

**Office of the Director, Centre for Internal Quality Assurance (CIQA)**  
**Krishna Kanta Handiqui State Open University**  
**City Office, Housefed Complex, Guwahati- 06**



**Study Centre Monitoring Report**

**Name of the Study Centre: Doomdooma College**

**Study Centre Code: 2605**

**District: Tinsukia**

**Name of the Monitor (s): Dr. Prasenjit Das and Dr. Bipul Das**

**Date (s) of Visit:**

**MONITORING REPORT OF LEARNER  
SUPPORT CENTRE (LSC)**  
(From 2014-15 to 2018-19)

SECTION A

1. Name of the Monitoring Officer..... *Bipul Das & Prasenjit Das*.....  
2. Name of the LSC:..... *Doomdooma College*.....  
3. Centre Code:..... *2605*.....  
4. Address of the LSC:..... *Doomdooma College, ~~Assam~~ Tinsukia*.....

Table No1: Physical facilities available at LSC

Sl. No.	Physical Facilities	Numbers	Remarks if any
1	<b>Academic units</b>		
	(i) counseling rooms	<i>32</i>	
	(ii) counselors room	<i>03</i>	
	(iii) practical rooms	<i>02</i>	
	(iv) Other	<i>—</i>	
2	<b>Administrative units</b>		
	(i) Office Room	<i>01</i>	
	(ii) Coordinator's Room	<i>01</i>	
	(iii) Centre-in Charge Room etc.	<i>01</i>	
	(iv) Others	<i>—</i>	
3	Storage Room	<i>01</i>	
4	Library	<i>01</i>	
5	Laboratories	<i>02</i>	
6	Seminar Rooms	<i>01</i>	
7	Auditorium	<i>01</i>	
8	Other Relevant Information	<i>—</i>	

5. Please collect a copy of the Annual Report of the Institution

*Not available.*

6. Please take Geo-tagged photographs of the LSC/campus and all other infrastructural facilities and email it to library@kkhsou.in

*Photographs Submitted to library@kkhsou.in*

7. Please include any other Relevant Information about the LSC... *NO*.....

**Table 2: ICT enabled facilities at LSC**

Sl. No.	Items	Numbers	Remarks
1	No. of IT enabled (ICT facilities/Wi-Fi/LAN) office rooms	<i>01</i>	
2	No. of IT enabled (ICT facilities/Wi-Fi/LAN) class rooms	<i>01</i>	
3	Total number of rooms available at the LSC	<i>32</i>	
4	Number of IT enabled Seminar halls at the LSC	<i>01</i>	
5	Total number of Seminar Halls at the LSC	<i>01</i>	
6	Webpage for KKHSOU study centre in the college website; if available, please give the web link :	<i>yes</i>	
7	No. of computers/projectors	<i>01/01</i>	
8	Internet Connections (details of speed, ISP name etc.)	<i>NO</i>	
9	Any other relevant information you want to furnish	<i>NO</i>	

[https://www.doomdoomacollege.edu.in/distance\\_education\\_programmes.html](https://www.doomdoomacollege.edu.in/distance_education_programmes.html)

**Table 3: Information on Academic Counselling Sessions held at the LSC**

(Information has been collected from Examination Data Processing System (EDPS) of KKHSOU)

*See Table 3, Annexure 1*

Sl. No.	Name of Programmes	Academic years	Yearly programme-wise enrolment			Yearly program-wise counselling sessions held (in numbers)		Yearly expenditure incurred on counseling sessions (In INR)
			Male	Female	Total	Theory	Practical	
1.	e.g. BA	2014-15						
		2015-16						
		2016-17						
		2017-18						
		2018-19						
		2019-20					Not required	NR
2.	e.g. MA English	2014-15						
		2015-16						
		2016-17						
		2017-18						
		2018-19						
		2019-20					NR	NR

### Please add in the tables as applicable

## SECTION B

### A. Provision for Learner Support Services available in the Learner Support Centre. (Please tick mark)

- ✓ 1. Notice Board
- ✓ 2. Wall magazine
- 3. Call Centre
- ✓ 4. SMS alert facility
- ✓ 5. E-mail
- ✓ 6. E-book
- 7. Any other (Please Mention) *N/A*

