KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY

(KKHSOU)

PROGRAMME PROJECT REPORT

ON

BACHELOR OF ARTS (PASS) PROGRAMME

Submitted to

UNIVERSITY GRANTS COMMISSION

BAHADUR SHAH ZAFAR MARG

NEW DELHI – 110 002

Submitted by

K. K. Handiqui State Open University

Guwahati, Assam

Registrar
Krishna Kanta Handique
State Open University
Guwahati

September 2017

CONTENTS

1.8.2 Programme Delivery Cost
1.8.3 Programme Maintenance Cost

1.9 QUALITY ASSURANCE MECHANISM AND EXPECTED PROGRAMME OUTCOMES
1.9.1 Quality Assurance Mechanism
1.9.2 Expected Programme Outcomes

1.10 DETAILS OF THE SYLLABUS (PROGRAMME WISE) WITH UNITS

Annexure 1:   Detailed Syllabus of General English
Annexure 2:   Detailed Syllabus of MIL (Assamese)
Annexure 3:   Detailed Syllabus of MIL (Bodo)
Annexure 4:   Detailed Syllabus of MIL (Bengali)
Annexure 5:   Detailed Syllabus of MIL (Hindi)
Annexure 6:   Detailed Syllabus of Alternative English
Annexure 7:   Detailed Syllabus of Environmental Studies and Disaster Management
Annexure 8:   Detailed Syllabus of Spoken English
Annexure 9:   Detailed Syllabus of Introduction to Information Technology
Annexure 10:   Detailed Syllabus of Front Office Management
Annexure 11:   Detailed Syllabus of Studies of Assamese Culture I
Annexure 12:   Detailed Syllabus of Studies of Assamese Culture II
Annexure 13:   Detailed Syllabus of Elective Assamese
Annexure 14:   Detailed Syllabus of History
Annexure 15:   Detailed Syllabus of Sanskrit
Annexure 16:   Detailed Syllabus of Economics
Annexure 17:   Detailed Syllabus of Education
Annexure 18:   Detailed Syllabus of Journalism and Mass Communication
Annexure 19:   Detailed Syllabus of Philosophy
Annexure 20:   Detailed Syllabus of Political Science
Annexure 21:   Detailed Syllabus of Mathematics
Annexure 22:   Detailed Syllabus of Elective English
Annexure 23:   Detailed Syllabus of Sociology

KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY
PROGRAMME PROJECT REPORT
Academic Session 2018-19
BACHELOR OF ARTS (Pass)

1.1   Programme's Mission and Objectives:

The B.A. Programme has been offered by Krishna Kanta Handiqui State Open University (KKHSOU) to extend the horizon of higher education to those who, for one reason or another, could not opt or complete higher education from the traditional mode of education. Apart from BA with major (any one) subject, General BA (Pass) Programme also has been offered by the University. The learners who do not wish to opt for any major course can obtain BA degree with pass courses. This BA (Pass) Programme comprising six semesters will have to be completed in minimum three years of duration.
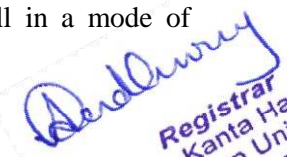
The BA (Pass) Programme has been thoroughly revised in accordance with the UGC Regulations on Open and Distance Learning, 2017. The syllabi of this Programme have been finalized after a series of deliberations and discussions with academic experts in the respective fields from Universities of repute, such as Gauhati University, Dibrugarh University and other Universities. The quality of Curriculum and Syllabus of this programme has been so designed as to accommodate the recent developments in the fields of Higher Education in general and the subject in particular and also to meet requirements of the learners representing the diverse sections of the society. For example, the course on MIL will take care of the needs of the myriad linguistic groups. This will help the University in achieving the mission and spreading quality education across the state.

