



HANDBOOK

FOR THE STUDY CENTRES

OFFICE OF THE DEAN (STUDY CENTRE)
KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY

Headquarter : Patgaon, Rani, Guwahati - 781017

City Office : Housefed Complex, Last Gate, Dispur, Guwahati - 781006
Assam, India

Tel. : 0361-2235971/2234964, Fax : 0361-2235398

Website : www.kkhsou.in

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INTRODUCTION

The Krishna Kanta Handiqui State Open University, established under the provision of the KKHSOU Act - 2005, enacted by the Govt. of Assam & published in the Assam Gazette (extraordinary) dated 29/09/2005 has been recognized by the Former Distance Education Council, New Delhi (now DEB, UGC) vide letter no. DEC/Misc/07/5957 dated 03/10/07. The University Grants Commission vide its letter No. F.9-13/2008(CPP-I) dated 18 March 2009 also has empowered the University to award degrees under Section 22 of UGC Act, 1956. In addition to that, the Govt. of Assam has recognized all Degree, Diploma and Certificate programmes of the University for job and Higher Study vide letter no. AHE/228/2007/330, dated 08 May 2009. It is the fourteenth of its kind along with IGNOU and the only state Open University in the whole of NE India.

DEFINITIONS :

The '**Handbook for the Study Centres**', to be termed subsequently in short as **Handbook**, is a compiled book of rules and procedures developed concisely for the Study Centres. In case a matter is not covered in the Handbook, it is to be brought to the notice of the Registrar, Krishna Kanta Handiqui State Open University for interpretation and decision. The terms used in the Handbook have the meaning as below, unless otherwise stated.

- i) **KKHSOU** means the Krishna Kanta Handiqui State Open University.
- ii) **Website** means the University website which is www.kkhsou.in
- iii) **MoU** means the Memorandum of Understanding signed by the University with each of the Study Centres.
- iv) **Study Centre** means any educational institution of whatever name it be called or any establishment which may be approved by KKHSOU as suitable for the purpose. Such institution or organization shall be called as the **host institution**.

- v) The **Centre in-Charge** means the Principal of the host institution; in case of other organization the Head of the institution or any other person whose name is approved by the competent authority.
- vi) The **Coordinator** means a senior staff (teaching, research and extension staff having the rank of lecturer and above) of permanent nature attached to the host institution with at least five years of teaching experience and preferably with some exposure to distance education.
- vii) **Admission** means admission to any programme of the University.
- viii) '**Online mode**' of admission means technology assisted admission of the University through internet available on time in the website.
- ix) **Essential qualification** means essential academic qualification prescribed by the University for each of the courses.
- x) **SLM** means the Self Learning Material supplied by the University to the learners through Study Centres.
- xi) **Induction Programme** means the programme to be organized by a Study Centre for the new learners admitted for the first time in any programme and also other interested learners admitted in earlier batches in KKHSOU where any representative from KKHSOU would explain about the ODL system and other important information of KKHSOU.
- xii) The **audited expenditure statement** means the income and expenditure statement of a Study Centre for each financial year commencing from 1st April of one year to 31st March of the next year which is to be audited by a CA or any other competent person.
- xiii) '**Counselling Session**' means the contact classes, both theoretical and practical, to the admitted learners in each subject by the teachers of the departments of the host institution or by any other experienced persons whose names are to be approved by the Study Centre Management Committee from time to time.