### B. Distribution of Learners on the basis of their social category like SC/ ST/ OBC/ GEN etc. *See Annexure 1, Section B. B*

(Information has been collected from Examination Data Processing System (EDPS) of KKHSOU)

Academic Sessions	Social Category				
	SC	ST	OBC	GEN	PwD
2014-15					
2015-16					
2016-17					
2017-18					
2018-19					
2019-20					

### C. Pre-admission Counseling Services conducted for the learners

#### a. Date of the Pre Admission Counselling Session held in the LSC.

Please provide a Report of the activities conducted in the Counselling programme.

*Not available.*

**D. Mechanisms adopted by the LSCs for attending learners' queries.**  
(Please tick mark)

- 1. Attended by Centre In-charge or Coordinator or Office Staffin person
- 2. Telephone/Mobile
- 3. SMS
- 4. Social media (*whatsapp*)
- 5. Notice Board
- 6. E-mail
- 7. Inquiry Counter (*LSCs etc.*)
- 8. Any other

**E. Academic Counseling Services (Please tick mark)**

Please mention the mode of counseling in the LSC.

- 1. Face to face counseling sessions
- 2. Laboratory based counseling
- 3. Workshops
- 4. Field Study
- 5. Seminar
- 6. Extended Contact Programme
- 7. Any other

**F. Addressing Learners' Grievances**

Please write a note about the mechanism adopted in the LSC to address the grievances of the learners. Submit records/reports of Grievances redressed (if any). *Mechanism as such not available.*

**G. Is there any alumni association of KKHSOU learners at theLSC?**

If yes, in which year was it established? ..... *No.*

**H. Has the Study Centre received any donation from the Alumni in the last five years?**

Yes  No

If yes, state the amount year-wise?

**I. Did a KKHSOU learner from theLSC receive an award/recognition for any innovation/innovative activity in the local, regional, national and international level in the last five years? If yes furnish details.**

*N/A*

## SECTION C

### Part I: Information from the LSC

1. Location of the LSC : Urban / Rural
2. Location of the LSC : Tribal / Non-Tribal Area
3. Name of the District : *Sinsuhia*
4. Name of the Sub-Division : *Hajjam*
5. Name of the Centre In- Charge : *Dr. Prakash J. Borahakur*
6. Contact number/s of the Centre In- Charge: *8472812420*
7. Landline no of LSC (if available) : *0375-9240800*
8. Email id of the Centre In- Charge : *N/A*
9. Name of the Coordinator : *Shivajit Dutta*
10. Contact number/s of the Coordinator (Whatsapp No) : *9435712434*
11. Email id of the Coordinator : *ddmcollege05@gmail.com*
12. Official E-mail ID of the study centre : *"*

### Part II: Additional Information:

1. Are there any Learners with Disabilities (PwD) in the LSC during the last 5 years?

Yes

No

If yes, kindly furnish the following information (put numbers)

Year	No. of Learners with Speech & Hearing Impairment	No. of Learners with Loco motor impairment	No. of Learners with Visual impairment	No. of Learners with low vision	No. of Learners with any other Disability	Total No. of PwD learners applied for admissions	Total No. of PwD learners enrolled
2014-15							
2015-16							
2016-17							

2017-18							
2018-19							

2. Are there any Learners from Defence and Security Forces (DSF) in the LSC during the last 5 years?

Yes

No

If yes, kindly furnish the following information (put numbers)

Academic Year	No. of Employed Learners enrolled under category of Ex Service men	No. of Employed Learners enrolled under category of war widows	No. of Employed Learners enrolled under category of Defence/ Security Personnel	Total No. of learners enrolled
2014-15				
2015-16				
2016-17				
2017-18				
2018-19				

3. Are there any Transgender (3<sup>rd</sup> Gender) learners in the LSC in the last 5 years? Please specify putting tick mark (✓) in the box.