The motto of the Krishna Kanta Handiqui State Open University (KKHSOU) is *Education beyond Barriers*. Keeping this idea in mind we are offering the BA (Pass) Programme. The main objectives of the programme are as follows-

i) To provide the basic theoretical knowledge of different courses on subjects- like Political Science, History, Education, Economics and Mathematics etc. to the learners, so that their levels of skills and employability are developed.
ii) To disseminate different information that emerges in the domestic as well as global environment.
iii) To exchange knowledge and experiences gained from past.
iv) To contribute to the University's mission of regional development by putting importance on regional issues.
v) To motivate the learners for further studies.

1.2   Relevance of the Programme with KKHSOU's Mission and Goals:

The General B.A. (Pass) Programme offered by KKHSOU has been prepared in conformity with the mission and goals of KKHSOU. As we know that the goal of the Department of Higher Education, MHRD is to expand the higher education sector for all in a mode of

delivery to increase the Gross Enrolment Ratio (GER) in Higher Education from 15% in 2011-12 to 21% by 2016-17 and 30% by the year 2020. Open Universities of the nation have been playing a vital role in this regard. In Assam KKHSOU is the one and only state Open University and it can contribute toward fulfilment of this goal. The General BA programme tries to fulfill the following mission and goals of the University:

a) To expand the reach of higher education to cover the maximum number of population.
b) To maintain equity and justice in the field of higher education.
c) To ensure quality and excellence in the realm of higher education.
d) To contribute towards economic growth and development of the country.

1.3   Nature of Prospective Target Group of Learners:

The University would target the following groups of learners through the BA (Pass) Programme

A.   Women Learners specially housewives who want to get empowered with higher education and acquire professional skills
B.   Differently-abled persons
C.   Persons who could not complete higher education in time during their student' days
D.   People hailing from far flung and remote areas and living in other disadvantageous conditions.
E.   Employed/self-employed persons with penchant for higher education and learning skills
F.   Persons who could not get access to higher education in conventional system for various reasons.
G.   The students who are desirous to obtain a Degree without Major subject.
H.   The ratio between HS passed outs and the number of higher education institutions are not adequate. Therefore, majority of the pass-outs are often not able to pursue higher education in conventional educational institutions. Those learners are our main target group and our programme has been designed as per their needs.
I.   Working people who wish to develop their professional skills as well as academic career.
J.   People willing to earn for a living while learning at the same time.

1.4   Appropriateness of Programme to be Conducted in Open and Distance Learning Mode to Acquire Specific Skills and Competence:

The General BA (Pass) Programme is basically theoretical and therefore, is, in general, suitable for the ODL mode. Keeping in mind the goal of the Department of Higher Education, MHRD is to increase the Gross Enrolment Ratio (GER) in Higher Education; the ODL education system can play a major role in this regard. Therefore, General B.A. programme may be considered as one of the best choices for this goal. Learners are the top priority of any educational system. KKHSOU has also given importance on learner centric education. In this connection, General B.A. (Pass) Programme has been designed in such a way and our university has adopted various modes of instructions so as to facilitate learners to participate actively in teaching-learning process. These can be stated as follows –

A.   **Study Centres:** Study centres are the backbone of an open and distance learning institute. On behalf of the university the study centres cater to the various requirements of the learners, viz. admission related information, delivery of SLM,

conducting counselling sessions, distribution of assignments and its evaluation, conducting term end examinations etc. The study centres scattered throughout the state look to these affairs on behalf of our University.

B.   **Pre-enrolment Counselling:** With the help of study centres our University would conduct pre-enrolment counselling to motivate learners toward ODL and our University. Through this we would provide basic knowledge of our different programmes, counselling sessions etc.

C.   **ICT Support:** ICT support is a major component of any ODL system of education. The University has given emphasis on this. Some ICT-based support systems provided by the University for the learners of General B.A. programme (pass course) are listed below:

A.   **Website:** We have developed a full-fledged official website www.kkhsou.in for our learners and general public. Here we have provided all necessary information to our learners. The Website is also linked with the social-networking site like Facebook (http:// facebook.com/kkhsoucitycentre) for interaction with the learners, faculty members and stakeholder. The website also includes the customised study centre-search facility based on district or programme. And most of the Audio-Video programmes are also made available online through YouTube videos.