1.0 Admission & Academic Matters

- 1.1 The Mission of Krishna Kanta Handiqui State Open University is to provide opportunities of higher education through the means of open and distance learning to all those who are interested in pursuing higher education.
- 1.2 The date of admission into any programme is advertised in reputed daily news papers as well as in the University Website: www.kkhsou.in
- 1.3 For admission to a programme, please refer to the instructions contained in the relevant Prospectus.
- 1.4 Admission into any programme shall be done only through online mode, and the study centres across the state of Assam will facilitate the interested learners/ persons in matters relating to admission.
- 1.5 The study centres will display the notification of admission mentioning the last date of admission (with fine and without fine) on the Notice Board.
- 1.6 A learner is to submit all relevant documents for admission through the online admission portal for further verification.
- 1.7 The University does not insist on any Migration/Transfer Certificate from the learners for enrolment in this University. However, if a learner requires migration certificate, he/she may apply to the Registrar along with the payment receipt of the requisite fees of Rs. 300/-
- 1.8 The study centre shall receive the proof of online submission of application from the learners, and shall do the preliminary verification of the original documents with regard to-
 - a) Age
 - b) Essential educational qualification (As prescribed in the Prospectus of the current academic session. Also to verify whether the essential qualification is obtained from a recognised Board/ University.)
 - c) Subjects opted for (whether the subjects are offered by the University, whether one is eligible to apply for that subject, whether the programme applied for by learner is approved to the concerned Study Centre, etc.)

- d) After the verification process is over, the Study Centre will issue SLMs to the learners on that very day on which the Induction Programme of the Centre is conducted.
- 1.9 The University will fix a specific date for the Study Centre for conducting the Induction Programme for the new learners. All learners who have taken admission must be present in the Induction Programme. After the Induction Programme is over, the Study Centre will make the necessary arrangements for verification of documents submitted by the learners. Interested learners admitted in any programme in earlier sessions may also attend the Induction Programme.
- 1.10 Lateral admission in specific programmes will require prior approval of the University authority.
- 1.11 All the enrolled learners will be provided with the registration number, programme guidelines/prospectus, and photo-identity cards in due course of time.
- 1.12 As admission is a continuous process, and it is not connected to examination results, nobody should wait for the results. All continuing learners will take admission in the next Semester/year within a period of 30 (thirty) days from the last date of the examination to avoid payment of late fee.
- 1.13 The maximum duration of the different academic programmes offered by the University are as follows :
- Master Degree Programmes (Four Semesters) : Maximum of 6 years
 - Master Degree Programmes (Six Semesters) : Maximum of 8 years
 - Bachelor Degree Programmes (Six Semesters) : Maximum of 8 years
 - Diploma/P G Diploma Programmes
(One Year / Two Semesters) : Maximum of 4 years
 - Certificate Programme (Six Months) : Maximum of 2 years
- (For details, please use the relevant Prospectus)
- 1.14 Those learners who are unable to complete the programme within the specified validity period, shall require to register/apply for online admission afresh as per the University's Regulations.

- 1.15 The University offers both Pass Course (Elective subjects) and Major Course in Bachelor's Degree Programmes.
- 1.16 Major Course in Bachelor's Degree programme is offered from third Semester onwards. The intending learners opting for major subjects must have the same subject as one of the elective subjects in the 1st and 2nd Semesters.
- 1.17 If a learner wants to change Elective subjects in I, II, III or IV Semesters, he/she should write an application (forwarded by the Study Centre) to the Registrar of the University.

2.0 Online Admission Procedure

The Study Centre should properly inform the intending learners about the Online Admission process. The following steps are mentioned for helping the learners in the online admission process.

- 2.1 Before starting the process the learner must keep the following documents ready for uploading at appropriate position
- Scanned copy of **passport photograph** [100 KB]
 - Scanned **signature** [Max file size 100 KB]
 - Scanned copy of **Mark sheet, Certificates, Caste Certificate** [Max file size 1 MB.]
 - A valid mobile number/Email.
 - Any one of the following facilities for online payment of application fee–
 - Net Banking
 - Debit Card (VISA/Master/Maestro)
 - Credit Card
- 2.2 The online admission link can be seen in the University website www.kkhsou.in
- 2.3 The applicant is required to click on the Online Admission link
- 2.4 The applicant is to register first by entering the name, email id, mobile number and password. He/she will receive one SMS/Email. But one who has registered earlier can login with the registered mobile/email and password.

