convened.

Resolution No: BM/50/1/2019:   Resolved that the address of welcome and introductory briefing of the Vice Chancellor be noted.

Item No. 2:   *Nomination of one member for constitution of Advisory Board for selection of new Vice Chancellor, Krishna Kanta Handiqui State Open University.*

It was for kind information of the Board of Management that the Governor's Secretariat vide letter no. GSA. 06/2015/79 dated July 10, 2019 directed to elect one member urgently by the Board of Management to the Advisory Board for selection of new Vice Chancellor, Krishna Kanta Handiqui State Open University.

The Board was requested to elect one member as per the provision Section 1.1 of Chapter IV of the First Statute under KK Handiqui State Open University Act, 2009.

The Board deliberated upon the matter and nominated in unison Dr. Kamal Malla Bujarbaruah, former Vice Chancellor, Assam Agricultural University as the member of the Advisory Board for selection of new Vice Chancellor, KKHSOU.

Resolution No: BM/50/2/2019: Resolved that Dr. Kamal Malla Bujarbaruah, former Vice Chancellor, Assam Agricultural University be nominiated as the member of the Advisory Board for selection of new Vice Chancellor, KKHSOU.

Item No. 3   :   Payment of yearly instalment to National Insurance Company for health insurance coverage of the employees of KKHSOU.

The Board was apprised that as per the decision of the Board of Management, an amount of Rs. 14, 99,753/- (Rupees Fourteen lakhs Ninety Nine thousand Seven hindered Fifty Three) was paid to National Insurance Company as yearly premium for the year the year 2018-19 for health insurance scheme. The term of payment will expire on 2nd August, 2019. This time the amount has been enhanced by National Insurance Company and accordingly an amount of   Rs. 19, 11,600/- (Rupees Nineteen Lakhs Eleven Thousand Six hundred) is to be paid within 2nd August, 2019.

The Board was requested to consider and approve the proposal.

The Board considered the matter and approved the proposal as a welfare scheme of the University.

Resolution No: BM/50/3/2019:   Resolved that the yearly premium of   Rs. 19, 11,600/- (Rupees Nineteen Lakhs Eleven Thousand Six hundred) payable to National Insurance Company with effect from 2nd July, 2019 for health insurance coverage of the employees of the University be approved.

The meeting ended with a vote of thanks from the chair.

Sd/-	*Sd/-*
(Arupjyoti Choudhury)	*(Hitesh Deka)*
Registrar & member Secretary	*Vice Chancellor & Chairman*
BoM, KKHSOU	*BoM, KKHSOU*

Item No. 3 :   To apprise the Action Taken Reports on the decisions of the 49th and 50th (Emergent) Meeting of the Board of Management.

The Action Taken Reports on the decisions of the 49th and 50th (emergent) meetings of the Board of Management was circulated to the members of the Board of Management.

The Board was requested to consider and approve the above.

Resolution No: BM/51/3/2019: *Resolved that the action taken reports on the 49ᵗʰ and 50ᵗʰ (Emergent) Meeting of the Board of Management be noted.*

The Action Taken report of the 49ᵗʰ and 50ᵗʰ (Emergent) meetings of the Board of Management is reproduced below:

Action Taken Report of the Registrar on some Resolutions adopted in the meeting of Board of Management held on 02/07/2019 (49ᵗʰ meeting)

Agenda Item No.	Resolution No.	Action Taken
Item No. 1 Vice Chancellor's address of welcome and introductory briefing	BM/49/1/2019	Noted
Item No. 2 Confirmation of the proceeding of the 48ᵗʰ meeting of the Board of Management	BM/49/2/2019	Noted
Item No. 3 To appraise the Action Taken Report on the decision of the 48ᵗʰ meeting of the Board of Management	BM/49/3/2019	Noted
Item No. 4 : To consider and approve the recommendations of the Selection Committee for various posts	BM/49/4(A)/2019	Appointment letter issued
	BM/49/4(B)/2019	Appointment letter issued
	BM/49/4(C)/2019	Appointment letter issued
Item No. 5 : To consider and approve the Ph.D. Degree awarded by the University	BM/49/5/2019	Result declared
Item No. 6 : To consider and approve the proceedings of the Finance Committee Meeting held on 21/05/19	BM/49/6/2019	Noted
Item No. 7 : To consider and approve the proceedings of the Planning and Development Committee Meeting held on 26/06/19	BM/49/7/2019	Noted
Item No. 8 : To consider and apprise the vetting estimate by PWD (Building) Govt. of Assam, pertaining to construction of KKHSOU City Campus	BM/49/8/2019	Noted

Item No. 9 : To consider and approve the Second phase of construction of KKHSOU City Campus at Khanapara	BM/49/9/2019	Noted
Item No. 10 : To consider and approve the modified work order and the agreement issued by the Assam Agricultural University in respect of construction of KKHSOU City Campus at Khanapara	BM/49/10/2019	Noted
Item No. 11 : To consider and approve the renewal of term of appointment of a few employees	BM/49/11(A)/2019	Notification issued
	BM/49/11(B)/2019	Notification issued
Item No. 12 : To consider and approve the scale promotion of few employees	BM/49/12/2019	Notification issued
Item No. 13 : To consider and approve the mode of payment of Gratuity, Leave Encasement to the employees on completion of five years of term	BM/49/13(A)/2019	Notification issued
	BM/49/13(B)/2019	Notification issued
Item No.14 : To consider and approve the modalities for advertisement of vacant post in respect of grade IV and grade III employees	BM/49/14/2019	Noted
Item No. 15 : To consider and approve the collaborative research and publication works	BM/49/15/2019	Noted
Item No. 16 : To consider and approve the renaming of Teachers' Training Department	BM/49/16/2019	Notification issued
Item No. 17 : To consider and approve the enhancement of Special allowance for the post of Vice Chancellor	BM/49/17/2019	Notification issued
Item No. 18 : To consider and approve the proposal for production of a documentary film to be produced by the University	BM/49/18/2019	Noted
Item No. 19 : To consider and approve the proposal for publication of a book on the theme of Jahnu Baruah's Film Scripts	BM/49/19/2019	Noted
Item No. 20 : To consider and approve the introduction of best Study Centre Award, Best Teacher Award, Best Employee (male and female) and Vice Chancellor's Excellence Award	BM/49/20/2019	Notification issued

Item No. 21 : To consider and approve the proposal for induction of summer vacation for faculty members.	BM/49/21/2019	Notification issued
Item No. 22 : To consider and approve the decision of the authority in respect of KKHSOU Study Centre at Cachar College, Silchar	BM/49/22/2019	Noted
Item No. 23 : To consider and approve the KKHSOU Library Rules and Regulations as approved by the Library Advisory Committee	BM/49/23/2019	Notification issued
Item No. 24 : To consider and approve the note submitted by the Controller of Examinations regarding submission of documents to the Hon'ble Governor of Assam on the allegation of a learner	BM/49/24/2019	Noted
Item No. 25 : 1. Adoption of revised Financial Statement for the year 2017-18	BM/49/25(1)/2019	Noted
2. Apprisal on finalization of quotations in respect of "Asom Sishu Sahitya Kosha" and implementation of University Management System (IUMS)	BM/49/25(2)/2019	Noted

Sd/-
(Arupjyoti Choudhury)
Registrar

Action Taken Report of the Registrar on some Resolutions adopted in the meeting of Board of Management (Emergent) held on 01/08/2019 (50th meeting)

Agenda Item No.	Resolution No.	Action Taken
Item No. 1 Vice Chancellor's address of welcome and introductory briefing	BM/50/1/2019	Noted
Item No. 2 Nomination of one member for constitution of Advisory Board for selection of New Vice Chancellor, Krishna Kanta Handiqui State Open University	BM/50/2/2019	Noted
Item No. 3 Payment of yearly instalment to National Insurance Company for health insurance coverage of the employees of KKHSOU	BM/50/3/2019	Payment has been made

Sd/-
(Arupjyoti Choudhury)
Registrar

Item No. 4 : To consider and approve the recommendations of the Selection Committee for various posts.

It is for information of the Board that the following sanctioned posts were advertised and accordingly the interviews were held as per existing rules of the university. The recommendations of the selection committees were placed on the day of the meeting.

The Board was requested to consider and approve the recommendation of the selection committee.

1. Assistant Professor in Teacher Education:

The recommendation of the Selection committee meeting for the post of Assistant professor in Teacher Education Department held on 26.09.2019 was placed before the Board of Management. The selection committee recommended the name of the following candidates for appointment to the post of Assistant Professor in Teacher Education in order of merit:

1. Ms. Archana Adhikary
2. Ms. Arunima Borah

Resolution No: BM/51/4(A)/2019: *Resolved that the recommendations of the Selection Committee for the post of Assistant Professor in Teacher Education be accepted and that the candidate recommended viz. Ms. Archana Adhikary be appointed as the Assistant Professor in Teacher Education Department.*

Resolved further that the appointment letter be issued as per the term of the appointment under the University rules without waiting for confirmation of the proceedings

2. Private Secretary to Registrar:

The recommendation of the Selection Committee meeting for the post of Private Secretary to Registrar held on 25.09.2019 was placed before the Board of Management. The Selection Committee recommended the name of the

following candidate for appointment to the post of Private Secretary to Registrar:

1.   Mr. Budhyajyoti Sarmah

Resolution No: BM/51/4(B)/2019:   Resolved that the recommendations of the Selection Committee for the post of Private Secretary to Registrar be accepted and that the candidate recommended viz. Mr. Budhyajyoti Sarmah be appointed as the Private Secretary to Registrar.

Resolved further that the appointment letter be issued (as per the term of the appointment under the University rules without waiting for confirmation of the proceedings.

3.   Accountant:

The recommendation of the Selection Committee meeting for the post of Accountant held on 22.08.2019 was placed before the Board of Management. The Selection Committee recommended the name of the following candidate for appointment to the post of Accountant:

1.   Mr. Rana Hazarika

Resolution No: BM/51/4(C)/2019:   Resolved that the recommendations of the Selection Committee for the post of Accountant be accepted and that the candidate recommended viz. Mr. Rana Hazarika be appointed as the Accountant.

Resolved further that the appointment letter be issued as per the term of the appointment under the University rules without waiting for confirmation of the proceedings.

4.   Section Officer:

The recommendation of the Selection Committee meeting for the post of Section Officer held on 26.08.2019 was placed before the Board of Management. The Selection Committee recommended the name of the following candidates for appointment to the post of Section Officers:

1. Mr. Abani Kumar Dawka
2. Mr. Mukul Kalita

Resolution No: BM/51/4(D)/2019: *Resolved that the recommendations of the Selection Committee for the post of Section Officers be accepted and that the candidate recommended viz. Mr. Abani Kumar Dawka nad Mr. Mukul Kalita be appointed as the Section Officer.*

Resolved further that the appointment letter be issued as per the term of the appointment under the University rules without waiting for confirmation of the proceedings.

5. Assistant Section Officer:

The recommendation of the Selection Committee meeting for the post of Assistant Section Officer held on 22.08.2019 was placed before the Board of Management. The Selection Committee recommended the name of the following candidates for appointment to the post of Assistant Section Officers in order of merit:

1. Mr. Janjyoti Mahanta
2. Ms. Shabnam Akhtar
3. Ms. Lani Mazumdar

Resolution No: BM/51/4(E)/2019: *Resolved that the recommendations of the Selection Committee for the post of Assistant Section Officer be accepted and that the candidate recommended viz. Mr. Janjyoti Mahanta be appointed as the Assistant Section Officer.*

Resolved further that the appointment letter be issued as per the term of the appointment under the University rules without waiting for confirmation of the proceedings.

Resolution No: BM/51/4(F)/2019: Resolved that Ms. Shabnam Akhtar and Ms. Lani Mazumdar be appointed as Assistant Section Officer against the resultant vacancy to be aroused in the University.