B.   **Community Radio Service**: Jnan Taranga (90.4 MHz) is the first Community Radio of the North Eastern part of the country administered by our University. The Community Radio, being a platform for the community for taking up community issues, is also a platform for broadcast of educational programmes which includes debates, discussions, and talk shows.

C.   **Ekalavya**: With the help of Prasar Bharati, the University has launched a special educational programme named *Ekalavya.* It is aired every Saturday and Sunday from 8.00 PM to 8.30 PM through all India Radio, Guwahati and Dibrugarh.

D.   **Akashvani Phone-in Programme:** Our University offers half an hour live phone-in counselling programme through AIR, Guwahati and Dibrugarh where officers and experts from this university clarify queries asked by listeners/learners via telephone. The phone in programme is aired every Thursday from 09.15 AM to 10.15 AM.

E.   **e-Bidya:** An e-learning portal by the name of e-Bidya has been launched by the university. It is also a digital repository where the study materials are uploaded for the benefit of the learners. All the study materials of the programmes (including Master Degree) can be assessed in this web-port.

F.   **Open Access Journals Search Engine (OAJSE):** The OAJSE (www.oajse.com) can be used to browse and search 4,775 Open Access Journals from rest of the World excluding India, 532 journals from India, and 32 Indian Open Access Indian Repositories. It provides all essential details about central library, KKHSOU including access to electronic library, Online Public Access Catalogues (OPAC), and subscribed journals and databases. It also provides email alert service (current awareness service) to the learners and is linked with major social networks including Facebook and Twitter.

G.   **Conferencing:** Provision of conferencing: through BSNL lease line is in the pipeline.

H.   **Interactive Voice Response System:** It is a toll free phone service (1800-345-3613) available to the learners as well as the general public. The number has been named as 24x7 Learner Support Services. Learners can call at this number for any query where an automated voice message will reply back to the numbers.

I.   **Inter Study Centre Phone Service:** All the study centres are connected with free phone services. Through this service the study centres can interact within themselves as well as with the university.

J.   **KKHSOU Mobile App:** Our University has developed a mobile application "KKHSOU" to help the learners to connect 24x7 with the university web-site. It a easily download from Google Play Store (for android user) and m.kkhsou.in (for iOS and Windows user).

K.   **SMS Alert Facility:** Our University has initiated an SMS alert facility for learners for any news, events and learners related any information of the university.

This would enable the learners of the BA (Pass) Programme to imbibe the required knowledge and skills to seek avenues in employment, to go for higher studies and to know about the subject in an in depth manner.

1.5   Instructional Design:

A.   **Curriculum Design:** The revised General BA programme has been designed in such a way that it meets the standard of any another university those offering the same programme. With the help of experts in the subject from other reputed Universities in the region the contents of the syllabi are updated. While preparing the syllabi, UGC Model Syllabi and syllabi of other Universities have been considered. The syllabi have been upgraded as per the recommendations of the Report of the *Committee to Regulate the Standards of Education being Imparted through Distance Mode* constituted by the Ministry of Human Resource under the chairmanship of N R Madhava Menon, popularly known as the Madhava Menon Committee Report.

B.   **Course Distribution:** The semester-wise distribution of the different courses of the General BA programme is as follows:

Semester I	Semester II	Semester III	Semester IV	Semester V	Semester VI
General English	MIL/Alternative English	Environmental Science and Deserter Management	Spoken English	Basic Computer/Studies of Assamese Culture -1	Office Management/ Studies of Assamese Culture -2
Elective 1	Elective 1	Elective 1	Elective 1	Elective 1	Elective 1
Elective 2	Elective 2	Elective 2	Elective 2	Elective 2	Elective 2
Elective 3	Elective 3	Elective 3	Elective 3	Elective 3	Elective 3

In this regard, the following may be noted

A.   Learners have to opt three elective subjects in all semesters.

B.   Elective subjects offered under the B.A. programme include: Elective Assamese, Economics, Education, English, History, Journalism and Mass

Communication, Mathematics, Philosophy, Political Science, Sanskrit and Sociology. Learners can choose any three of them for their elective subjects.