- 2.5 Then the applicant is to fill up the form stage by stage (i.e. Personal Details, Course Details, Details of Education) and upload the relevant documents simultaneously. He/she is to click for **Save & Continue** in each stage. The saved information can be modified, if required, before the final submission.
- 2.6 Before making payment, he/she may review the information entered. But once Payment is made, the submitted information cannot be updated.
- 2.7 After uploading the documents the applicant is to press the SUBMIT button. Then he/she will be redirected to the Payment Link. PAY NOW button is to be pressed for making the payment.
- 2.8 After the payment has been successful, the applicant is required to take the print out of the application form and the payment receipt for submitting the same to the study centre for Collection of SLMs.

3.0 Financial Matters

- 3.1 A study centre should open a separate bank account preferably at the nearest SBI branch in the name of the particular study centre for smooth financial transactions.
- 3.2 The bank account must be operated jointly by the Centre in-Charge and the Co-ordinator.
- 3.3 The Study Centre is required to furnish to the university the Bank details containing :
 - a. Bank A/C number
 - b. A/C holders name
 - c. Name of the Bank
 - d. Name of the Branch
 - e. IFSC
- 3.4 The Study Centre must submit the admission status and the payment receipts along with the statement of admission to the university just after the online admission process is over.

- 3.5 If any double payment is made because of any technical reason, the learner is to write to the Registrar for refund in prescribed format, which is available in the university website.
- 3.6 If the Study Centre does not submit the account of the Prospectus supplied to the centre then the University will deduct an amount which is equal to the 80% of the total value of the Prospectus supplied to the centre from the share money supposed to be paid to that centre
- 3.7 A learner shall forfeit his/her examination fee in the event of his/her failure to appear in an examination. However, he/she is not required to pay any course fee for the particular Semester and can appear the examination to be held subsequently only by paying the examination fee.
- 3.8 Request for transfer of study centre by a learner, in the format available in the University website and duly endorsed by the Co-ordinators of both the study centres, shall be entertained only up to the date of declaration of examination schedule for the Semester in which the learner is studying. A Bank Challan/ Draft of Rs. 1000/- only is to be submitted with the application. However, the transfer will be allowed without charging any fee on the following grounds to be supported by valid documents—
 - a) In case, any study centre is closed, or any programme is discontinued.
 - b) In case of medical emergency of the learner or his/her family members.
- 3.9 The last date of application for change of subjects after admission (if any) will be two months from the last date of admission in that semester and the learner is to pay Rs. 500/- plus the cost of SLM (Rs. 75/-per booklet for undergraduate, and graduate programmes and Rs 150/- for post graduate programmes).
- 3.10 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 who could not take admission in the next semester within that stipulated time may take admission with a fine of Rs. 300/- during the next month beyond which no admission is allowed.

- 3.11 Under special circumstances and on special consideration, a learner may be allowed admission in the next Semester even beyond two months, but before the issue of notification of examination of that Semester by the University on getting individual application with sufficient reasons with a payment of fine of Rs. 500/-
- 3.12 After issue of notification of examination of a particular semester, admission may be allowed to a learner in that semester without fine, but the learner will have to appear in the examination of that semester in the next year.

4.0 Study Centre Management

The Study Centre is the main functional unit of the University, as they provide the required support to a learner. So it may be termed as the back bone of the ODL system. The Study Centres approved by the University are meant to facilitate the learners in getting adequate support, which include information regarding admission and examination, classroom, library, IT support, counselling and all others, which come in purview of a Study Centre.

- 4.1 Jurisdiction : The jurisdiction of KKHSOU covers only the boundaries of the State of Assam.
- 4.2 Criteria for applying for KKHSOU Study Centre :
- (i) Only a provincialised Degree College can apply for a Study Centre (Relevant documents must be enclosed with the application)
 - (ii) Application is to be made in the prescribed format available in the KKHSOU website.
 - (iii) The Faculty list of the College is to be enclosed.
 - (iv) The proposed Coordinator must be a regular faculty of the concerned college.
 - (v) A brief profile of the college is to be enclosed.
 - (vi) An application fee of Rs. 2,000/- (Not refundable) is to be submitted during the time of application in the form of demand draft.