6. Data Entry Operator:

The recommendation of the Selection Committee meeting for the post of Data Entry Operator held on 23.08.2019 was placed before the Board of Management. The Selection Committee recommended the name of the following candidates for appointment to the post of Data Entry Operator in order of merit:

1. Mr. Saurajyoti Sarma
2. Mr. Biswadwip Deka

Resolution No: BM/51/4(G)/2019: Resolved that the recommendations of the Selection Committee for the post of Data Entry Operator be accepted and that the candidate recommended viz. Mr. Saurajyoti Sarma be appointed as the Data Entry Operator.

Resolved further that the appointment letter be issued as per the term of the appointment under the University rules without waiting for confirmation of the proceedings.

7. Junior Accounts Assistant:

The recommendation of the Selection Committee meeting for the post of Accounts Assistant held on 22.08.2019 was placed before the Board of Management. The Selection Committee recommended the name of the following candidate for appointment to the post of Junior Accounts Assistant:

1. Mr. Prasanta Deka

Resolution No: BM/51/4(H)/2019: Resolved that the recommendations of the Selection Committee for the post of Junior Accounts Assistant be accepted

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and that the candidate recommended viz. Mr. Prasanta Deka be appointed as the Junior Accounts Assistant.

Resolved further that the appointment letter be issued as per the term of the appointment under the University rules without waiting for confirmation of the proceedings.

8.   Audio Visual Production Technician:

The recommendation of the Selection Committee meeting for the post of Audio Visual Production Technician held on 23.08.2019 was placed before the Board of Management. The Selection Committee recommended the name of the following candidate for appointment to the post of Audio Visual Production Technician:

1.   Mr. Bitu Das

Resolution No: BM/51/4(I)/2019:   *Resolved that the recommendations of the Selection Committee for the post of Audio Visual Production Technician be accepted and that the candidate recommended viz. Mr. Bitu Das be appointed as the Audio Visual Production Technician.*

Resolved further that the appointment letter be issued as per the term of the appointment under the University rules without waiting for confirmation of the proceedings.

Item No. 5 :   **To consider and approve the Ph.D. Degree awarded by the University.**

The following Research Scholar has submitted his thesis after completion of all the formalities.

1.   Mr. Gajendra Mohan Dev Sarma submitted his Ph.D Thesis for evaluation and award of Degree. On the basis of the recommendation of the examiners, the viva-voce examination of the candidate was held on 25th September, 2019. The examination was conducted under the Chairmanship of the Dean Academic where Prof. A. Rajmani Singh, Professor, Department of Commerce was present

as the subject Expert (External). The committee recommended the name of Mr. Gajendra Mohan Dev Sarma for the award of Ph.D degree. The details are furnished below:

Name, Registration No. and Address of the candidate	Mr. Gajendra Mohan Dev Sarma (R. No. – 09/01) Associate Professor, Raha College, Nagaon, Assam
Title of the thesis	"A Study on Municipal Solid Waste Management in Nagaon Town in Assam."
Name of the guide	Prof. N. N. sarma Department of Management, Krishna Kanta Handiqui State Open University.
Name of the Examiners	4. Prof. A Rajmani Singh, Professor, Department of Commerce, Manipur university. (External) 2. Prof. Debabrata Das, Professor, department of Management, Tezpur University. (External) 5. Prof. N. N. Sarma (Guide) Professor, department of Management, Krishna Kanta Handiqui State Open University.

The Board was requested to consider and approve the award of Ph.D. degree.

Resolution No: BM/51/5/2019: *Resolved that the award of Ph.D degree to Mr. Gajendra Mohan Dev Sarma be awarded as proposed.*

Item No. 6 : **To consider and approve the proceedings of the meeting of the Academic Council held on 21.08.2019.**

The proceedings of the Academic Council meeting held on 21.08.2019 was placed before the meeting of the Board of Management.

The Board was requested to consider and approve proceedings.

Resolution No: BM/51/6/2019: *Resolved that the proceedings of the Academic Council meeting held on 21.08. 2019 be approved.*

The proceedings of the Finance Committee meetings held on 21.08.2019 is reproduced below:

Krishna Kanta Handiqui State Open University

<u>*GUWAHATI – 781006*</u>

<u>PROCEEDINGS OF THE 28 TH MEETING OF ACADEMIC COUNCIL HELD ON 21.08.19</u>

Present were:

1.	Vice Chancellor,	--	Chairman
2.	Registrar	--	Member
3.	Dean Study Centre	--	Member
4.	Dr. Pranab Saikia	--	Member
5.	Dr. Bipul Das	--	Member
6.	Dr. Neeva Rani Phukan	--	Member
7.	Deputy Registrar (Academic)	--	Special invitee
8.	Dean (Academic)	--	Member Secretary

The Hon'ble Vice-Chancellor and chairman of the meeting extended a warm welcome to all the members present. The chairman called the 28th meeting of the Academic Council to order and requested Dean Academic to proceed with agenda items for consideration.

Item No.1: *Confirmation of the Proceedings of the 27th meeting of Academic Council held on 21.01.19.*

Discussion: *The members discussed the minutes of the 27th meeting held on 21th January, 2019 as circulated by KKHSOU vide letter no. KKHSOU/Academic Council/64/2010/30.*

Resolution No.1: Resolved that the proceedings of the 27th meeting of Academic Council held on 21.01.2019 be confirmed.

Item No. 2: *To co-opt the names of two academicians for Academic Council along with the names of others as per the provision of act.*

Discussion: *The Academic Council co-opted following two academicians and officers of the University as member of the Academic Council.*

    1. Professor Jogen Kalita, Department of Zoology, Gauhati University

2. Dr. Marami Goswami.

3. Controller of Examinations, KKHSOU.

Resolution: No.2: Resolved that the members co-opted for the Academic Council be approved.

Item No. 3: Approval of new diploma programme in Yoga.

Discussion: The members discussed the proposal of one year "Kaya yogi Yoga" diploma course and appreciated the same. The Academic Council approved the programme after thorough discussion over the proposal.

Resolution: No.3: Resolved that the new one-year diploma programme in "Kaya yogi" be approved.

Item No. 4: Appraisal of selected list of scholars, 2019 as per UGC minimum standards and procedures for award of M.Phil Ph.D degree.

Resolution: No.4: Resolved that the selected list of Ph.D/M.Phil programme, 2019 of KKHSOU be approved.

Item No.5: Approval of Academic planner for the session 2019-20 of KKHSOU.

Discussion: The members discussed the academic planner for the session 2019-20 and suggested certain modification and after incorporation of the modifications the academic planner may be circulated among the members of the academic council.

Resolution: No.5: The Academic planner after necessary modification may be placed for final approval of the Vice chancellor.

Item No.6: Approval of M.Phil./Ph.D. regulation of the University 2019.

Discussion: The members discussed the M.Phil./Ph.D. regulation 2019 and suggested certain modifications. The M.Phil./Ph.D. regulation 2019 will be modified and corrected by the committee which was constituted for the preparation of M.Phil./Ph.D. regulation of the University.

Resolution: No.6: The M.Phil./Ph.D. regulation of the University 2019 after necessary modification may be placed for final approval of the Vice chancellor.

Item No.7: Continuation of Ph.D. Guideship of Dr. Rahul S. Mazumdar Dean Academic, KKHSOU.

Discussion: The members discussed the matter of Ph.D. Guideship of Dr. Rahul S. Mazumdar and empowered Vice chancellor for final decision.

Resolution: No.7: Resolved that the Vice chancellor be empowered for final decision regarding Guideship of Dr. Rahul S. Mazumdar.

Item No.8: Approval of reallocation of guide in regard to Mr. Kishor Mohan Bhattacharyya.

Discussion: The matter regarding reallocation of guide has been discussed in the 7th RAC meeting and RAC has recommended Dr Sukmaya Lama, Assistant Professor, Department of History as guide of Mr. Kishor Mohan Bhattacharyya for Final Approval of Academic Council.

Resolution: No.8. Resolved that all reallocation of guide in regard to Mr. Kishor Mohan Bhattacharyya be approved.

As there was no other matter for discussion, the meeting ended with a vote of thanks from the chair and to the chair.

Sd/-	Sd/-
Dean (Academic)	Vice-Chancellor
&	&
Member Secretary	Chairman Academic Council
Academic Council	

Item No. 7 : **To consider and approve the report of the committee constituted for the purpose of awarding KKHSOU National Award and KKHSOU National Fellowship, 2019.**

The Board of Management is aware that a committee was constituted to recommend the names for award of KKHSOU National Award and KKHSOU National Fellowship for the year 2019. The committee has submitted its report, copy of which will be placed on the day of the meeting.

The copy of the report of the committee could not be opened due to certain technical problems. As such, the Board of Management decided to defer the matter.

Resolution No: BM/51/7/2019: *Resolved that the Agenda Item No. 7 be deferred.*

Item No. 8 : To consider and approve the Policies adopted by the University as per the guidelines to be followed for preparation of NAAC visit.

It is for kind information of the members of the Board of Management that as per the guidelines issued by the National Assessment and Accreditation Council (NAAC), the University has to formulate certain policies on different subjects. Accordingly, the University constituted different sub-committees for framing of policies on such subjects. The draft policies submitted by different sub committees were further scrutinised by an expert committee consisting of experts from different Universities.

The Board was requested to consider and approve the above.

The Board approved the policies prepared by the University in principle. However, the Board desired that the Vice Chancellor be authorised to scrutinise the policies before it is accepted.

Resolution No: BM/51/8/2019: Resolved that the policies prepared by the University as per the guidelines issued by the National Assessment and Accreditation Council **(NAAC)** be approved. However, the Vice Chancellor be authorised to scrutinize the policies before it is released.

The final policies submitted by the different sub committees is reproduced below:

1. *DRAFT POLICY ON INTERNAL AND EXTERNAL AUDIT MECHANISMS, KKHSOU*

1. Preamble:
Internal and external audit programs facilitate financial transparencies, prevent malpractices and provide vital information to the management about the effectiveness of internal control systems in a time bound manner. To assist the University to meet this requirement of audit of University accounts, this policy has been developed.

2. Objectives:
   I.   To ensure that University funds and resources are used only for the purpose for which they are meant and to prevent misuse.
   II. To ensure that appropriate financial controls are developed, documented and applied for compliance with a multitude of administrative and statutory requirements.

3. Definitions:

Stakeholders – A general term devised to indicate all those who might have a legitimate interest in receiving financial information about the University.

Internal Audit – The University may have its internal audit cell/branch to ensure continuous internal audit of the University Accounts, in the absence of which, the University may outsource internal audit as per the approval of the Finance Committee. The University shall define scope of work of the internal auditor.

Statutory Audit - The Director of Audit (Local Fund), Assam or such other person as the State government may authorize in this regard shall carry out audit of the annual accounts of the University.

Applicability:

The Audit policy is applicable to all stakeholders of the University, namely employees, learners, coordinators, content writers, counsellors, etc. who have financial interests in the University.

4. Institutional Arrangements:

5.1   Role of Finance & Accounts branch of the University:

The role of Finance and Accounts branch of the University would be as per the provisions of the University Act and Statutes, and amendments thereof.

5.2   Role of the Study Centres of the University:

All study centres under the jurisdiction of the University will submit Statements of Accounts of their respective centres, duly audited by accounting bodies, recognised by ICAI and other regulatory authoritative bodies, on a regular basis, by 31st July, after the closing of each financial year.

5.3   Role of Employees of the University:

All employees of the University, including officers and teachers must submit their income tax liabilities, claim exemptions etc. for computation of tax liabilities within stipulated periods for each financial year for proper and timely maintenance of University's accounts.