C.   Under the General B.A. (Pass) Programme University is offering **Assamese, Bodo, Hindi** and **Bengali** as *MIL subjects*. Learners have to opt any one of them. Those learners who are not going for any MIL subject, they have to take Alternative English as their course.

D.   Apart from General English and MIL, University is offering Environmental Science and Disaster Management as a full credit based course for General BA (Pass) programme. Both 'Environment' and 'Disaster' are widely discussed terms in the world today. Therefore, the University has included a compulsory course on this.

E.   The University has introduced Spoken English as a full credit base course for General BA (Pass) Programme to acquaint the learners with a theoretical knowledge of the basic elements that make up English speech and to develop in them the necessary skills and techniques of oral communications, telephonic conversations, interview, preparation of Resume/CV etc.

F.   In fifth and six semesters the University would offer two optional courses for General BA (Pass) Programme. Those who are interested in seeking skill based job opportunities, our University has designed a course on *Introduction to Information Technology (Computer Application).* The aim of giving this course is to provide knowledge and skills in the applications of computer. Office Management in the General B.A. (Pass) Programme has been so designed to introduce the learners to the various activities conducted in offices, which will help the learners in developing professional skills required for the job. Those learners who are not interested in studying these two courses have to study another two optional courses on *Studies of Assamese Culture* in both semesters. These two courses will help learners to get adequate knowledge of Culture, Folk Culture with special reference to Assamese Culture.

C.   **Credit Distribution:** The Credit Distribution of the different courses of the General BA programme in KKHSOU is as follows:

	Semester I	Semester II	Semester III	Semester IV	Semester V	Semester VI
Course	General English	MIL/Alternative English	Environmental Science and Disaster Management	Spoken English	Introduction to Information Technology / Studies of Assamese Culture -1	Front Office Management/ Studies of Assamese Culture -2
Credit	4	4	4	4	4	4
Course	Elective 1	Elective 1	Elective 1	Elective 1	Elective 1	Elective 1
Credit	4	4	4	4	4	4
Course	Elective 2	Elective 2	Elective 2	Elective 2	Elective 2	Elective 2
Credit	4	4	4	4	4	4
Course	Elective 3	Elective 3	Elective 3	Elective 3	Elective 3	Elective 3
Credit	4	4	4	4	4	4

Credits per semester	16	16	16	16	16	16

The overall weightage of the General B.A. (Pass) Programme is of 96 credits. The credit distribution of the different courses in the programme is as follows:

Courses	Credits
General English	4
MIL/Alt English	4
Environmental Science and Disaster Management	4
Spoken English	4
Introduction to Information Technology / Studies of Assamese Culture -1	4
Front Office Management/ Studies of Assamese Culture -2	4
Elective 1	24
Elective 2	24
Elective 3	24
Total	**96**

D. **Definition of Credit Hours:** The University follows the system of assigning 30 hours of study per credit of a course. Thus, following this norm, a 4 credit course constitutes a total of 120 hours of study. Out of the total credit hours, a minimum of 10 percent, i.e., minimum 12 hours of counselling per course is offered to the learners at their respective study centres.

E. **Programme Structure:** The programme has total **24 courses**. Detailed syllabi of General English, MIL (Assamese, Bodo, Bengali and Hindi), Alternative English, Environmental Science& Disaster Management, Basic Computer, Office Management, Studies of Assamese Culture -1 and Studies of Assamese Culture 2 have been attached in **Annexure 1-12** accordingly. Details syllabuses of all elective subjects are also attached from **Annexure 13-23.**

F. **Duration of the Programme:** The General B.A. programme has six semesters and is of minimum 3 years. However, the maximum duration of the programme is 8 years as stated below:

  ➢ Minimum Duration   : 6 semesters (3 years).
  ➢ Maximum Duration   : 8 years.