Yes

No

If yes, kindly furnish the following information (put numbers)

2014-15	2015-16	2016-17	2017-18	2018-19

4. Use of digitalized SLM for the learners in the LSC in the last 5 years?

*No*

†

Digitalized SLM						
2014-15						
E-SLM (Website)	KKHSOU Mobile Apps	Audio Lectures (CD)	Video Lectures (Website)	E-Bidya	Digital Library	Radio (AIR)
2015-16						

E-SLM (Website)	KKHSOU Mobile Apps	Audio Lectures (CD)	Video Lectures (Website)	E-Bidya	Digital Library	Radio (AIR)
2016-17						
E-SLM (Website)	KKHSOU Mobile Apps	Audio Lectures (CD)	Video Lectures (Website)	E-Bidya	Digital Library	Radio (AIR)
2017-18						
E-SLM (Website)	KKHSOU Mobile Apps	Audio Lectures (CD)	Video Lectures (Website)	E-Bidya	Digital Library	Radio (AIR)
2018-19						
E-SLM (Website)	KKHSOU Mobile Apps	Audio Lectures (CD)	Video Lectures (Website)	E-Bidya	Digital Library	Radio (AIR)

5. Teaching Experiences of the Academic Counsellors (for the Academic Sessions 2014-15 to 2018-2019) of the LSC. (Please provide copy of signature record book, if available)

*Experience Record NOT available. See Annexure 2 for Record of Signature.*

Academic Session: 2014-2015

Sl. No.	Name of the Academic Counsellor	Year of Appointment as academic counsellor	Qualification	Subject s/Area	Teaching Experiences (Number of years)		Remarks (if any)/ Periods
					UG	PG	
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

\*\*\*Please add additional sheets for the remaining Academic Sessions.

6. Please provide the details of employed learners in the LSC. *Not available*

Year	No. of Employed Learners including self-employed	No. of Learners who are not employed	Total number of learners enrolled
2014-15			
2015-16			
2016-17			
2017-18			
2018-19			

7. Details of Passed out learners from the LSC in the last 5 years. Provide the total numbers. *See Annexure 1, Point 7*

(Information has been collected from Examination Data Processing System (EDPS) of KKHSOU)

2014-15			2015-16			2016-17			2017-18			2018-19		
Male	Female	3 <sup>rd</sup> Gender	Male	Female	3 <sup>rd</sup> Gender	Male	Female	3 <sup>rd</sup> Gender	Male	Female	3 <sup>rd</sup> Gender	Male	Female	3 <sup>rd</sup> Gender

8. Please provide passed out learners' details with their present job details etc. (if available). *Not available.*

Sl. No.	Name of the Learner (Passed out)	Present Job details	Subjects/Area		Session/ Year of enrollment	Contact Number (if available)
			UG	PG		
1						
2						
3						
4						
5						
6						
7						
8						

\*\*\*Please add additional sheets if required.

9. Please provide the Schedule/ Routine of counselling sessions for the last 5 academic years (from 2014-15 to 2018-19)

*See Annexure 3 & 4*

10. Please provide the Schedule/ Routine of seminar/ workshop/ induction programme for the last academic years (from 2014-15 to 2018-19)

*Not available.*

11. Any other relevant information related to the LSC of KKHSOU.

*100*  
*Doomdooma College regularly publishes about KKHSOU in their annual Prospectus.*

(Signature of the Centre in Charge with seal)

Name: .....

Designation: .....

*for* Co-ordinator  
*Sandeep Paul*  
(Signature of the Coordinator with seal)

Name: *Mr. Shirajit Dutta* .....

Designation: *Co-ordinator* .....

*Co-ordinator*  
**KKHSOU Study Centre**  
**Doomdooma College**

12. Observation/Comments/Suggestions by Monitoring Officer on the visit completed.

Doomdooma College

1. The college has provided separate building for distance education.
2. They had provided the class routine and Counsellors' schedule only for the year 2019.
3. The Centre could not provide the audit report.
4. There was no internet connection in the centre.
5. Both the Centre-in-Charge and Coordinator were absent during our visit.
6. Such centers should be under scanner and necessary assistance from the Study Centre Branch of KKHSOU will improve the condition.

*Res*  
12/02/2020

Signature of the Monitoring Officer of KKHSOU: .....

Date: .....

*P. M. Srinivasan*  
12/02/2020