



2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Remedial Register UG

ODD SEMESTER			2021 - 2022			
S.No	Date	Student Name	Subject	Remedial class - Topic	Signature of Student	Teacher
1.	11/11/21	Khyathi Dixit	Functional Kannada	Vowels & consonants		Neethy
2.	29/11/21	Apurva Tiwari and Simona	Economics C-2	Financial markets	Apurva Tiwari	Dr. J
3.	13/12/21	Aaradhana Kumari IPSW	Remedial English	Introduction and Instructions (3:05-4:05)	Aaradhana	Suman
4.		Aaradhana Kumari (IPSW)	English	presentation skills (4-5 pm)	Aaradhana	Dr. J
5.	16/12/21	Aaradhana Kumari (IPSW)	English	Writing Skill - Passage was corrected feedback given	Aaradhana	Suman
6.	21/01/22	Apurva Tiwari, Simona, Harshika, Adil (IPME)	Economics - C1	production function	Apurva Tiwari	Dr. J
7.	01/02/22	Apurva Tiwari and Apurva Debar	Economics - C1	Demand	Apurva (Adil)	Dr. J
8.	14/02/22	Apurva Tiwari and Simona	Economics - C1	Circular flow of PFC	Apurva	Dr. J
9.	25/2/22	Simona, Suma, Ananya (IPME)	Financial Kannada 1)	Starting (Introduction to words)	Simona	Dr. J
10.	03/3/22	Shweta, Aha Sajid - (PJD)	Hindi	summary of Natar.	Aha Sajid	Dr. J
11.	14/3/22	Samika	Hindi	About 1st semester Exam - Revision	Samika	Dr. J
12.	9/05/2022	Apurva Tiwari - IPME	Economics C1, C2	Finance, development financial institution	Apurva Tiwari	Dr. J
13.	13/5/2022	chitraakshi pso	Functional Kann	1st sem exam remedial class		Dr. J
14.	16/5/2022	chitraakshi pso	Functional Kann	1st sem remedial class		Dr. J

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EVEN SEMESTER - 2021 - 2022						
S.No	Date	Student Name	Subject	Remedial class - Topic	Signature of Student	Teacher
1.	11/09/2022	Hanabata Khushi	Economics - C1	Neo-liberalism Theory of Adam Smith Theory of development	Khushi	Dr. J
2.	5/9/2022	Kansalyaa, Sudeep, Pranika	Psychological disorder	Mood disorder - types, criteria causes	Kansalyaa	Dr. J
3.	8/9/2022	Sudeep	Psychological disorder	Anxiety disorder - types, criteria causes	Sudeep	Dr. J
4.	7/9/2022	Nrithyashree	IT Application	Basic foundations		Dr. J
5.	16/09/2022	Adil (IPME)	Economics - C1	Standard deviation	Adil	Dr. J
6.	04/08/22	Virat Kumar & PJD	General English	Remedial class "Py Tail" Sem IV	Virat	Dr. J
7.	07/10/2022	APURVA TIWARI	Psychology	EMOTIONS, INTELLIGENCE - Sem - II	Apurva	Dr. J

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Sl. No.	Date & Time	Student details	Nature of assistance	Student sign.	Name of faculty sign.
1.	11/10/2021	Vanajakshi 3MPS	Remedials for Child assessment	<i>Vanajakshi</i>	<i>ANISHA</i>
2.	11/10/2021	Sreeraj 3MPS	Classification regarding child of anxiety psychopathology	<i>Sreeraj</i>	<i>ANISHA</i>
3.	18/10/2021	Papaya 3MPS	Classification of regarding child pathology.	<i>Papaya</i>	<i>ANISHA</i>
4.	19-10-2021	Smiley 2MPS	Classification regarding psychopathology	<i>Smiley</i>	<i>ANISHA</i>
5.	25-10-2021	Ashmitha	Classification regarding child on subject assessment	<i>Ashmitha</i>	<i>ANISHA</i>
6.	25-10-2021	Gaurav 4MPC	Queries regarding the subject treatment & nature of it.	<i>Gaurav</i>	<i>ANISHA</i>
7.	25-10-2021	Sagarajali 4MPC	Clarity on Schizophrenia	<i>Sagarajali</i>	<i>ANISHA</i>
8.	25-10-2021	Gaurangi 4MPC	Classification Psychopathology 'Dissociative' prognosis	<i>Gaurangi</i>	<i>ANISHA</i>
9.	25-10-2021	Mandula 4MPC	Concepts of OCD and aspects of it.	<i>Mandula</i>	<i>ANISHA</i>