In case, a learner is not able to qualify a course in the first attempt, he/she will have to qualify in the particular course within the next four attempts, subject to the maximum duration of the study.

G. **Faculty and Support Staff Requirement:** The University would offer the General BA (Pass) Programme with the help of different schools of the University. The University have faculty strength of 3 Professors, 3 Associate Professors, and 20 Assistant Professors.

H. **Instructional Delivery Mechanisms:** The Self Learning Material (SLMs) have been prepared keeping in view the requirements of instructional design. Particular attention has been given so that the basic three domains of knowledge, viz., behavioural

domain, cognitive domain, and constructive domain can be addressed. Generally, the University offers printed SLMs and supplementary audio-visual materials. We try to make our SLM well-designed written in lucid language and self-explanatory. All units consist of some major components, viz **Learning Objectives** (stated major objectives of the unit), **Introduction** (here we link up with previous unit and provide general introduction of the content), **Check Your Progress** (generally after every section to gauge their understanding), **Answers to Check Your Progress** (provides answers of CYP), **Activities** (if necessary we incorporate activities for enhancing learners' critical outlook), **Let us Know** (if necessary we provide some important information related to the content in the form of a box), **Let us Sum up** (here we provide pin pointed summary of the units), **Further Reading** (this section has been incorporated for those learners who are interested in advance knowledge of the content), **Model Questions** (Different types of questions have been provided in the unit. Basic motto for this exercise is to judge the learners' capability of understanding the content of the unit and help to enhance their writing skill). For each course assignment has been given for continuous assessment of the learners.

I.   **Identification of Media:** All the learners are provided with Self Learning Materials, which are comprehensive in terms of contents in the syllabi. These learning resources are prepared with the help of resource persons across the country. Senior Professors from different Universities of the region are engaged as Editors of the SLMs. Apart from printed SLMs, our university has adopted various modes of instructions to facilitate learners to participate actively in teaching-learning process. These are stated in Sl no 1.4.1 to 1.4.3 of this report. Learners can also write emails to any officials/faculty members of the University. For this a general email ID: info@kkhsou.in has been created. Queries raised through email to this email id are redressed by concerned official/faculty members of the University.

1.6   Procedure for Admissions, Curriculum Transaction and Evaluations:

1.6.1   Procedure for Admission:

A.   Minimum Qualification: A learner should have minimum 10+2 pass or equivalent qualification from a Council/University recognised by UGC or diploma passed from Polytechnic in any branch can apply for the General BA (Pass) Programme.

A.   A learner may take admission in any academic programme at any study centre spread throughout the state of Assam provided that study centre offers the programme as desired by the learner. For admission to a programme, course fees is to be paid through the bank challan attached with the prospectus or through SBI e-collect at any branch of State Bank of India. Application along with necessary enclosures and a copy of the challan returned by Bank after payment, is required to be submitted at the recognized study centre within due date. Course fee may also be paid in the form of Bank Draft drawn in favour of "Krishna Kanta Handiqui State Open University" and payable at Guwahati. The University has also introduced the system of online receipt through SBI.

B.   The Study Centre will undertake initial scrutiny of the application forms as per the norms and qualifications required for each programme.

C.   After scrutiny, the eligible applicants will be provisionally admitted by the Study Centre. Intending learners with incomplete application may be given

conditional admission at the University's discretion with the condition that required eligibility documents are to be submitted latest by the dates prescribed for the purpose. Their enrolment will be confirmed on enrolment of the eligibility requirements. To appear in the examinations, confirmation of enrolment will be necessary. All the enrolled learners will be provided with the registration number, programme guidelines and identity cards.

    D. Those learners who are unable to complete the programme within the specified validity period will be required to register themselves afresh by paying the requisite fee as per the University regulations.