5.4   Role of Vendors/Manufacturers/Authorised Dealers/Bidders dealing with the University
All vendors/manufacturers/authorised dealers/bidders etc. dealing with the University must comply to requirements in such dealings with the University, as fixed by the University from time to time, by providing GST No., PAN and relevant information.

5.5   Role of other Stakeholders:

All the stakeholders of the University must recognise and adhere to the financial rules and regulations of the University. They must be ethical in their practices to prevent misuse of University fund.

5. Appointment of Auditors:

Appointment of Auditor will be made following procedures as laid down in University's Act, Statutes and Ordinances.

A.   Internal Auditors:

I.   With the approval of the Finance Committee, Internal Auditor will be appointed defining the scope of work for verification of accounts and the internal control system and to suggest for further improvement of the system.

II. While preparing the scope for Internal Audit work, the following will be included:

i) Thorough examination of the books of accounts, vouchers and bank receipts at the end of every quarter, and submit the quarterly audit report with comments and observations.

ii) Verification of financial transactions and to ensure that those are booked under proper head of accounts.

iii) Verification of Bank Balance with Bank Statement and to ensure that proper Bank Reconciliation Statements are prepared on a monthly basis.

iv) Verification of Accounting Statements, Schedules and other Annual Accounts related statements.

v) Submission of Annual Receipts and Payments A/C, Income and Expenditure A/C and Audited Balance Sheet along with Internal Auditor's Report.

vi) Looking into all tax related matters, and statutory compliance of Tax rules as per the Acts and various provisions.

vii) To check deductions of Tax at Source are made as per the rules and at the specified rate, and deposited within the time limit.

viii) Physical verification of Assets, Inventories both at the Headquarters and City Office, and submission of detailed report specifying details of assets, quantity, location and value.

ix) Comparison of physical assets with book records, and pointing out of differences, if any between the book record and physical assets.

x) Preparation of Utilisation Certificate and Statement of Expenditure against the grants received from Central Govt., State Govt., UGC and other funding agencies as may be applicable.

xi) Ensure the filling of Income tax return to Income Tax Authority within the time limit, preparation, submission of replies of any notice issued by the Income Tax department, follows up and to attend I.T. Department queries, when required.

xii) Consultation on taxation matters, as and when required. Examination of quarterly statements in respect of Tax deducted/deposited from salary, rent, and payment to contractors, professional fees etc. to ensure the correctness.

B. **Statutory Audit:**

As per the University Act, the Director of Audit (Local Fund), Assam or such person as the state government may authorise in this regard shall carry out the audit of the accounts. Accordingly, after completion of the Annual Accounts, the University will intimate the Director of Audit (Local Fund), Assam to conduct the Audit.

A copy of the audited accounts together with the audit report shall be submitted to the Chancellor of the University for Observations and instructions. After receiving acceptance from the Chancellor, the University will submit the same to the Government of Assam for laying it before the Assam Legislative Assembly.

The audited annual accounts after having been laid before the state Legislative Assembly shall be published in the official Gazette. The University will accordingly adopt follow up measures as may be applicable.

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2.

Draft Consultancy Policy
Krishna Kanta Handiqui State Open University

Preamble

This Policy provides that consultancies undertaken by university staff are consistent with the University's strategic and operational objectives and the costs are sustainable. KKHSOU is committed to making its expertise available through service to industry, commerce, government, professions, arts and other educational and research organizations.

1. The Policy

All Research and Non-research consultancies of Krishna Kanta Handiqui State Open University (KKHSOU) as described in this Policy are governed by the following guiding principles:

(a) There should be demonstrable benefit to the University from the consultancy in terms of income, enhanced reputation, and/or expanding the expertise of the University staff.

(b) The Consultancies must not be in conflict with University policies including those governing employment; such as the Code of Conduct and service rule as may be applicable.

(c) The Consultancies must not be in conflict with the functions, objectives or interests of the University or damage the University's reputation under any circumstances.

(d) Members shall not undertake any external research activities where no formal agreement has been authorized by the University.

2. Consultancy Project

A Consultancy project exists where an academic staff member provides skills or expertise in return for remuneration from an external funding agency. Likewise consultancy project would include the provision of professional services to external agencies for a fee.

3. Exclusion

The following works and the income thereof to Faculty Members/Staff, if undertaken with prior approval of the authority, shall not be treated as consultancy project.

(a) Seminars, guidance to student and other academic involvement in recognized educational institutions.

(b) Paper setting and examinership for Universities, recognized educational institutions, public service commission and the like.

(c) Membership of the board of directors of public and private enterprise, enquiry committee set up by state or central government or government bodies.

(d) Writing of reports, papers or study reports for important national and international bodies.

(e) Lump sum payment received for writing of books or for the preparation of any teaching material (including videos and CDs), up to Rs. 100000/_.

(f) Income by way of scholarship or stipend received during study leave

(g) Writing papers and articles in news papers and magazines.

(h) Income from art, music, painting or performing arts.

Money received by the faculty member/staff for activities listed above (a to h) shall not be subject to any contribution to/sharing with the institute.

Money received by any faculty member under any of the following heads shall be retained by him without permission from the authority.

(a) *Prizes and Awards received by faculty member/staff.*

(b) *Reward for service rendered*

(c) *Royalty for publishing books or other publication.*

4. Project Value

Consultancy charged to be recovered from the client organization as total value of the project shall be the sum of the following-

(a) *Professional fee of the faculty/staff.*

(b) *All direct expenses like TA/DA, transport charges, paper, stationery, hire charges for in-house and outsourced computing and other equipment etc.*

(c) *Cost of secretarial assistance.*

(d) *Contingency.*

5. Sharing of Income

(a) *30% of the total value of the consultancy project shall be the contribution to the institute, 5% of the total value to the administrative staffs and office and the remaining 65% shall cover the project cost and the faculty honorarium. There will be no further sharing or contribution to the institute from the faculty honorarium.*

(b) *If the client deduct any TDS and provides a TDS certificate in the name of the institute, the entire tax shall be debited to the institutes share. It shall be the responsibility of the faculty member concerned to collect the total fee as well as the TDS certificate.*

(c) *Any amount that is unrecoverable from the client will be deducted from the project value in order to calculate the institute share. i.e. the unrecoverable amount shall have to be bear by the faculty concern.*

6. Administrative and Financial Rules

(a) *All consultancy requests will be acknowledge by a committee.*

(b) *On receipt of a consultancy request from a prospective client, the chairperson of the committee shall circulate the request to various relevant faculty members to seek their interest.*

(c) *A project coordinator shall be selected by the committee. Depending upon the requirement of the assignment, the committee may suggest inclusion of faculty members with relevant experience.*

(d) *The committee shall make every effort to rationalize the allocation of consultancy project to faculty members.*

(e) *Budget for a consultancy project shall be placed before the authority by the committee.*

(f) *Faculty Will be entitled to economy-class Airfare and AC 1st Class train fare on production of Air Ticket/Rail Ticket No and PNR No of the journey undertaken.*

(g) *Officers and Staff Members associated with a project will be entitled to rail fare as per the Government of India Norms on production of Ticket No. And PNR No., after the journey.*

(h) Project Staff assisting the particular project (if required to travel outstation for data Collection, etc.) will Governed by the Government of India Norms wherever applicable. The travel programme of the project staff should be approved by the project Coordinator. Appointment of project staff or consultants for survey work should have the approval of the Committee. The Committee will frame rules for the appointment of project staff and consultants for survey work.

(i). The cost towards Local Transport, Taxi Fare, Car Rental, Institute Vehicle Costs, Bus Fare. etc. should not exceed five percent of the project value. If the Project design requires a higher cost, it must be justified and prior approval of the Director is to be obtained. The request for approving the higher cost should be routed through the Committee, which should justify its recommendation for the approval of the higher cost.·

(j) If the client organisation does not take care of board and lodging, Faculty Members will be entitled to a daily allowance for the outstation period as per the TA/DA Rules of the Institute or on actuals, supported by appropriate receipts.

7. **Miscellaneous Expenditure**

a. A maximum of five percent of the Project value may be certified by the Project Coordinator as entertained and other miscellaneous expenditures for which receipts/vouchers are not available.

b. Copies of all correspondence with the Accounts Department/Authority for Advances/Settlement of Faculty and other honorarium shall be forwarded to the Committee for information and record.

c. The Project Coordinator/Team shall submit a completion report to the Committee and obtain feedback / acknowledgement from the client after the submission of the Project Report. This shall be transmitted to the Authority with a copy to the Committee.

d. The Accounts section shall close the Work Order on receipt of the Completion Report from the Project Coordinator, along with a Statement of Expenses if requested.

8. **Consultancy Committee:** A consultancy committee consists of at least four members. The committee should be approved by the university authority. The committee will examine the consultancy proposals and monitor consultancy activities. The consultancy committee will recommend the proposal for administrative approval after vetting the same. After completion of the project and submission of audited financial report, the committee will recommend for release of the share of revenue generated from the project.

9. **Bank account:** A separate bank account exclusively for consultancy purpose shall be maintained for receiving of consultancy fund and meeting consultancy expenditures. The bank account shall be operated jointly by the Finance Officer and Registrar or any member of the consultancy committee, if nominated by the committee.
Books of accounts and records shall be maintained by the Accounts Branch of KKHSOU or by the consultancy committee as per convenience.

10. **Audit:** The accounts of the consultancy projects have to be audited annually at the end of each financial year.

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3.

Draft Policy
Code of Ethics in Academics and Research

1. Preamble:

1.1. The legitimacy, credibility, support, and autonomy of higher education institutions rest on the quality of their activities and services related to teaching and learning, research and outreach, as well as the integrity and transparency of their procedures.

1.2. While ethical principles may be embedded in a specific historical period, context and culture, there are certain fundamental and universal core values and principles that guide higher education and academic work. These ethical values and principles need to be made explicit by higher education institutions in an Institutional Code of Ethics.

1.3. Institutional Codes of Ethics in Academics and Research of KKHSOU serve to subscribe to codes of conduct defined by University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Education Institutions) Regulation, 2018.

2. Definitions:

2.1. Academic Integrity is the intellectual honesty in proposing, performing and reporting any activity, which leads to the creation of intellectual property;

2.2. Author includes a student or a faculty or a researcher or staff of KKHSOU who claims to be the creator of the work under consideration;

2.3. Faculty refers to a person who is teaching and/or guiding students enrolled in KKHSOU in any capacity whatsoever i.e. regular, ad-hoc, guest, temporary, visiting etc;

2.4. Institutional Academic Integrity Panel shall mean the body constituted at Institutional level to consider recommendations of the departmental academic integrity panel and take appropriate decisions in respect of allegations of plagiarism and decide on penalties to be imposed. In exceptional cases, it shall investigate allegations of plagiarism at the institutional level;

2.5. Plagiarism means the practice of taking someone else's work or idea and passing them as one's own.

2.6. Researcher refers to a person conducting academic / scientific research in KKHSOU;

2.7. Script includes research paper, thesis, dissertation, chapters in books, full-fledged books and any other similar work, submitted for assessment / opinion leading to the award of master and research level degrees or publication in print or electronic media by students or faculty or researcher or staff of KKHSOU; however, this shall exclude assignments / term papers / project reports / course work / essays and answer scripts etc.;

2.8. Source means the published primary and secondary material from any source whatsoever and includes written information and opinions gained directly from other people, including eminent scholars, public figures and practitioners in any form whatsoever as also data and information in the electronic form be it audio, video, image or text; Information being given the same meaning as defined under Section 2 (1) (v) of the Information Technology Act, 2000 and reproduced here in Regulation 2 (l);

2.9. Staff refers to all non-teaching staff working in KKHSOU in any capacity whatsoever i.e. regular, temporary, contractual, outsourced etc.;

2.10. Student means a person duly admitted and pursuing a programme of study including a research programme in any mode of study (full time or part-time or distance mode);

2.11. The University implies Krishna Kanta Handiqui State Open University (KKHSOU).

2.12. Year means the academic session in which a proven offence has been committed.

3. Objectives of the Code of Ethics in Academics and Research:

3.1. To create awareness about responsible conduct of research, thesis, dissertation, promotion of academic integrity and prevention of misconduct including plagiarism in academic writing among student, faculty, researcher and staff.