- (vii) Mere application for KKHSOU study centre does not mean that the applicant will be allotted a study centre. The decision of the Selection Committee as well as the approval of the Hon'ble Vice-Chancellor of KKHSOU will be the key factors in this regard.
- (viii) An allotted study centre will have to sign an MoU with the University.
- 4.3 Tenure of Coordinator : The tenure of the Coordinator of any KKHSOU Study Centre is fixed for two (2) years as per the Ordinance of the University. However, it may be renewed for the next term only subject to satisfactory performance to be assessed by the University.
- 4.4 Induction Programme : Before the commencement of each academic session, each study centre will have to arrange for an induction programme for the learners enrolled in the concerned centre.
- 4.5 Study Centre Management Committee : It is mandatory for each study centre to form a Study Centre Management Committee with the following members-
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|---|---|
| (i) Chairperson – | Centre in-Charge
of the Study Centre |
| (ii) Member Secretary – | Coordinator
of the Study Centre |
| (iii) One G. B. member of the College – | Member |
| (iv) President, Teachers' Unit of the College – | Member |
| (v) One teacher member nominated
by the Centre in-Charge – | Member |
| (vi) Vice Principal of the College – | Special Invitee |
| (vii) Secretary, Teachers' Unit of the college – | Special Invitee |
- 4.6 Audited Expenditure Statement : Each study centre should maintain proper account of the Bank Account (Please see the clause number 3.1 above) of the study centre and it is mandatory to send the audited annual statement of expenditure approved by the Study Centre Management Committee to the university within 30th June of each financial year, failing which the share amount due to the centre for the next year will not be released.

- 4.7 **Counselling Session** : Counselling classes are to be arranged regularly in the study centre. At the end of the session, the Coordinators are required to send to the Dean (Study Centre) of the university the record of counselling classes held for each course in their respective centres with the names & contact numbers of the Counsellors engaged along with the learners' attendance record.
- 4.8 **Document Verification** : The Coordinator of the study centre is required to arrange for document verification of the enrolled learners in their respective centres on the date of induction programme in the session, and the Coordinator of each study centre will be responsible for document verification of the learners enrolled in his/her respective study centre.
- 4.9 **Information** : Any change of Centre in-Charge/Coordinator and contact details of the Officials of the study centres are to be informed immediately to the office of the Dean (Study Centre) for making smooth communication with the respective study centre.
- 4.10 **Sign Board** : The Sign Board of the Study Centre should be displayed prominently at a permanent place in the college/ institution.
- 4.11 **Notice Board** : There should be a Notice Board in the Study Centre for the purpose of information and notices to the learners.
- 4.12 **Wall Magazine** : The Study Centre should make all necessary arrangements for a Wall Magazine for the learners of the KKHSOU in the centre. The matters published there may be preserved for publication of a compiled volume of the selected articles etc.
- 4.13 **Class Routine** : The routine for the counselling classes to be conducted in the centre for the session should be displayed for the learners on the Notice Board.

5.0 Counselling and SLM

- 5.1 The Counselling Session or the Personal Contact Programme (PCP) for the learners in the ODL system is not the normal classroom transactions carried out in the conventional mode of education. The learners are expected to come to the counselling sessions after carefully consulting their Self-Learning

Materials (SLMs) so that they can actively participate in the counselling sessions. In the counselling sessions, the counsellors and the learners should equally participate and interact.