B. **Continuous Admission:** After completion of a particular semester, a learner is required to apply for next semester simply by paying the necessary fees within one month of the last examination day of the previous semester. Admission in subsequent semester does not depend on the results of the earlier semester. A learner will have to take admission to the next semester within one month from the last date of examination of the previous semester. A learner will be allowed to take admission to the next semester beyond one month but within two months from the last date of examination of the previous semester with a fine of Rs. 500. Under special circumstances and on special consideration, a learner may be allowed admission in the next semester even beyond two months but before issue of notification for filling up of forms for examination of that semester by the University on individual application with sufficient reasons and on payment of a fine of Rs. 1000. A learner will be however being allowed to take admission even after the issue of notification for filling up of forms for examination, but such learners will be allowed to appear in examination of that semester in the next year only. A learner is not charged any fine on such admission.

C. **Fee Structure:** The fee structure of the BA (Pass) Programme is as follows:

Semester-wise Fee Structure

Programme	Semester	Enrolment fees	Course Fees	Exam fees	Exam centre fees	Marksheet fees	Total fees tobe paid	Arrear subject
BA (Pass)	First	300.00	1,200.00	600.00	200.00	50.00	2,350.00	Rs.200.00 per paper + centre fee + mark sheet fee Rs. 50 + Consolidated Mark sheetRs. 100
	Second		1,200.00	600.00	200.00	50.00	2.050.00	
	Third		1,200.00	450.00	200.00	50.00	1700.00	
	Fourth		1,200.00	450.00	200.00	50.00	1700.00	
	Fifth		1,200.00	450.00	200.00	50.00	1700.00	
	Sixth		1,200.00	450.00	200.00	50.00	1700.00	

D. **Financial Assistance:** The University offers free education to jail inmates and differently-abled learners. At present, the University offers free of cost education to jail inmates in 13 district jails of the state. The university is in the process of including more numbers of Central/District Jail in the Academic Session 2018-2019.

    A. The University also offers subsidised education to the learners living below the poverty line. On production of BPL certificate from competent authority, the University offers 50% discount on course fee.

E. **Refusal/Cancellation of Admission:** Notwithstanding, anything contained in this prospectus, the University reserves the right to refuse/cancel admission of any individual.

1.6.2 Curriculum Transaction:

A. **Academic Planner:** An activity planner that guides the overall academic activities in the B.A. (Pass) Programme shall be made available prior to the admission schedule of the University. The newly constituted CIQA office as per UGC guidelines and the office of the Academic Dean would upload the Academic Plan and month wise Academic Calendar to enable the learners to plan their studies and activities accordingly.

B. **Self Learning Materials (SLM):** Our SLMs are designed in such a way so that learners can easily follow them. With the help of subject experts, we prepare the SLMs with relevant and up to date information and facts.

C. **Multimedia Materials:** Apart from printed SLMs our University provides audio-visual learning materials related to course content. Generally, CD's and DVD (ppt. pdf. format) are provided. Audio materials are supplied for those learners who are visually impaired

D. **Counselling Sessions:** Counselling sessions are conducted by our Study centres. Basically all counselling sessions are conducted on Sunday. During the counselling session face-to-face interactions between the learners and the counsellor takes place. This enables the learners to clear doubts with regard to the various courses provided to them. Generally, 15 counselling sessions take place for a course in each semester.

1.6.3 Evaluations:

A. The University adopts both ongoing and term-end evaluation. Ongoing evaluation is conducted in two modes: internal and external. The internal evaluation is to be undertaken by the learner himself. For this, the University has designed some Check Your Progress Questions in every unit of SLMs, which would help the learners to self-check his progress of study. However, this is undertaken at the learners' end themselves and is non-credit based. External method is through home assignment.

B. For each course assignment has been given for continuous assessment of the learners. Assignment should be hand written and it should be timely submitted in the study centres. In the term-end examinations, 20% weightage comes from the assignments and 80% from the written examination. Non-receipt of assignments in time may lead to withheld of final result. The learners have to submit the assignments within the schedule of a semester at the respective study centres. The counsellors at the study centres evaluate the assignments and return them to the learners with feedback.