3.2. To establish institutional mechanism through education and training to facilitate responsible conduct of research, thesis, dissertation, promotion of academic integrity and deterrence from plagiarism.

3.3. To develop systems to detect plagiarism and to set up mechanisms to prevent plagiarism and punish a student, faculty, researcher or staff of KKHSOU committing the act of plagiarism.

4. Duties of the University

The University would establish the mechanism as prescribed by the Regulatory Authority in Code of Ethics in Academics and Research, to enhance awareness about responsible conduct of research and academic activities, to promote academic integrity and to prevent plagiarism.

4.1 Awareness Programs and Trainings:

4.1.1 The University shall instruct students, faculty, researcher and staff about proper attribution, seeking permission of the author wherever necessary, acknowledgement of source compatible with the needs and specificities of disciplines and in accordance with rules, international conventions and regulations governing the source.

4.1.2 The University shall conduct sensitization seminars/ awareness programs on responsible conduct of research, thesis, dissertation, promotion of academic integrity and ethics in education for students, faculty, researcher and staff.

4.2 Curbing Plagiarism:

4.2.1 The University shall declare and implement the technology based mechanism using appropriate software so as to ensure that documents such as thesis, dissertation, publications or any other such documents are free of plagiarism at the time of their submission.

4.2.2 Every student submitting a thesis, dissertation, or any other such documents to the University shall submit an undertaking indicating that the document has been prepared by him or her and that the document is his/her original work and free of any plagiarism.

4.2.3 The undertaking shall include the fact that the document has been duly checked through a Plagiarism detection tool approved by the University.

4.2.4 Each supervisor shall submit a certificate indicating that the work done by the researcher under him/her is plagiarism free.

4.2.5 The University shall submit to INFLIBNET soft copies of all theses after the award of degrees for hosting in the digital repository under the "Shodhganga : a reservoir of Indian theses".

4.2.6 The University shall create Institutional Repository on institute website which shall include dissertation / thesis / paper / publication and other in-house publications.

5. Levels of Plagiarism

The University will quantify plagiarism in to different levels as follows in ascending order of severity for the purpose of its definition:

i. Level 0: Similarities upto 10% - Minor similarities, no penalty

ii. Level 1: Similarities above 10% to 40%

iii. Level 2: Similarities above 40% to 60%

iv. Level 3: Similarities above 60%

6. Similarity checks for exclusion from Plagiarism

The similarity checks for plagiarism shall exclude the following-

i. All quoted work reproduced with all necessary permission and/or attribution.

ii. All references, bibliography, table of content, preface and acknowledgements.

iii. All generic terms, laws, standard symbols and standards equations.

7. Detection/Reporting/Handling of Plagiarism

If any member of the academic community suspects with appropriate proof that a case of plagiarism has happened in any document, he or she shall report it to the Departmental Academic Integrity Panel (DAIP). Upon receipt of such a complaint or allegation the DAIP shall investigate the matter and submit its recommendations to the Institutional Academic Integrity Panel (IAIP) of the University. The University Authority can also take suomotu notice of an act of plagiarism and initiate proceedings under the Code of Ethics. Similarly, proceedings can also be initiated by the University on the basis of findings of an examiner. All such cases will be investigated by the IAIP.

7.1. The composition of DAIP will have the following composition:

i. Chairman - Head of the Department/School

ii. Member - Senior academician from outside the department/school, to be nominated by the Vice-Chancellor of the University.

iii. Member - A person well versed with anti plagiarism tools, to be nominated by the Head of the Department/School.

a. The tenure of the Committee shall be two years. The quorum for the meetings shall be 2 out of 3 members (including Chairman).

b. The DAIP shall investigate cases of plagiarism as per the provisions mentioned in the Code of Ethics.

c. The DAIP after investigation shall submit its report with the recommendation on penalties to be imposed to the IAIP within a period of 45 days from the date of receipt of complaint / initiation of the proceedings.

7.2. The composition of IAIP will have the following composition:

i. Chairman - Pro-VC/Dean/Senior Academician of the University.

ii. Member - Senior Academician other than Chairman, to be nominated by the Vice-Chancellor of the University.

iii. Member - One member nominated by the Vice-Chancellor of the University from outside the University.

iv. Member - A person well versed with anti-plagiarism tools, to be nominated by the Vice-Chancellor of the University.

a. The Chairman of DAIP and IAIP shall not be the same. The tenure of the Committee members shall be three years. The quorum for the meetings shall be 3 out of 4 members (including Chairman).

b. The IAIP shall also investigate cases of plagiarism as per the provisions mentioned in the Code of Ethics.

c. The IAIP shall send the report after investigation and the recommendation on penalties to be imposed to the Vice-Chancellor of the University within a period of 45 days from the date of receipt of recommendation of DAIP/ complaint / initiation of the proceedings.

d. The IAIP shall provide a copy of the report to the person(s) against whom inquiry report is submitted.

8. Penalties

8.1. Penalties in case of plagiarism in submission of thesis and dissertations-

Institutional Academic Integrity Panel (IAIP) shall impose penalty considering the severity of the Plagiarism.

    i.   Level 0: Similarities upto 10% - Minor Similarities, no penalty.

    ii.   Level 1: Similarities above 10% to 40% - Such student shall be asked to submit a revised script within a stipulated time period not exceeding 6 months.

    iii.   Level 2: Similarities above 40% to 60% - Such student shall be debarred from submitting a revised script for a period of one year.

    iv.   Level 3: Similarities above 60% -Such student registration for that programme shall be cancelled.

Note 1: Penalty on repeated plagiarism- Such student shall be punished for the plagiarism of one level higher than the previous level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative.

Note 2: Penalty in case where the degree/credit has already been obtained - If plagiarism is proved on a date later than the date of award of degree or credit as the case may be then his/her degree or credit shall be put in abeyance for a period recommended by the IAIP and approved by the Vice-Chancellor of the University.

8.2   *Penalties in case of plagiarism in academic and research publications-*

    i.   Level 0: Similarities up to 10% - Minor similarities, no penalty.

    ii.   Level 1: Similarities above 10% to 40%

        a.   Shall be asked to withdraw manuscript and shall be asked to submit a revised script to comply the requirements.

    iii.   Level 2: Similarities above 40% to 60%

        a.   Shall be asked to withdraw manuscript.

        b.   Shall be denied a right to one annual increment.

        c.   Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student/scholar for a period of two years.

    iv.   Level 3: Similarities above 60%

        a.   Shall be asked to withdraw manuscript.

        b.   Shall be denied a right to two successive annual increments.

        c.   Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student/scholar for a period of three years.

Note 1: Penalty on repeated plagiarism - Shall be asked to withdraw manuscript and shall be punished for the plagiarism of one level higher than the lower level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative. In case level 3 offence is repeated then the disciplinary action including suspension/termination as per service rules shall be taken by the University.

Note 2: Penalty in case where the benefit or credit has already been obtained - If plagiarism is proved on a date later than the date of benefit or credit obtained as the case may be then his/her benefit or credit shall be put in abeyance for a period recommended by IAIP and approved by the Vice-Chancellor of the University.

Note 3: Each of the paper publication/thesis/dissertation by the student, faculty, researcher or staff of the University would be checked for plagiarism in Plagiarism Detection Software/Tool at the time of forwarding/submission.

Note 4: If there is any complaint of plagiarism against the Vice-Chancellor of the University a suitable action, in line with the Code of Ethics, shall be taken by the Controlling Authority of the University.

Note 5: If there is any complaint of plagiarism against any member of DAIP/IAIP, then such member shall recuse himself/herself from the meeting(s) where his/her case is being discussed/investigated.

9. **Review**

The Code of Ethics in Academics and Research of KKHSOU will be reviewed annually as part of the University's review of policy compliance or in response to changes in legislative or regulatory requirements.

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4.
DRAFT
CREDIT TRANSFER POLICY
OF
KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY
KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY
GUWAHATI, ASSAM

PREAMBLE: As a holistic approach to the issues of expansion, equity and excellence the credit transfer policy of KKHSOU aims-
• To Provide diverse choices of subjects, at different levels to enhance learning opportunities.
• To match the ability of students' scholastic needs and aspirations.
• For inter-institution transferability of students.
• To provide flexibility to the Learners to complete the programme over an extended period of time,
• To standardize compatibility of educational programme.

2. DEFINITION:

2.1. The University: Krishna Kanta Handiqui State Open University.

2.2 Recognized/Accredited Institution: Institutions that the University will consider for transfer of credit.

2.3. Transferable Courses: Courses in respect of which credits are earned at any recognized /accredited institution, including the UGC recognised Directorate of Distance Education (DDE)/off site campuses.

2.4. Transfer of Credit: "Credit transfer" means allowing a student of another university to get admitted to KKHSOU for completing any equivalent degree/diploma programme on the basis of credits obtained by him/her from that University.

2.5 Interdepartmental Credit:

• A transferable class that covers a range of topics and disciplines that could not be assigned to any one of the departments might be transferred as "Interdepartmental Credit".

• Any subject or course under a particular department may be accepted by another department as an equivalent subject for completion of a degree.

3. ELIGIBILITY

3.1 Basic Eligibility Conditions fulfilled: There are some basic eligibility conditions for earning a degree in any of the Programme as detailed in the Prospectus of KKHSOU and the Programme Project Report (PPR) submitted by the University to UGC. The provision of credit transfer policy will be applicable subject to fulfilment of the basic eligibility conditions for the chosen programme.

3.2 The credit transfer scheme is applicable only to those candidates who have not completed their degree from any other recognised university but are willing to complete it through KKHSOU as per rules provided.

3.3 The Credit Transfer Policy would be applicable for lateral entry.

3.4 Parity of Credits is ensured: The parity of credit has to be worked out between the transferring institutions for the Courses.

3.5 Uniformity in Syllabi: The syllabi of the course should be uniform to the extent of at least 75%. This uniformity will be determined by the Parity Determining Authority, on the receipt of Application along with syllabi through the transferring institution.

3.6 The Application process will be validated by proper in house validating process.

4.APPLICABILITY

4.1 Normally credit transfer will be applicable only from a diploma to an equivalent diploma and from a graduate degree to a graduate degree and postgraduate to Postgraduate degree.

4.2 Credit transfer will be permissible in the case of students coming from institutions established by an Act of Parliament or by an Act of State Legislature; or an institution "Deemed to be University", or an "Institution of National Importance", or institutions recognised by statutory bodies like UGC, AICTE, ICMR, ICAR, CSIR etc.

4.3 Credit transfer can be done only on the basis of individual courses.

*4.4 In order to get a diploma/degree from KKHSOU, **a student will be required to earn at least 50% credits from KKHSOU**. For example, a **B.A/B.Com/BBA/. student should earn at least 48 credits** from KKHSOU for a degree. In other words, maximum 50% of the total credit will be accepted by the University even if the learner has secured more than 50% credit in some other HEI.*

4.5 The degree certificate or the mark sheet given to the students will specifically indicate the credits earned in KKHSOU and those obtained from any other institution.

5. Appellate Authority
The Academic Council of the University may be approached regarding the decision given by Parity Determining Authority.

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5.   *Draft*

Open Educational Resources (OER) Policy

OER Policy for Krishna Kanta Handiqui State Open University, Supported by CEMCA.