- 5.2 All counselling sessions are held on Sundays only. However, a study centre can also arrange for counselling sessions on other holidays in consultation with the learners. There will be at least 30 counselling sessions for each course (paper) in the annual system, and 15 counselling sessions for each course (paper) in the semester system.
- 5.3 The University is sending the SLMs to all the Study Centres in advance in accordance with the record of last semester's enrolment in respective centres to ensure that a learner gets the SLMs at the time of admission. In case the Study Centre feels the shortage of SLMs in comparison to the flow of new admission, the Coordinator is requested to communicate the SLM Branch of the University well in advance intimating the requirement of SLMs by sending a requisition to the mail id : *ar.slmkhsou@gmail.com*
- 5.4 After admission to a particular programme, Self Learning Materials (SLM) are provided to the learners through the respective Study Centre. Complimentary sets are also sent by the University for the concerned Counsellors of the respective Study Centres.
- 5.5 In case of change of subject, a learner needs to pay the fee as decided by the University from time to time. The cost of SLM is Rs.75/- (per block) for undergraduate & graduate programmes; and Rs.150/- (per block) for post-graduate programme. Moreover, in case of loss or damage of SLMs, a learner can buy those SLMs paying the amount as stated above in the form of bank challan or through online mode in the university account.
- 5.6 e-SLMs of all new courses are available in the Website as well as in the Mobile App of the University.
- 5.7 Besides SLMs in the printed form and e-SLMs, the Audio-Visual materials are also available through YouTube channel which can be accessed through the university website.

- 5.8 The ICT (Information and Communication Technology)-based support services like—Audio-Visual Programmes (available in the University’s web portal www.kkhsou.in), AIR Educational Service, Internet Radio, Jnan Taranga Community Radio, Ekalavya (AIR programme), Inter Study Centre Phone Service, Mobile Application, Email Support, Learner Portal, Social Networking Support (through Facebook) are provided to the learners.
- 5.9 Study Centres must arrange for counselling classes for the new learners just after the last date of admission without fine. For the senior learners the classes must be arranged just after one month from the last day of the examination of the earlier semester.

6.0 Examination

- 6.1 Term-End Examination : To be eligible to appear in the term-end examination in any course, the learners are required to fulfil the following conditions :
- (i) They should have valid Registration Number.
 - (ii) They should have opted and pursued the prescribed courses.
 - (iii) They should have submitted the required number of assignments within due dates before taking the examination.
 - (iv) They should have submitted the examination forms on time along with the requisite fees, if appearing for Back courses.
 - (v) They must collect the admit cards.
- 6.2 The University conducts term-end examination once for the Odd Semesters and once for the Even Semesters in a year. The learners can appear in the examination only after the minimum duration prescribed for the course of study.
- 6.3 Examination schedule indicating the date and time of examination for each course is sent to all the study centres in advance. The same is also notified in the University website (www.kkhsou.in)

6.4 Submission of Assignment :

Assignments are important part of total evaluation process of a learner. The rules regarding assignments are as below—

- Assignments, as prescribed by the university, will be given to the learners by the coordinators of the concerned study centre.
- The learners need to complete the assignments and submit it to the study centres for evaluation within three months of the admission in the semester.
- The evaluated assignments are to be returned to the learners by the study centres within one month of submission.
- The assignments are to be re-submitted by the learners to the study centre within 7 days of completion of examination of the concerned semester.
- The coordinator of the study centre is responsible to collect the same and send the evaluated marks to Controller of Examinations preferably within 10 days of completion of examination.
- No marks will be entertained by Controller of Examinations after 30 days of completion of examination and the learners will be declared as having '0' (zero) mark in the assignment leading to failure of the learner in the subject.
- Any assignment submitted after 30 days of completion of examination will be considered only after one year i.e. in the examination of the next session. The loss of one year of the learner will be the responsibility of the coordinator of the study centre and the learner himself/herself.