C. The University conducts term-end examination once for odd semesters and once for even semesters in a year. The learner can take the examination only after the minimum period after the minimum period prescribed for the course of study. Questions for the Semester End paper would be set as per the Evaluation policy of the University to have a coverage of all the modules of the respective courses

D. Examination dates schedule indicating the date and time of examination for each course is sent to all the study centres in advance, the same is also notified in the university website. Mobile app is also used to send SMS alerts to the learners.

E. Learners would be able to get their scripts re-evaluated if they are not satisfied with evaluation.

F. The University is in the process of using high security and eco-friendly synthetic (water proof and termite proof) papers for mark sheets and certificates. Moreover, uses of interactive kiosk at study centres for issue of admit card and modification of the existing EDPS system for quick publication of results of examinations are also being planned. Similarly, introduction of biometric identity of learners is also being planned.

1.7 Requirement of the Laboratory Support and Library Resources

General B.A. (Pass) Programme is not a laboratory based programme; therefore, we need not provide any laboratory support. We have already stated that our programme would be offered in ODL mode and it would be conducted by study centres situated in different parts of the state. All our study centres are situated in reputed colleges or institutes and they have well equipped libraries. The University supplies some reference book to the study centres too.

The University has a well-equipped library for the convenience of the faculty, the resource persons and scholars. We get adequate support from the library stock in the preparation of SLMs. The central library has resolved to stock the masterpieces in department wise and required book on different subjects are available in the library. The library has more than 17,988 books as on 07-09-2017 in our central library in different subjects.

The digital version of the University Central Library, KKHSOU is also available on the website: http://www.kkhsou.in/library/ which is an online platform for collecting, preserving and disseminating the teaching, learning and intellectual output of the University to the global community. On this website, the entire catalogue (title/ author/ publisher wise) of library resources including books and other literature relating to this particular course and the Open Access Search Engine (OAJSE) which is a gateway to over 4,500 e-journals including those which may be useful for the BA Programme (Pass) can be accessed among others.

1.8 Cost Estimate of the Programme and Provisions

The office of the Finance Officer of KKHSOU keeps all the records of finances regarding print of SLMs, honorarium paid to the members of the Expert Committee, honorarium to be paid to Content Writers, Content Editors, Language Editors, Translators, Proof Readers and also the expenditure related with organizing counsellors' workshops, meeting of the co-ordinators of the study centres etc. Moreover, the finance office also maintains records of purchase of computers, online space, books, journals etc. The accounts are maintained as per the laid down procedures of government.As regards, the cost of programme development, programme delivery, and programme maintenance; the finance office conducted an exercise based on historical costing method to arrive at indicative figures of cost. The findings are presented below in respect of the BA Programme (Pass).

1.8.1 Programme Development Cost
The office of the Finance Officer of KKHSOU has worked out the following also.

a. SLM Development Cost for Under Graduate programme
English medium per Unit Rs. 5,500/-
Assamese medium per Unit Rs. 5,680/-
b. Printing Cost per SLM Rs. 56/-
c. Cost of CD per unit Rs. 23/-

1.8.2 Programme Delivery Cost:

The SLMs prepared have to be delivered to various study centres located at the far flung remote areas. On an average, the University delivers about 15 KGs of study materials per student. The cost of delivery of 1 KG of such material is Rs.10. Accordingly, depending upon the number of candidates; the cost for the BA Programme (Pass) will be provisioned by the University. The office of the Finance Officer has calculated the delivery cost of SLM per student at Rs. 150.00.