The document is released under

Published in April 2013

Revised in August 2019

10. Preamble:

1.1 Considering importance of the sharing of educational materials in the developing countries, UNESCO's 2002 Forum on the Open Courseware coined the term Open Educational Resources (OER). It is expected to create a network of resources freely available for use as knowledge commons.

1.2 Adoption of the OER policy in Krishna Kanta Handiqui State Open University (KKHSOU) will create enabling environment for all stakeholders of the University to create and use OER in production of educational resources and to enable them to share these under appropriate open licenses.

11. Definitions:

2.1 The University implies Krishna Kanta Handiqui State Open University.

2.2 Open Educational Resources are defined as teaching, learning and research materials in any medium, digital or otherwise, that lie in the public domain or have been released under an open license that permits no-cost access, use, adaptation and redistribution by others with no or limited restrictions.

2.3 Content Developers: Any person engaged in the development of teaching and learning materials used by the University.

2.4 Copyrights: It refers to laws that regulate the use of the work of a creator, such as an artist or author. This includes copying, distributing, altering and displaying creative, literary and other types of work. Unless otherwise stated in a contract, the author or creator of a work retains the copyright. The author(s) retains/retain the moral rights to assign the rights to any other person or share the materials with others in any other conditions he/she may desire.

2.5 Open License: A license that specifies what can and cannot be done with a work (whether sound, text, image or multimedia). It grants permissions and states restrictions. Broadly speaking, an open license is one which grants permission to access, re-use and redistribute a work with few or no restrictions. Creative Commons have open licenses of six different types (as stated in **Appendix A**).

12. Purpose of the Policy:

* Make materials available under Creative Commons licenses.

* Use of OER materials in developing self learning materials of the University.

* Support voluntary participation of academic staff of the University and others in developing OER content.

* Clarify publication rights and licensing issues of the University.

* Provide guidance in development and review of OER materials prior to sharing them on a worldwide scale.

* Define collaborations within and with other universities with the intent to allow access to the open content.The mandate of the University will be kept in view while undertaking collaboration.

Note: to achieve the above mentioned purposes/objectives, KKHSOU will encourage the adoption of Open Source Software (OSS) and Open Standards in multiple platforms.

13. Applicability:

The OER policy is applicable to the following:

4.1 Learning materials released by the University in any physical or electronic format.

4.2 All content developers within the University and those engaged by the University for writing materials on contract basis as subject matter experts on payment of certain fees or may be free (with consent);

4.3 In cases where the material is developed in collaboration/ partnership with other institutions, the guidelines governing that collaboration as indicated in the Memorandum of Understanding (MoU)/Memorandum of Cooperation (MoC) will prevail. However, any such agreement should duly consider the OER Policy before any deviation is agreed upon with justification approved by the competent authority of the University.

14. Types of Licences:

5.1 While the University supports free and open access to all educational resources vetted by the Centre for Internal Quality Assurance Cell (CIQA) and will make them freely available through Creative Commons Attribution, all contents it owns or co-owns with the following exceptions:

 5.1.1   The University may make exceptions to the sharing of intellectual property it owns on a case by case basis with detailed reasons for limiting the free access to materials.

 5.1.2   Access to intellectual property owned by the University that it considers as commercially sensitive may also be restricted.

5.2 Open licensing allows Intellectual Property (IP) owners to modify the copyright on the intellectual property to facilitate openness. The most popular and well-known open license is the Creative Commons (CC) license. Creative Commons licensing does not change the copyright ownership; it rather allows for affordances and sets stipulations for end-users based on the following license conditions:

 5.2.1   Attribution (By): The standard condition for CC license in which usage requires citing, referencing of the creator/source.

 5.2.2   No Derivatives (ND): This condition mandates that no derivative works or adaptations may be made by users.

 5.2.3   Non-Commercial (NC): This condition mandates that users do not sell or make commercial usage of the licensed materials.

 5.2.4   Share-Alike (SA): Usage requires that any derivatives, remixes, or adaptations of the work be licensed under the same Creative Commons license.

 5.2.5   Content developers may also opt for CCO (zero) licenses in their individual publications.

5.3 Learning materials in print or electronic version developed by the University and having exclusive rights shall be published and released under CC-BY-NC-SA.

5.4 The choice of license will be decided by the faculty concerned who has developed the material. Apart from the SLM, other learning materials shall be vetted by the Centre for Internal Quality Assurance Cell (CIQA).

5.5 For derivatives and reproductions of other CC licensed materials, the University will follow the provisions in the CC licenses.

5.6 While sharing the materials of the University in appropriate licenses, it does not permit derivatives to use University logo for differentiation from the original.

15. Quality Assurance and Review System

6.1 The reviewing process of Learning Materials under CC license will be carried out at different levels.

6.2 The Self Learning Materials of the University and curriculum based learning resources developed through peer reviewing and strict quality assurance mechanism inbuilt in the course development process will not require further reviewing for uploading in different OER platforms

of the University. All other contributions will be peer reviewed within the department before uploading in different OER platforms of the University.

6.3 The Centre for Internal Quality Assurance Cell (CIQA) will adopt a set of quality assurance guidelines and indicators to release learning materials and help teachers focus on quality of OER.

16. Liability

7.1 All OER materials shared at the multiple OER platforms of the University will carry a disclaimer indicating that the material is for educational purposes only and that the university absolves itself of any practical misuse of the OER materials or their content.

7.2 Learning materials published under CC license should include the following information in the credit page:© Year, Name of the University. This learning resource is available under [Specify the license with link to the legal code]. Derivatives of this work are not authorized to use University logo.

7.3 All OER materials developed by the University will bear its seal/logo.

7.4 The University will have the right to upload, update and withdraw any course content anytime without assigning any reason.

7.5 The uploaded content will only be available for fair use for teaching, learning and research purpose only. Commercial use of the Learning materials is not authorised.

17. Role of the Faculty Members/Content Developers

17.1. Content developers will develop need based content that should be worthwhile, relevant, supports self-learning, interesting, engaging, should support learning by example, evidence based learning and is in alignment with major thrust areas and research priorities of the University.

17.2. Content developers will have the responsibility to check content with plagiarism detection tools made available by the University.

17.3. External content writers will sign a copyright form to transfer the copyright of the content to the University.

17.4. Faculty members of the University can also develop content in collaboration with faculty members teaching a similar course(s) at other Universities with an understanding that they will not enjoy the copyright of the content developed.

17.5. The University may develop in-house facilities, sign MoU with other institutions or outsource work, of adding value to content such as video-recording, animation etc. which may be required to facilitate enhanced learning.

17.6. Content developers will provide adequate links to similar high quality web based resources for facilitating additional learning.

17.7. To encourage high quality of content and motivate the content developers, the University will have adequate budget to pay a reasonable amount to content developers.

17.8. In case content writer for a particular course is not available from within the University, or the internal members are not able to complete within stipulated time, the University may engage an outside expert.

17.9. In case of Self Learning Materials the SLM Policy Guidelines shall be adhered to while updating and upgrading the materials.

18. Institutional Arrangements

18.1. The self learning materials produced by the University shall be shared in suitable online platforms.

18.2. The IT Cell of the University shall be responsible for providing access to all the stakeholders, and maintenance of the platforms.

18.3. Faculty and staff members engaged in OER development shall be regularly provided with capacity building opportunities by the University.

18.4. Regular update on Copyrights, OER and Open License shall be organized by the University to promote the use of OER.

19. Review

The OER Policy will be reviewed annually as part of the University's review of policy compliance or in response to changes in legislative or regulatory requirements.

Appendix A: Six Types of Creative Commons Licenses

Attribution **CC BY** This license lets others distribute, remix, tweak, and build upon your work, even commercially, as long as they credit you for the original creation. This is the most accommodating of licenses offered. Recommended for maximum dissemination and use of licensed materials.	**Attribution-ShareAlike** **CC BY-SA** This license lets others remix, tweak, and build upon your work even for commercial purposes, as long as they credit you and license their new creations under the identical terms. This license is often compared to "copyleft" free and open source software licenses. All new works based on yours will carry the same license, so any derivatives will also allow commercial use. This is the license used by Wikipedia, and is recommended for materials that would benefit from incorporating content from Wikipedia and similarly licensed projects.
Attribution-NoDerivs **CC BY-ND** This license allows for redistribution, commercial and non-commercial, as long as it is passed along unchanged and in whole, with credit to you.	**Attribution-NonCommercial** **CC BY-NC** This license lets others remix, tweak, and build upon your work non-commercially, and although their new works must also acknowledge you and be non-commercial, they don't have to license their derivative works on the same terms.
Attribution-NonCommercial-ShareAlike **CC BY-NC-SA** This license lets others remix, tweak, and build upon your work non-commercially, as long as they credit you and license their new creations under the identical terms.	**Attribution-NonCommercial-NoDerivs** **CC BY-NC-ND** This license is the most restrictive of our six main licenses, only allowing others to download your works and share them with others as long as they credit you, but they can't change them in any way or use them commercially.

Source: https://creativecommons.org/licenses/

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6.

DRAFT POLICY

FOR

THE PROMOTION OF RESEARCH

1. Preamble

To maintain quality and excellence in an educational institution, research on socially relevant, economically viable and nationally or internationally significant areas is very important. Krishna Kanta Handiqui State

Open University strives for promoting and enhancing the research capacity of the teachers, officers, learners and scholars in the above mentioned areas. The Policy for Promotion of Research at KKHSOU is expected to achieve excellence in the field of academic research and to become a hub of research in the North Eastern part of India. This Policy shall provide a broad framework to promote and guide research and ensure integrity of scholarly inquiry at the University.

2. Objectives

The stated objectives of the Policy are supposed to promote research and innovation, intellectual and social capital in the society as a whole. The objectives are:

- To promote ease of doing research on socially, politically and economically relevant areas
- To ensure integrity, quality and ethics in research
- To conduct research on the existing and emerging areas in the field of ODL
- To build up the national and international academic relationship through exchange research programmes and collaborative research
- To encourage need-based research in new areas having interdisciplinary approaches

3. Promotion of Research

For the promotion of research, the University shall undertake the following activities.

- For the promotion of research, KKHSOU shall encourage the teachers, officers, administrators, technicians, librarians and research scholars for doing research and provide financial support based on the availability of funds for research activities. KKHSOU shall allocate funds to be used for providing financial assistance and grants for conducting Minor Research Projects and for providing travel grants for attending seminars/conferences/workshops within the country and abroad. All provisions for grants and financial assistance shall be governed by the existing University Rules.
- KKHSOU shall encourage the scholars to choose their own subject of research, seek support from funding sources for the proposed research work and report their findings and conclusions.
- The research initiatives of KKHSOU shall also include—capacity building in terms of providing facilities for human resources development, encouragement and incentives to the employees to carry out more research, organizing seminars/conferences/workshops to disseminate new knowledge and offering Ph. D and M. Phil degrees on completion of quality research work.
- KKHSOU shall encourage and enable publication of research works by its employees in quality journals, in conference proceedings and workshops.
- KKHSOU shall encourage teachers, officers, technicians, librarians, research scholars to identify and carryout research on the latest industry/technology problems, maintain highest standards of ethics in the research activities and ensure utilization of research outputs.
- KKHSOU shall encourage its faculty to apply for research projects from international, national funding agencies apart from local bodies, industries and other funding sources. High standards of research output

in accordance with the UGC norms shall be one of the main criteria for the recruitment and promotion of faculty.

- KKHSOU shall encourage the teachers without PhD to pursue and complete their PhD by providing study leave with salary benefits. It shall also encourage faculty members to pursue Post-Doctoral research, national collaborative and international collaborative research projects and fellowships by providing study leave to spend their time in research activities in the University or in other national and international universities.