Sl. No.	Date	Student details	Nature of assistance	Student sign.	Name of faculty sign.
10.	15/11/2021	Faadhal 4MPC	Doubts regarding mental set.	<i>Faadhal</i>	<i>ANISHA</i>
11.	15/11/2021	Bhargavi 4MPC	Classification & its effect on	<i>Bhargavi</i>	<i>ANISHA</i>
12.	15/11/2021	Jyoti Rajaboini Paksha 4MPS	Doubt regarding regression Dissertation	<i>Jyoti Paksha</i>	<i>ANISHA</i>
13.	22/11/2021	Chaitra - 4MPC	Doubts on methods & research quality	<i>Chaitra</i>	<i>ANISHA</i>
14.	22/11/2021	Namatha Manjitha Uttara Renuka 4MPS	Doubts on of clinical into fields corporate, simple	<i>Namatha Manjitha Uttara Renuka</i>	<i>ANISHA</i>
15.	22/11/2021	Archida 4MPS	Doubts on SPSS Dissertation - ANOVA	<i>Archida</i>	<i>ANISHA</i>
16.	27/11/2021	Rushika Kowal 3MPC	Classification-therapy with	<i>Rushika</i>	<i>ANISHA</i>
17.	27/11/2021	Hiral 3MPC	Classification of as part of Gestalt technique Group counselling	<i>Hiral</i>	<i>ANISHA</i>



Email correspondence related to grievance redressal(if any)

UG

Regarding **IA marks** Inbox x



C

Chithra R Nagaramatha 18PJW015 <chithra.nagaramatha@iipr.in>
to me ▾

Fri, Sep 3, 2021, 7:56 PM ☆ ↶ ⋮

Good evening Ma'am
There's an error in Women studies 7 paper. The total is 78 , but I'm marked 58. Please change it accordingly.
Thank you

C

Coordinator Examination <coordinator.examination@iipr.in>
to Mangalagouri.V.Manavade, chithra.nagaramatha ▾

Fri, Sep 3, 2021, 9:09 PM ☆ ↶ ⋮

Dear Ma'am,

I am forwarding the mail received the mail regarding **IA corrections**. Kindly do the needful as soon as possible.

Thank You
Dr. Nethravathi R & Mrs. Anitha Joy
Coordinator Examinations
Indian Institute of Psychology and Research
#85, St. Anthony's Friary,
Hosur Road
Near Madivala Checkpost
Bangalore 560095

Office: +91 80 41307111,+91 80 41217484

Activate Windows
Go to Settings to activate Windows.

correction in the total marks in Women Studies P8 Inbox x



B

Medhavi Srivastava 18PJW055 <medhavi.srivastava@iipr.in>
to me, Mangalagouri.V.Manavade ▾

Sat, Sep 4, 2021, 10:09 AM ☆ ↶ ⋮

Good morning ma'am,
I am Medhavi Srivastava of 6PJW. There is an error in the total **marks** for women studies P-8. I scored 75. The final **marks** in the **IA** sheet is 64 which is an error. Kindly, look into it.
Thank you.

M

Mangalagouri.V.Manavade Women Studies <mangalagouri.vmanavade@iipr.in>
to Medhavi, me ▾

Sat, Sep 4, 2021, 1:30 PM ☆ ↶ ⋮

Noted.
I will rectify the mistake.
Don't worry.
Dr.Mangalagouri

--
Dr.Mangalagouri.V.Manavade
Assistant professor, Women's Studies,
Indian Institute of Psychology and Research
85, St.Anthony's Friary,
Hosur Road, Near Madivala Checkpost,
Bangalore 560 095
Email: mangalagouri.vmanavade@iipr.in
www.iipr.in
Office-080 41217484

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PG

S

Sherin Lee Thomas Psychology <sherin.leethomas@iipr.in>
to me ▾

Sun, Jul 4, 2021, 4:19 PM ☆ ↶ ⋮

Dear Ma'am,

The change has to be made in the COLUMN-(TOTAL- 30)

STUDENT NAME= S. CHAITRA (MPC-1st Semester)