1.8.3 Programme Maintenance Cost:

The University will keep financial provision for organizing stake holders' meetings, counselling workshops etc. as per the Academic Plan and Academic Calendar approved by the Academic Council of the University. The workshops conducted by the University will not only benefit the learners of the programme, but will also benefit the learners of other programmes. The University will also bear the cost of organizing the meeting of Syllabus Revision Committee etc. and also for supply of additional study materials if required for improving the quality of the programme. Moreover, the University will keep on investing in developing the IT infrastructure so that the learners can benefit from the ICT enabled programme. The maintenance cost calculated by the office of Finance Officer for the Under Graduate (Arts) programmes per student is Rs. 600.00.

The figures as indicated above will be applicable for the BA Programme of the University. The University will keep adequate financial provision for development, delivery, and maintenance of the BA programme presented as per the Programme Project Report.

1.9 Quality Assurance Mechanism and Expected Programme outcomes

1.9.1 **Quality Assurance Mechanism:** As quality assurance mechanism, the all departments have taken some steps which can be mentioned below:
a) According to Madhava Menon Committee Recommendations, the BA Programme curriculum has been revised with the help of different subject experts of each subject with CCS being constituted for each subject. Formed with due approval from the University authority, this Expert Committee was helped by the in-house department faculties while preparing the framework of the programme.
b) Proficient teachers of all subjects from the various Universities and Colleges in Assam have been engaged to prepare quality SLMs of the courses of BA (Pass) Programme. The in-house faculties also write units.

c)   Some subjects of General BA Programme are prepared in a bi-lingual format. The units having undergone content editing are then subsequently sent for Assamese translation to a select list of outsourced translators. Thereafter, the materials are sent to the Language Editor, who then looks into the contents of the material written in Assamese and give their necessary suggestions to be incorporated by the coordinator of the particular programme. The next step is that of printing and distributing the SLMs to the respective study centres. Arrangements would be made to distribute the SLMs to the learners at the time of admission.

d)   The Director of the Centre for Internal Quality Assessment (CIQA) of the University will take care of quality assurance mechanism. The CIQA office is planning to conduct stakeholder's meetings on timely basis, SLM Audit, Assignment and Counselling Workshops. These initiatives are expected to provide the University and the Departments with required inputs for quality enhancement.

e)   In order to keep the BA Programme updated, the Programme would be revised and necessary changes would be incorporated for the benefit of the learners, based on the inputs received from the mechanism as mentioned above.

1.9.2   **Expected Programme Outcomes:** The outcomes of the programme are manifold:
   i)   It will enable the learners to acquire knowledge of different courses.
   ii)   The programme will also encourage the learners to go for higher studies.
   iii) The programme would enable the learners to acquire the entry level qualification of graduation to apply for various competitive examinations.
   iv)   The programme would also help the prospective learners of the target groups to fulfill their aspiration to become a graduate.

1.10   Details of the Syllabus (programme wise) With Units

Detailed syllabi of all courses of BA (Pass) Programme are as follows:

Annexure 1:   Detailed Syllabus of General English
Annexure 2:   Detailed Syllabus of MIL (Assamese)
Annexure 3:   Detailed Syllabus of MIL (Bodo)
Annexure 4:   Detailed Syllabus of MIL (Bengali)
Annexure 5:   Detailed Syllabus of MIL (Hindi)
Annexure 6:   Detailed Syllabus of Alternative English
Annexure 7:   Detailed Syllabus of Environmental Studies and Disaster Management
Annexure 8:   Detailed Syllabus of Spoken English
Annexure 9:   Detailed Syllabus of Introduction to Information Technology
Annexure 10:   Detailed Syllabus of Front Office Management
Annexure 11:   Detailed Syllabus of Studies of Assamese Culture I
Annexure 12:   Detailed Syllabus of Studies of Assamese Culture II
Annexure 13:   Detailed Syllabus of Elective Assamese
Annexure 14:   Detailed Syllabus of History
Annexure 15:   Detailed Syllabus of Sanskrit
Annexure 16:   Detailed Syllabus of Economics
Annexure 17:   Detailed Syllabus of Education
Annexure 18:   Detailed Syllabus of Journalism and Mass Communication
Annexure 19:   Detailed Syllabus of Philosophy