- KKHSOU shall nominate the eligible Faculty members as research supervisors in accordance with the MPhil and PhD Regulations of the University. According to the Regulations, only the regular teachers of the University shall be the Research supervisors. Professors and Associate professors are automatically recognized as PhD guides, whereas the eligible assistant professors with prescribed years of experience, PhD degree and required publications are also recognized to supervise MPhil and PhD scholars.

- The University shall periodically collect the research outputs of the faculty members and publish the same in the 'Annual Report' which shall be printed and deposited in the University's repository.

- KKHSOU shall try to have a Lab in the institution in due course of time, where both the teachers and the learners as well as researchers from the University and outside shall be able to carry out their research.

- KKHSOU shall organise training programmes on how to write research proposal and research report for the researchers from time to time.

- Publication of research papers is important for the effectiveness and sustenance of the University. KKHSOU resolves that the faculty members and officers must publish continuously in quality UGC listed and Peer reviewed national and international journals as well as in books.

- KKHSOU shall create an eco-system for innovation by establishing an Innovation Centre/cell which will undertake various innovative research initiatives that cater to the needs of diversified groups such as—learners, scholars and university fraternity.

- KKHSOU shall encourage quality research in different thrust areas. For this purpose, outstanding research contributions made by faculty members, officers, research scholars and other learners shall be recognised. Therefore, the University shall prepare a scheme for providing incentive for such research accomplishments.

4. How to Implement the Policy:

KKHSOU shall implement and monitor its research activities through the following establishments and mechanisms:

- The office of Dean (Academic) shall look into the overall academic aspects of the research activities of the University.

- The Research Advisory Council of the University shall monitor the MPhil and Doctoral Research activities.

- The Directorate of Bani Kanta Kakoty Research Institute (BKRI), led by senior academician/s shall undertake important research works in socially relevant areas.

- *The University's Centre for Innovation shall undertake various innovative initiatives by providing access to diversified groups namely learners, scholars and KKHSOU's fraternity.*

- *For M.Phil and Ph.D research, the UGC Regulations i.e. Minimum Standards and Procedure for Award of M.Phill/Ph.D Degree Regulations shall be adhered to.*

- *For Minor Research project, a faculty member shall prepare the proposal which will be submitted to the Research Advisory Committee (RAC) of the University and on its recommendations, the University authority shall grant financial assistance to its faculty members and to the interested scholars from outside the university. For this purpose, every year the University shall allocate financial budget.*

- *For Major Research project, the University shall provide all kinds of infrastructure facilities available for conducting the Major Research Project. The University shall form suitable mechanism from time to time to monitor the progress of Major Research Projects funded by an external agency, maintain its accounts and submit the utilisation certificate on time as per the requirement of the funding agency.*

- *For supporting Collaborative Research Projects, the University shall constitute a screening committee which will constantly explore the possibilities of having such collaborative or joint research in the present-day context.*

- *For National Award and National Fellowship, the University shall constitute a screening committee to select the awardee.*

- *KKHSOU shall follow the University rules while providing financial assistance or travel grants to the faculty members and officers of the University for attending seminar/conference/workshop both inside the country and abroad. For that matter, the faculty member and officer requesting for such assistance will have to give a presentation on the research paper or otherwise before presenting the same in a seminar/conference/workshop outside of the university before a screening committee which shall be duly constituted and which shall give constructive advice to the presenter or decide on providing the financial assistance to the person concerned.*

- *For the promotion of research publications, the Publication Policy of the University shall be adhered to.*

5. Ethics Committee for Checking the Research Misconduct

KKHSOU believes that the occurrence of misconduct is a threat to the basic principles of research. The University defines research misconduct as any fabrication, falsification or plagiarism in proposing, performing or reviewing research or in the reporting of research results. Misconduct in research damages the integrity of the profession and undermines the credibility of scholars. It is also antithetical to the values the University strives to maintain and promote. Therefore, KKHSOU shall take cognizance of the Research Ethics Policy of the University visualised in terms of the UGC Regulations 2018 while dealing with research misconduct.

6. Review of the Policy

The Policy for the Promotion of Research being formulated shall be subject to review and upgradation from time to time.

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7.

<center>*DRAFT*</center>

<center>*KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY*
POLICY ON WELFARE MEASURES</center>

1. **Preamble:** The University pledges to ensure welfare for its employees in terms of comfort and improvement in their efficiency level of the employees in discharge of their duties. The term 'Employee Welfare' refers to various facilities, services and amenities offered to employees by the employer for improving their health, efficiency, economic betterment and social status. The University is fully committed to the welfare of its employees to keep their motivation levels high.

2. **Definitions:**

2.1 *University* means Krishna KantaHandiqui State Open University.

2.2 *Employee:* Employee of the University that includes officers, teachers and other employees of the University.

2.3 *Employer:* Authority of the University.

2.4 *Welfare* means the facilities for the improvement of the employees.

2.5 *Canteen* means a place established by the University where good quality food is available at a subsidised rate.

2.6 *First Aid* means first and immediate assistance given to any person suffering from injury or illness.

2.7 *Recreation* means refreshment of body, mind and spirit through play or the like.

2.8 *Child Care Centre* means a centre where adults take care of children in place of their parents.

3. **Purpose of the Policy:**

The aims of the Welfare Measures Policy are as follows -

   I.   Motivate the employees by satisfying their needs to contribute to the Mission of the University.

   II.   Provide security to the employees against social risks like health.

   III.   Helps to improve trust level andgoodwill of the University amongst the employees.

   IV.   To encourage the participative approach to ensure welfare.

4. **Applies to:**

All Employees of the University holding a permanent appointment or a tenure appointment. While permanent employees could get the benefit of all the welfare measures, contractual and part-time employees may get the benefit of select welfare programmes.The University is committed to adoption of policies for Group Health Insurance under which the employees and the families of the employees could be covered.The University may also provide for canteen facilities, first aid for medical emergencies, recreation facilities to keep the employees physically and mentally fit, provision for child care facilities, organising cultural programmes and family picnics for improving the morale of the employees.

8.   *The Publication Policy*
of
Krishna Kanta Handiqui State Open University, 2019

1. Preamble:

Krishna Kanta Handiqui State Open University (KKHSOU) is committed to ensure need based research and publications that would be freely available and accessible and that would have the potential for significant economic, social and cultural transformation in the society. This Policy requires that the records of all bibliographic details of all research outputs of the University's are made available in the publications database of the University in line with the OER Policy of the University. This Policy, henceforth called, "The Publication Policy of KKHSOU" shall consider the different aspects of publications done under this University. This Policy is applicable to all regular University Employees and regular Research Scholars of the University.

2. Rationale of the Policy:

The Policy shall support the University employees and researchers to consider how best to make their works visible and accessible, including how best to enable the use of their work. On the basis of the Policy, the University shall make its publications freely available as soon as possible (if published by the University other than any external authority) and try to promote widespread discovery, dissemination and maximise citations of published works.

All publications of the employees in the course of their normal duties of employment, or in the course of specifically assigned duties, will belong to the University, unless specified otherwise. The Intellectual Property (IP) created/produced by a University employee outside the course of their employment will belong to the Employee only. The Policy also applies to all research outputs, including those published by regular learners and Research Scholars.

3. Objectives of the Policy:

The main objectives of the Policy are—
* *To provide academic freedom to the faculty, officers and researchers of the University to publish their works with particular regard to quality, dissemination channels, impact and personal reuse.*
* *To make the publications available in the institutional repository to ensure its long term preservation and storage.*
* *To ensure that the publications meet the required standard of research and to adopt strict rules against plagiarism.*
* *To adopt the bibliometric measures associated with research outputs such as citation counts and article impact factors.*
* *To take up need based publications to fulfil the University's social obligations.*
* *To raise the profile of KKHSOU as a leading Publishing University of the region.*

4. Types of University Publications:

Under this Policy, there shall be two types of University publications namely—Academic Publications and Other Publications.

4.1 Academic Publications:

The following shall be considered Academic Publications.

4.1.1 Self Learning Materials (SLM):

The Self Learning Material (SLM) is the backbone of a Open University. SLMs are developed as per the SLM Policy of the University and are printed/published accordingly.

4.1.2 Research Papers:

The University may publish research papers and articles, working papers, occasional papers, monograph etc. for promoting the culture of 'Freedom of Doing Research'. However, such publications shall be subject to scrutiny by a Committee which may be duly constituted by the competent authority from time to time.

4.1.3 Journals:

The University encourages publication of research journals which shall be peer reviewed and which shall contribute substantially to the field of knowledge. However, for publication of Research Journals—both common and department specific, a penal of reviewers shall be in place. For each type of journals, along with the in-house editor, there shall be an external editor with proven contribution into his/her field. However, the editor/s as well as the editorial team for both types of journals shall be on 2 year rotation basis.

4.1.4 Text Books:

Publishing Text Books under a University department shall be the sole responsibility of the teachers in the concentred department. Publication of Text Books shall be carried out based on the recommendations of an External Advisory Committee constituted by the Dean (Academic) with support from the teachers of the concerned department.

4.1.5 Books/Edited Books:

All teachers and officers of the university are free to write or edit Books and get them published by the University. However, for publishing a Book/Edited Book, the office of Dean (Academic) shall form a Review Committee to examine and review a proposal/manuscript and decide whether the proposed/submitted work/s is/are fit for publication. However, the Review Committee shall only provide constructive advice and suggestions for the improvement of the proposed work, but in all cases, the standard of publication must be maintained.

The Review Committee for Book Publication shall include the following:

1. Dean (Academic)—Chairperson
2. Two external experts nominated by Dean (Academic)

4.1.6 Dissertation and Thesis:

The University may publish M.Phil Dissertations and PhD Thesis only if such publication is recommended by the examiner/s of the dissertation/thesis. However, a scholar, whose dissertation/thesis is recommended for publication, may also publish the same through external agencies. In that case, the scholar shall have to take permission from the University and pay fees as may be decided by the office of the Dean (Academic).

4.2 Other Publications:

As part the Social obligations, the University may resort to Other Publications. Although there may be Third Party obligations, these works shall belong to the University. The University may adopt a policy of granting a share of the total Income to the Originators/inventors of the Intellectual Property. Providing open access to this type of publications shall be solely under the purview of the competent authority which may be formed from time to time.

5. Placing a Work of Publication in Public Domain:

As the Academic Publications of the University shall be released in the web for Open Access, they will be accessible by anyone from anywhere. In order to maintain standard and sanctity of the published works, a committee shall be formed by competent authority to check the published work before releasing the same in public domain. This committee shall also raise awareness at all levels of the university, from the senior officials to the faculty members, other officers and research scholars.

The Committee shall consist of:

1. Dean Academic (Chairman)
2. Librarian/Assistant Librarian (Convenor)
3. Senior most faculty member in the department Concerned
4. Other Faculty Member/s nominated by Dean (Academic)
5. One member from the Publication wing of the University

6. Role of the University:

6.1 The University shall ensure that proper infrastructure, systems and communication channels are in place to support the Publication Policy. The university shall also provide necessary funding and allocate an amount in the annual budget for publication related activities in order to promote publications.

6.2 The Publication Division of the University shall extend all help to the publication initiatives and activities of the University.

6.3 In case of a funded work, the University shall ensure that the concerned authors or editor/s comply with the funders' policies relating to open access and data management. In case of funded publication, the authors must acknowledge the source of grant/funding associated with the research output in the publication itself.

6.4 Printing of Publications shall be done in the approved format or house style through an enlisted press of the University. Printing rates and other factors shall be governed by the existing rules of the University.

6.5 The University may also sign MOUs with other agencies for publication, distribution and marketing of published works as and when required. The university shall collaborate with publishers and other bodies outside the University if necessary.

6.6 With this Policy, the university shall align its approach to publications with the University's long term strategies on research, development and socio-cultural obligations.

6.7 The University shall highlight the excellence of its research publications to attract more researchers, scholars and learners, foster collaboration, enhance public engagement with the intellectual, social, cultural and economic impact of research and publications.