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

6.6 Examination Fee : Learners are required to pay the total fee for a Semester including the examination fee at the time of online admission. A learner is also required to pay the fee for consolidated mark sheet at the time of admission in the **final Semester of the programme.**

- 6.7 i) Preparation of Dissertation in Master's Degree : A learner has to prepare a dissertation under the guidance of a professionally qualified supervisor. The learner may take up a problem related to the subject and should develop instruments for collection and interpretation of data and preparation of research report. The length of the report may be between 60-70 pages. Detailed guidelines shall be made available in the website.
- ii) Time Period of Dissertation : Dissertation work has to start from 3rd Semester, and the final report has to be submitted within the first 3 months of the 4th Semester. The topic of study, review of literature, research questions, objectives of study and method of data collection have to be decided and finalized by the learner in consultation with the guide or supervisor during the first part of 3rd Semester. Data collection should follow immediately. Further, during the 4th Semester, the collected data has to be interpreted and analysed. The report has to be prepared and submitted within 3 months.
- iii) Submission of Project Report/Dissertation : The learner has to prepare 3 (three) sets of Project Report/Dissertation for submission. One set is to be sent to the University through the Study Centre, one set is to be submitted at the time of viva-voce examination and the third set is to be kept with the learner to be submitted to the University as and when required.
- 6.8 i) Information on Consolidated Mark sheet : The University has the provision of issuing Consolidated Mark sheet to all the learners who have passed all the Semester examinations of a Programme (for example, all the six Semesters of Bachelor's Degree). The Consolidated Mark sheet will reflect the Semester-wise score of the learner, and it will be provided to all successful learners through the Study Centres. The learners need to pay the fee for consolidated mark sheet at the time of admission in the final Semester. There is also a provision for Transcript Mark sheet against a prescribed fee, for the issue of which the University will take approximately three months time.
- ii) The Application Form for applying the Provisional/Original Certificate can be downloaded from the university website. The fee to be deposited for the certificate is mentioned in the Form.

6.9 Result Related Information :

- i) **Withheld Results** : If the result of a learner is kept withheld then he/she has to apply for declaring his/her result to the Controller of Examinations (through the study centre along with requisite documents) within 60 days from the date of declaration of the result of that semester. The learner may contact the Coordinator of the Study Centre for knowing the reason for the withheld of result. A learner will have to deposit a fine of 1000/- if request is made for declaration of withheld results after 60 days but not beyond 90 days from the date of declaration of the result of that semester.. After 90 days, no request will be entertained and the result will be updated as failed.
- ii) **Back and Betterment Rules** : For clearing a programme, a minimum of 35% marks (which comprises the marks obtained from term-end examination and home assignments as indicated) shall have to be secured by a learner in each course. Maximum four attempts are allowed in each course to clear the **Back** subject/course, if any.
- iii) **Back in Aggregate (for Master's Programme only)** : If a learner fails to get 45% marks in aggregate despite of getting pass marks in individual courses, the learner will not be eligible to get the certificate of the Master's Degree. Such a learner will be allowed to appear in the examination (theory only) of that course in any Semester for improving his/her aggregate percentage. However, the learner will have to complete the course within the maximum duration prescribed by the University (for example, six years in case of Masters). Moreover, maximum four attempts in one course/paper is allowed.
- iv) **Betterment** : The learners pursuing Master's Degree shall be given the option of appearing for **Betterment**. Only one chance will be given to a candidate for betterment in the immediately next examination. To appear for betterment, a candidate has to apply using specific betterment form which shall be made available in the website. The chance for betterment

can be availed only for two papers in one Semester, and betterment is applicable only to those candidates who have passed all the papers in single attempt.