SUBJECT: Basics in Counselling Skills

MARKS SHOWN IN the TOTAL OF IA= 4 marks (OLD)

CORRECTION TO BE MADE in the TOTAL of IA = 4.5 marks (NEW)

Best regards,

Dr. Sherin Lee Thomas,

More than Living, Thriving. 🌱

Asst. Professor

Dept. of Psychology,

Indian Institute of Psychology and Research (IIPR),

Bangalore

⋮

Activate Windows

Correction-IA-4mpc-psychpathology Inbox x

🖨 📄

A

Anisha T Psychology <anisha.t@iipr.in>

to me ▾

Tue, Sep 14, 2021, 1:41PM ☆ ↶ ⋮

Dear ma'am,

Kindly accept the **correction** of the student from 4mpc- for psychopathology IA
1. Prefinal **marks** to be changed to 60marks.

Thank you.

Done.

Noted.

Acknowledged.

↶ Reply

↷ Forward

1st Semester PG Consolidated **IA** sheet 2021.xlsx Inbox x**Coordinator Examination (via Google Drive)**

Tue, May 18, 2021, 2:26 PM



coordinator.examination@iipr.in has shared the following spreadsheet: 1st Semester PG Consolidated IA sheet 2021.xlsx. Dear Teachers Please find the 1st Semester

3

**Sandhya S Psychology** <sandhya.s@iipr.in>

Tue, May 18, 2021, 3:21 PM



to me ▾

Respected ma'am,

There is a change in the **mark** for the student Ms. Loganayaki for the subject Lifespan Psychology. Her **marks** in the group activity will change from 7 to 9.5. Apologies for the change. There was an error while computing this. Thankyou ma'am.

 Regards,
 Ms. Sandhya S
**Coordinator Examination** <coordinator.examination@iipr.in>

Tue, May 18, 2021, 5:49 PM



to Sandhya ▾

Dear Sandhya

I have made the **correction** please check.
 Activate Windows
 Go to Settings to activate Windows.

Training programs for teachers/students (if any)

The training on Internal examination and related process were conducted during the various faculty meetings.

Nature of Training Program	Date & Time	Content/Agenda of Program
Offline Faculty Meeting	18-10-2021, 2:30 pm - 5:00 pm	Evaluation of IA
Offline Faculty Meeting	07-12-2021, 4:45 pm - 5:30 pm	IA marks division and process



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Minutes of Meeting
Date: 18th October, 2021
Day: Monday
Time: 2.30 pm to 5.30 pm
Venue: 1st Floor room no. 102

Meeting Chaired By: Dr. Elizabeth Jasmine, Principal.

Agenda: Offline Faculty Meeting.

Members Present:
Faculty: Dr. Sunita K Damodar, Dr. Beena Daliya, R, Mr. Emmanuel, Dr. Nethravathi, R, Dr. Sumangala Hegde, Mrs. Anitha Joy, Ms. Shristi Dasa, Ms. Anitha T, Ms. Mridula V. Kulkarni, Ms. Anuraha Jose, Mr. Kevin Frank Fernandes, Ms. Sherin Lee Thomas, Dr. Palanisamy V, Dr. Mangalagouri. Y. Manurade, Ms. Irene Ann George, Ms. Swita Chakraborty, Mrs. Maria Wajid, Mrs. Tia Boban, Mrs. Aihira Alex.

Non-Teaching Staff: Mr. Joseph Praveen D.

Members absent: Mrs. Sibani Padhi, Mrs. Shikha Golcha, Mrs. Anurekha T. K.

Points from the Agenda	Details of Discussions & Decisions	Remarks / Follow up
1. Faculty Orientation	-All Faculty were briefed about the IIPR logo and colour, Motto and Vision Statement. Faculty should represent the college whenever they take part in any of the activities outside the campus. Indian Institute of Psychology and Research (IIPR) is Affiliated to Bengaluru Central University (BCU) a Karnataka State University. IIPR is managed by a non-profit charitable society called Sarvodaya Seva Sangha (SSS) of Order of Friars Minor (OFM); The Franciscans. Established originally in 2004, changed to this campus 2014.	-All Faculty
a. Departments and Combinations.	Undergraduate Courses: 3 different streams • B.A. Psychology with Journalism and Women Studies - PJW • B.A. Psychology with Marketing and Economics - PME • B.A. Psychology with Journalism and Optional English - PJO Postgraduate Courses: 2 Courses • M.Sc. Psychology (MPS) • M.Sc. Counseling Psychology (MPC) All the classes are based on the semester. For eg. 3PJW, 3PJW, 5PJW, 1MPS, 3MPS and so on.	-All Faculty.