6.8 The University shall review/modify/amend the Publication Policy as may be deemed necessary from time to time.

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DRAFT RESOURCE MOBILISATION POLICY, KKHSOU

1. Preamble:

One of the most important and vital administrative functions of a University is catering to the mobilization of different resources at its disposal and formulation of strategies for effective and judicious use of these resources. The resources of a University may be financial resources, human resources, academic or technical resources.

2. Purpose of the Policy:

The purpose of this Resource Mobilisation Policy is to:

2.1   To develop a structure of nurturing and developing the University's resources and creating models for their sustenance.

2.2   To encourage and enhance the flow of resources coming from the society for University's development.

2.3   To encourage stakeholders of the University to mobilize resources and facilitate participation/contribution of society in its development;

3. Types:

The Resource Mobilisation policy is applicable to the following:

3.1   All stakeholders of the University, including employees, learners, coordinators, content writers, counsellors etc. Nurturing and developing these human resources is vital for the University to achieve its mission and vision and make a social contribution.

3.2   Financial resources including funds and grants from the government, revenue earned from enrolment of learners into various programmes of the University, sponsorship earned in seminars etc., which run and fuel the University and its activities.

3.3   Material or technical resources, like its assets and other tangibles, whose optimum and judicious utilisation and mobilisation helps in lesser burden imparted on the University's financial resources.

4. Principles of Resource Mobilisation:

4.1   Transparency:While mobilizing resources the University will maintain transparencies in the process. In case of financial resources, compliance of tax submissions will be adhered to.

4.2   Effectiveness:For ensuring optimum and effective utilization of resources, regulatory mechanisms for different resources are required.. The university will follow a budgetary approach towards generation and utilization of resources.

4.3   Sustainability:Sustainability in the context of resource mobilization implies adoption of practices, which are able to sustain University's resources for the near future. To the extent possible, green practices will be adopted.

5. Institutional Arrangements and Strategies for Optimum Resource Utilisation:

5.1   Stakeholders:The workforce of the University is currently distributed among different departments (faculty members) and Offices (officers). In different study centres under its jurisdiction, the coordinators and centre-in-charges are responsible for running the study centres, with the help of office assistants. Steps taken to nurture these human resources include Faculty Development Programmes, Training Workshops for Officers, training programmes for Grade III as well as Grade IV employees, workshops for Coordinators and Centre in Charges, and e-admission workshops for

Office Assistants of these study centres. Additionally, various administrative tasks like purchase, audit, tendering etc. are carried out through different committees constituted for the same. The University will encourage holding of periodic training, workshops etc. for its stakeholders.

5.2 **Study Centres:** *The University has to mostly depend on the Study Centres located in different parts of the state. The study centres located in the provincialized colleges and other government institutions have to depend on the physical and human resources of the host institutions. The University will organise workshops along with the management of study centres so that the suggestions regarding resources at the disposal of the provincialized colleges etc. are best utilised for the benefit of the learner community.*

5.3 **Financial Resources:** *The main sources of funds of the University are Grants in Aid, Development Grant and revenue earned through admissions of learners to different programmes of the University. For managing and optimum utilisation of the same, a Budget for each financial year is prepared, which the Board of Management approves. Accounts under different heads are maintained, which are subjected to regular internal and external audits. The University will follow adoption of the standard practices of record keeping, preparation and submission of accounting statements as per the requirements of regulatory bodies and funding agencies.More specifically, the University will look after the following:*

1) *While organising seminars, conferences etc. the University will make adequate efforts to mobilise funds and other resources from partnering/sponsoring institutions.*

2) *While offering the educational programmes, the University will see that the various cost components are duly addressed by fixation of fees.*

3) *The University, through its MultiMedia Course Material Centre, will make efforts to popularise its mass media programmes and will take measures to mobilise funds by generating advertisement revenue.*

4) *The University will make efforts as per its Consultancy Policy to earn revenue through consultancies.*

5) *The University will encourage receipt of donations, patronage and endowment towards creation of chairs and augmentation of its infrastructure and resource base from individuals including alumni of the University and other institutions as per rules to be framed by the University.*

5.4 **Mobilisation of Academic Course Content through ICT& Multimedia:**

With the advent of Information & Communications Technology (ICT), the University has adopted practices and is making strides in developing Massive Open Online Courses (MOOCs) and Open Educational Resources (OERs). Academic course content has been provided to learners in both audio as well as audio-visual formats. Self-Learning Materials are being uploaded in the University's website, making them available to all sections of the society, anywhere and anytime. Broadcast of educational programmes through Jnan Taranga, the Community Radio service of the University, as well as Ekalavya and the Akashvani Phone-in Programme has helped in reaching out to the learner community and catering to their needs. During Examinations, the University is making strides in issuing online admit cards to learners, declaration of results online and provision of online portal to coordinators to submit Home Assignment marks of learners of respective study centres. The University needs to be fully committed to continuously work towards developing its ICT infrastructure to cater to the global learner community by acquisition and dissemination of knowledge.

5.5 **Collaborations, Sponsorships and Goodwill:** ·

The University has made considerable number of collaborations with organisations like Commonwealth of Learning (COL), which has enabled exchange of ideas and resources and has propelled the brand name of the University. With growing rate of internationalization and globalisation of knowledge, the University should always encourage local and global partnerships in higher education.

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10.   DRAFT
SELF LEARNING MATERIALS POLICY

1. Preamble:

Self-Learning Materials of KKHSOU are an important aspect of Open and Distance Learning which needs to be developed with the approach of making it self-explanatory, self-learning, self-motivating, self-contained, self-directed and self-evaluating. It should strive to include the constructivist approach of learning and as far as possible there should be emphasis on real life situations, case studies, collaborative learning and self-evaluation.

2. Definitions:

There are a few terms which are frequently used in the process of preparing SLMs at KKHSOU.

2.1 University: University refers to the Krishna Kanta Handiqui State Open University (KKHSOU).

2.2 Self-Learning Material (SLM): The printed study materials (written in self-instructional style) for both theory and practical components of the programmes that are provided to the learners.

2.3 Programme: Programme means the curriculum of combination of courses in a particular field of study.

2.4 Course: The Programme is divided into courses. Here, course is used to describe the teaching materials and other components of the study. Each course consists of a few printed booklets called Blocks, a few audios, a few videos and some assignments as may be applicable.

2.5 Block: The Self Learning Material of a Course is divided into Blocks which comprises of preferably 6-8 units.

2.6 Unit: A Unit is a self-contained portion of a Block covering one or more interwoven learning concepts.

2.7 Credit: Credit is a standardised transparent system which is necessary for smooth running of educational process in a definite time period. The University follows the system of assigning credit as per UGC guideline and other concerned as may be applicable.

2.8 Coordinator: the person who will coordinate the programme and course design, SLM preparation and development process.

2.9 SLM Writer(s): is/are person(s) authorized by Krishna Kanta Handiqui State Open University for writing and developing the content of units of the courses.

2.10 Content Editor(s): is/are person(s) authorized by Krishna Kanta Handiqui State Open University and are subject experts in a particular domain of knowledge for editing the content of units of the courses.

2.11 Language Editor: is/are person(s) authorized by Krishna Kanta Handiqui State Open University for editing the language of the content.

2.12 Translators: is/are person(s) authorized by Krishna Kanta Handiqui State Open University for translating the content of SLMs to a particular language wherever required.

3. Purpose of the SLM policy

The purpose of the SLM policy is to:

3.1 Develop a mechanism of preparing SLM in such a way that quality learning is promoted.

3.2 Provide a standardise procedure to be followed by all the Schools/ Departments of the University.

3.3 Provide guidelines to be followed by all SLM Writers and Content Editors.

3.4 Ensure that the University meets national regulatory requirements.

4. **Applicability**

The SLM policy would applicable to the following:

4.1 All types of Self Learning Materials released by the University in any physical or electronic format.

4.2 All content developers within the University and those engaged by the University for writing and editing materials on contract basis as subject matter experts on payment of certain fees or may be free (with consent);

4.3 In cases where the material is developed in collaboration/ partnership with other institutions, the guidelines governing that collaboration as indicated in the MOU will prevail. However, any such agreement should duly consider the SLM Policy before any deviation is agreed upon with justification approved by the competent authority of the University.

5. **Norms for Offering Programmes through KKHSOU**

The University would follow the norms as suggested by the regulatory authority from time to time. In case of organization specific, special need based and collaborative programmes the University would work out the modalities to suit the requirements.

6. **Institutional Arrangement**

6.1 **Role of Dean (Academic):** The Dean (Academic) has a major role to play in the process of SLM preparation. The Dean (Academic) deals with the planning of new Programmes and facilitates different Schools of KKHSOU in developing their proposals. The upgraded syllabus of any Programme is framed by the Committee on Courses (CCS) convened by the Dean (Academic) which requires approval from the Academic Council of the University.

6.2 **Role of Schools and Departments:** The Schools and Departments of different subjects are the basic academic entities responsible for the conceptualisation, design and development of academic programmes. For interdisciplinary and interdepartmental academic programmes, the respective departments would jointly prepare SLMs and e-resources or would adopt/adapt the available SLMs and e-resources.

6.3 **Role of Course Coordinator:** The Coordinator manages the whole process of development of the course. The Coordinator constitutes the SLM preparation team in consultation with the Dean (Academic) and other faculty members of the Department. The SLM preparation team includes the coordinator, subject experts, content writers, content editors, language editors, format editor, translator (in case of bi-lingual SLM). The course coordinator would ensure the adoption of the University Housestyle on SLM, which the University would notify along with the guidelines for SLM writers.

6.4 **Role of SLM Branch:** The SLM Branch will take care of printing and timely delivery of the SLMs.

6.5 **Role of Multi-media Course Material Centre:** The Centre would coordinate the development of the audio and video content of SLM.

6.6 **Role of Centre for Internal Quality Assurance (CIQA):** With a view to enhance the quality of the SLMs, CIQA would conduct Quality Audit of the SLMs from time to time. The CIQA would also develop a system

for obtaining learner's feedback. The CIQA will take care of the following to elicit inputs towards improving the quality of SLM units:

- *SLM Audit*
- *Feedback Responses from the learners from various programmes*
- *Counsellors workshop*
- *Stakeholders meetings*

CIQA would prepare guidelines for SLM Writer and Content Editors to ensure quality of SLM. The guideline will provide the specification including anti-plagiarism.

7. Revision of SLMs:

Revision of SLMs need to be undertaken in the subsequent phases of programme delivery which should be based on the experience and data obtained from the feedback received from the learners and through other means of checking feedback. Likewise, SLM feedback should be obtained from Counsellors, Subject Experts and other stakeholders also. The University shall undertake the revision of SLMs preferably in 3 years or as per the requirement of the regulatory authority.

....

Item No. 9 : To consider the Legal Opinion obtained in connection with the term of appointment of the employees of the University.

a) The Board is aware that as per the provision of Ordinance No. 7 of KKHSOU (Under Section 23 of the Act.), all appointments are made on contract basis for a period of five (5) years which is extendable up to the age of 65 years as per the Ordinance No. 7 (3) (IV). The above terms of appointment have caused a serious resentment amongst the employees of the University and very often, they prefer to leave their jobs due to insecurity of the services in the existing system. It would be pertinent to mention here that few posts including Professors, Associate Professors and Senior Officers are still lying vacant even after repeated advertisements due to reluctance of the eligible candidate to be appointed on contract basis for a period of five years. It is for kind information of the Board of management that the University Grants Commissions (UGC) derecognised 7 (seven) numbers of Master Degree programmes earlier conducted by the University due to non-availability of required number of teachers as per the mandatory guidelines issued by the UGC. The University has observed with pain the exodus of qualified and experienced employees from this University, which has jeopardised the academic activities of the University. Moreover, due to appointment on contract basis for a period of five (5) years the employees are deprived of various normal landing benefits like housing loan etc. availed by other similarly situated employees. It may be noted that this

practice of appointing on contract basis for a period of five (5) years does not exist elsewhere in the other Universities as well as in the various State Government services. The University is at a wits end to run the regular academic activities of the University smoothly without having a pool of regular faculty members and officers. In order to avoid such situation, the University sought a legal opinion from Advocate Arup Chandra Borbora, our Legal Adviser, who is also the Senior Advocate, Gauhati High Court on the term of appointment of the employees as per the provision of Ordinance without amending the existing Ordinance. The legal opinion submitted by the Legal Adviser was placed on the day of the meeting.