6.10 Some Important Information

- i) If there is any error in the Registration Card of the learner then it is to be sent to the Controller of Examinations for correction within one month of issue of the Card. But if applied after one month then the learner will have to pay Rs. 300.00 for the correction in the Registration Card. Same is the process for corrections in the Admit Card or Mark Sheets, but the fees is Rs 100.00 for each document if applied after one month.
- ii) One can request for re-scrutiny/photocopy/re-evaluation of maximum 3 answer scripts within one month from the declaration of the result with a payment of fees of Rs. 100/-, Rs. 200/- and Rs. 300/- respectively. Time required for the declaration of result of each paper is maximum 30 days. After getting the result of re-scrutiny, he/she can apply for photocopy. Then again, maximum 30 days for photocopy shall be required. Details are available in the university website www.kkhsou.in
- iii) One can change his/her examination centre only after getting the approval from the Controller of Examinations. For this, the candidate has to send an application to the Controller of Examinations mentioning his/her problems in detail at least one month prior to the commencement of the said examination. The Controller of Examinations will see the documents and other factors, and accordingly allow the candidate to sit in the examination centre as desired by him/her and will have to pay Rs 300/- as new examination centre fees.
- iv) If a learner requires a DUPLICATE document for loss of his/her earlier ORIGINAL document then the learner has to apply to the university through by enclosing the following documents—
 - A police report

- A paper cut of the advertisement published in any daily news paper intimating the loss of concerned original document
- A challan of Rs 400/-for Registration Certificate and Rs. 100/-for each of the other documents

6.11 Amanuensis for Visually Challenged/Differently Able Person

A differently able learner, including the visually challenged learners, may take the assistance of a helper for writing the answers on his/her behalf. The procedure to engage a helper is as follows :

- i) The differently abled learner must have a valid certificate issued by competent authority stating that the candidate is not in a position to write the answer himself/herself.
- ii) Such a learner shall have to apply to the Controller of Examinations well in advance before the examination, for permission.
- iii) The helper (the person engaged for writing answers on behalf of the differently abled learner/visually challenged) must have lesser qualification. A certificate in this regard is required from a person like the Principal of the school/college or a Gazetted Officer.
- iv) The photograph and handwriting of the helper is to be attested by the Principal/Centre in-charge of Study Centre or a Gazetted Officer.
- v) The Centre in-charge of the examination will arrange for allowing the helper on receiving proper written permission from the Controller of Examinations. The Centre in-charge will also certify on each day of examination that the helper is the same person allowed by the Controller of Examinations by verifying him/her with the photograph in the permission letter.

- N. B.**
- *For any other matter not covered above, one can contact the office the Registrar of the University.*
 - *The University is closed on all Saturdays and also on 2nd and 4th Sundays of every month.*

KEY OFFICIALS

Name	Designation	Contact Nos.
His Excellency the Governor of Assam	Chancellor	–
Dr. Hitesh Deka	Vice Chancellor	0361-2235642 (Secy. to VC)
Dr. Arupjyoti Choudhury	Registrar (i/c)	0361-2225060 88110-16661
Dr. Arupjyoti Choudhury	Dean (Academic)	0361-2235971 88110-16662
Dr. Dibyajyoti Mahanta	Dean (Study Centre)	94351-60980
Professor N. N. Sarma	Director, CIQA	94351-19897
Dr. Bhabaranjan Sarmah	Controller of Examinations	0361-2220096 98640-38163
Shri Bishnu Chakraborty	Finance Officer	94350-51110
Dr. Ratul Kumar Patowary	Deputy Registrar (Administration)	88110-16655
Dr. Limpon Bora	Deputy Registrar (Academic)	88110-16550
Shri Arabinda Saikia	Deputy Registrar (Examination)	88110-16665
Dr. Sangeeta Kakoty	Deputy Director (Multimedia)	88110-16415
Shri Sachindra Nath Misra	Secretary to VC & Public Relations Officer	88110-16464
Dr. Kanta Chakravarty	Assistant Registrar (Administration)	88110-16575
Shri Kashyap Mahanta	Assistant Registrar (Examination)	88110-16566
Dr. Samar Bhattacharyya	Assistant Registrar (SLM)	98643-27784
Shri Birinchi Kumar Borah	Assistant Registrar (Study Centre)	88110-16517
Dr. Gautam Kr. Sarma	Assistant Librarian	88110-16906
Shri Geetam Misra	Assistant Regional Director (Jorhat Regional Centre)	88110-16555
Shri Binod Deka	System Analyst	98648-79426
Ms. Dopati Choudhury	Administrative Officer	83999-26334