The members of the Board of Management discussed in length about appointing employees of the University including both academic and non-academic staff on a tenure specific basis in place of current provisions of making appointment on contract basis generally for 5 (five) years . Today's meeting also perused the Legal Opinion obtained by the University in this regard. The Board also considered the Ordinance No. 7 (2), in which the Board of Management/Vice Chancellor is empowered to decide the tenure of appointment.

After detail deliberations, the meeting hereby resolved as follows:

Resolution No.BM/51/9(A)/2019 : *Resolved that the Legal Opinion in respect of the term of appointment, obtained from Advocate Arup Chandra Borbora, Legal Adviser, KKHSOU and Senior Advocate, Gauhati High Court be accepted.*

Resolution No.BM/51/9(B)/2019 : *Resolved that in exercise of powers conferred by the Ordinance No. 7 (2), the Board of Management decided that the tenure of appointment of employees on contract basis be fixed till the attainment of 60 years.*

Resolution No.BM/51/9(C)/2019 : *Resolved that the tenure of the existing employees be fixed till attainment of 60 (Sixty) years except the fixed tenure posts i.e the Registrar, Finance Officer, Dean and the Director. However, the Vice Chancellor be empowered to extend/reemploy any existing employee up to the age of 65 years subject to satisfactory performances and the need of the service as per the existing terms and conditions which prevails in the Ordinance. This shall be applicable only to the employees who joined before holding the 51st Meeting of Board of Management i.e 27.09.2019.*

Resolution No.BM/51/9(D)/2019   :   Resolved that the tenure of appointment in respect of Professors   be determined as per the UGC guidelines adopted by the state government.

Resolution No.BM/51/9(E)/2019   :   Resolved that the decisions taken by the above resolutions be implemented without waiting confirmation of the proceedings.

b)   It is for further information of the Board of Management that the following three officers joined this University after taking voluntary retirement/obtaining technical resignation in their parent departments with a view to serve this University.

1.   The Registrar (Fixed tenure post)
2.   The Finance Officer (Fixed tenure post)
3.   The Secretary to the Vice Chancellor (Contractual)

It may be pertinent to mention here that experienced and qualified persons were found to be reluctant to join our University in the above posts under the contractual term for a period of five (5) years, for which the qualifying age of the above-mentioned posts was fixed in the advertisement up to maximum 59 years.

The Board considered the agenda and viewed that the Posts of Registrar and the Finance Officer are fixed tenure post while the Secretary to Vice Chancellor is a contractual post for a period of five years with mention to renew the term as may be decided by the Board of Management. In this connection, the University sought a legal opinion from Advocate Arup Chandra Borbora, our Legal Adviser, who is also the Senior Advocate, Gauhati High Court, copy of which was placed before the Board of Management.   After detailed deliberations, the Board resolved as under:

Resolution No.BM/51/9(F)/2019   : Resolved that the Legal Opinion regarding extension of service up to 65 years in respect of Registrar, Finance Officer and Secretary to Vice Chancellor, obtained from Advocate Arup Chandra Borbora, Legal Adviser, KKHSOU and Senior Advocate, Gauhati High Court be accepted and the Vice Chancellor be authorised to take necessary action accordingly.

Resolution No.BM/51/9(G)/2019   :Resolved that Dr. Arupjyoti Choudhury, Registrar and Shri Bishnu Chakraborty, Finance Officer who were appointed

against a fixed tenure post be allowed to continue till completion of their respective terms. The Vice Chancellor be authorised to take necessary action in respect of extension of service up to 65 years on completion of the first term.

Resolution No.BM/51/9(H)/2019   : Resolved that Shri S N Misra, Secretary to Vice Chancellor who was appointed on contract basis be allowed to continue till completion of his term. The Vice Chancellor be authorised to take necessary action in respect of extension of service up to 65 years on completion of the first term.

Resolution No.BM/51/9(I)/2019   :   Resolved that the decisions taken by the above resolutions be implemented without waiting for confirmation of the proceedings.

Item No. 10 :   To consider and approve the amendment of Ordinance:

Ordinance No. 7 and the form of agreement for appointment including incorporation of requisite qualifications for a few officers.

The Board of Management decided to defer the matter.

Resolution No: BM/51/10/2019:   Resolved that the Agenda Item No. 10 A and B be deferred.

Item No. 11 :   To   consider   and   approve   the   proposed amendment of the duties and responsibilities of a number Officers in the first Statutes (Under Section 22 of the Act) of the University.

The Board is to be informed that the First Statute (Under section 22 of the Act.) incorporated the functions and duties only a few officers and left out a number of officers who were appointed latter on. The University has proposed the duties and responsibilities to be incorporated in the Statute.

The Board of Management decided to defer the matter.

Resolution No: BM/51/11/2019:   Resolved that the Agenda Item No. 11 be deferred.

Item No. 12 : **To consider and approve the Appointment of Academic Consultant.**

The Board was to be informed that the University Grants Commission derecognised our earlier conducted 7 (seven) numbers of Master Degree programmes due to non-availability of required number of faculty positions for such programmes. It is for kind information of the Board of Management that the Government of Assam has time and again requested to sanction the required number of teaching positions to our University. But till today, we have not received any positive response in this regard. Having found no other alternative, the University proposed to appoint a few posts of Academic Consultants, so that the aforesaid 7 (Seven) numbers of programmes could be restored. Accordingly, the Hon'ble Chancellor was approached for his kind approval to appoint a few Academic Consultants. But the office of the Chancellor vide his letter GSA.175/2018/39 dated 19.11.2018 dis-agreed to the proposal to appoint any temporary/contractual appointment of faculty including the Academic Consultant.

In view of the above, the Board was requested to consider the matter and guide us for future course of action.

The Board considered the matter and was of the view that a team from the Board of Management including the Vice Chancellor and the Registrar should meet the Hon'ble Governor of Assam and the Chancellor of our University to apprise the situation accordingly.

Resolution No: BM/51/12/2019: *Resolved that a delegation from the Board of Management be deputed to meet the Hon'ble Governor of Assam and the Chancellor of our University and be requested to accord necessary approval for appointment of Academic Consultants so that the derecognised programmes by the UGC is restored at the earliest.*

Item No. 13 : **To consider and approve the proposed change of qualifications for the post of Audio-Visual Production Executive.**

The post of Audio-Visual production Executive was advertised recently along with other posts lying vacant in the University. However, due to insufficient

eligible candidates the interview for the said post could not be arranged. Since Multi-media section plays a pivotal role in the extension of distance mode of education, expert hand with specific technical knowledge is required.
The Board considered the agenda and decided the qualifications as under.

Resolution No: BM/51/13/2019: Resolved that the following qualifications be approved for the post of Audio-Visual Production Executive:

Essential qualifications:

i) Master Degree in Journalism and Mass Communication/ Computer Science.
ii) Good academic record (minimum 50% in the final examinations starting from matriculation to bachelor degree and 55% in masters degree)

iii) Three (3) years working experience in Multi Media Production Centre in Government organization/ PSU/ University system.

Desirable qualifications:

i) Two (2) years working experience in Open and Distance Learning (ODL) system.

ii) A degree/diploma in Distance Education.

Scale of Pay: Rs. 30,000/- to Rs.1,10,000/- with Grade pay Rs. 14,500/- (Pay to be fixed as per CPC guidelines and fixation formula)

Maximum Age: As per State Government rule.

Item No. 14 : **To consider and approve the proposed change of qualifications for the post of Private Secretary to Registrar.**

It is for information of the Board of Management that due to dearth of qualified and experienced persons, the post of Private Secretary to Registrar is being advertised from time to time. With a view to attract eligible candidate, the University has already advertised the post of Private Secretary to Registrar with the following qualifications in anticipation of the approval of the Board of Management.

Essential Qualifications:

i)   Graduate with a minimum speed of 140 and 40 words per minute in short hand and typewriting respectively.

ii)   At least 10 years' experience in University System.

iii)   Adequate knowledge in computer

<div align="center">Or</div>

i)   M.B.A. in Human Resource Management with at least 5 years working experience in the immediate lower Grade of pay ie. Rs. 22,000 – 87,000 + GP Rs. 9,400/- in the University system/Govt./Semi Govt. organizations.

ii)   Degree/Diploma in Basic Secretarial course from any recognized educational institutions.

Desirable qualification:

i)   ODL experience.

The Board was requested to consider and approve the proposal.

Resolution No: BM/51/14/2019:   *Resolved that the qualifications for the post of Private Secretary to Registrar be approved as proposed.*

Item No. 15 :   Any other business.

a)   Establishment of a number of Regional Centres of KKHSOU in various districts.

The Board was apprised that the Regional Centres plays a pivotal role in the growth and extension of higher education in the distance mode through the Open Universities. In our University there is only one Regional Centre that is the Jorhat Regional Centre, which looks after the activities of the Study Centres in five districts demarcated by the University. However, as per the guidelines of the National Assessment and Accreditation Council

(NAAC), the functioning of Regional Centres of Open Universities carry significant scoring during the time of assessment. Although the University was contemplating to establish few more Regional Centres in various parts across the State, no post was sanctioned against the Regional Centres except Jorhat Regional Centre, in spite of repeated request made by the University to the Government. The Government of Assam was also approached for allotment of a suitable plot of land located in the districts of Silchar, North Lakhimpur, Bongaigaon and Tinisukia. In the mean time, the Government of Assam has already allotted a plot of land measuring 2 bighas in Lakhimpur which has already been taken over by the University. The University is perusing with the Government of Assam for allotment of suitable plot of land with a view to establish Regional Centres of the University as sated above. Since the Government has not yet sanctioned any post for the proposed Regional Centres, the University proposes to establish Regional Centres in the following colleges purely on adhoc basis with engagement of the existing staff of the concerned colleges as in-charge of various posts:

1. G C College, Silchar
2. Lakhimpur Girl's College, Lakhimpur District
3. Abhayapuri College, Abahayapuri.

The Principal of the concerned concerned college would be requested to engage one of the faculty members as Assistant Regional Director, In-Charge and to provide a clerical staff and a Grade IV employee in addition to their normal duties for which the University will pay lump sum amount for their additional duties.

The Board was requested to consider and approve the proposal.

The Board considered the agenda and resolved as follows:

Resolution No: BM/51/15(A)/2019: *Resolved that the Regional Centres in the following colleges be established purely on adhoc basis with the existing manpower of the concerned colleges, to be engaged as in-charges of various posts.*
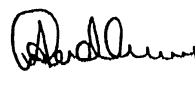
1. G C College, Silchar
2. Lakhimpur Girl's College, Lakhimpur District
3. Abhayapuri College, Abahayapuri.

Resolution No: BM/51/15(B)/2019: Resolved that the Vice Chancellor be empowered to fix the honorarium to be paid to the ARD In-Charge and other staff as may be required for the proposed Regional Centres as stated above.

The meeting ended with a vote of thanks from the Chair.

(Hitesh Deka)
Vice Chancellor & Chairman
BoM KKHSOU .

(Arupjyoti Choudhury)
Registrar & Member Secretary,
BoM, KKHSOU