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	-Few more new course approvals are still pending from the University. -Under NEP, if someone has opted for PJW then we can give the option of Psychology as Core Major and Journalism or Women Studies as Core Minor. The 3 rd subject will be Option Elective.	-All Faculty.
b. Course Structure.	Undergraduate Courses: • Core Subjects - PJW, PJO, PME • Second Language: English, Second Language (Kannada/Hindi/Sanskrit/Tamil/Hindi) - 2 credits • Foundation Course (FC)/Skill Development Course (SDC) - 2 credits • Co-curricular activities - Value Added Programme: Current Affairs (CA), SWO activities- participation and prizes, AEP programmes. Post Graduate Courses: • Core Subjects - 4 papers (4 credits each) • Soft core - 1 paper • Practicals - 2 papers of 8 hours in each semester (4 credits each) -NEP IA model was explained to all the Faculty - Ref: University Website.	-All Faculty.
c. Co-Curriculars	Extra Curricular Activities (ECA): Sports, literary, art and cultural activities are planned and conducted by the SWO every Wednesday. Current Affairs (CA): News, reviews, short stories, adds, photography - Audio and Video production AEP (Academic Enrichment Program): Series of academic activities such as panel discussions, paper presentations, poster presentation, guest lectures are conducted every Friday. Publications: Newsletters and Magazine.	-All Faculty / Students.
d. Details of the Coordinators	Coordinator - Academics: • Dr. Sunita Damodar COORDINATOR.academics@iipr.in • Coordinator Academics can be approached for all PG and UG academic related queries and clarifications; student discipline, leave sanction; time table adjustment; interaction with guest	-Coordinators.

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faculty; faculty coordination.

-Post Graduate Programs: M.Sc. (Psychology) & M.Sc. (Counseling Psychology)
• Coordinator - PG : Dr. Beena Daliya
• Assistant Coordinator - PG: Dr. Nethravathi R
Email: coordinator.pg@iipr.in
• For all queries related to PG the coordinators to be approached, informed and updated.

-Undergraduate Programs: PME/ PJW/PJO
• Coordinator - UG: Mr. Emmanuel W
• Assistant Coordinators : Dr. Nethravathi R and Mr. Kevin Fernandes
Email: coordinator.up@iipr.in
• For all queries related to UG the coordinators to be approached, informed and updated.

-Principal ma'am welcomed and introduced all the new Faculty.

e. Faculty Responsibilities.	-Theory: Each Subject/ Paper is shared by two faculty members and the syllabus followed is prescribed by BCU. -Practicals (Psychology - UG & PG, and Journalism - UG): • Pedagogy followed: A general introduction/ overview by the faculty. • Each experiment/ practical will be introduced by the teachers-in-charge in form of PPT. • Conduction of experiments. • The correction of records should be done batch wise and on a weekly basis. • There should be common rule maintained for late submission. • All Faculty need to coordinate with the lab assistant and keep the office informed well in advance for any requirements. -Course Plan: • The course plan preparation is the responsibility of the full time internal faculty(s) who has been allotted the paper. • The completed course plan, after editing need to be uploaded on to the faculty interface (Google classroom). • Approved course plan need to be sent to students with a copy to the Coordinators. -The details about the IA marks will be shared with all the Faculty by the Coordinators. -The IA split up for 30 marks / 40 marks and IA for NEP batch was discussed.	-All Faculty.
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	Evaluation of IA: • Scheme of Evaluation and criteria to be clearly stated and outlined, to ensure objectivity and fair assessment. • Deadlines mentioned in the Course Plans are to be strictly adhered to. No changes are further permitted. • Evaluation to follow a bell curve - a tentative legend: • For 10 mark component - 7 to 9 marks • For 70 mark component - 45 to 65 • Faculty to encourage students to take up internal assessment seriously and not miss out on any component. • IA marks for OBT and Group Assignments to be updated on the consolidated sheet on a monthly basis. -Google Classroom and Drive can be utilized by the Faculty for course plan submission, giving IA mark components, sharing large documents or videos, etc.	
f. Pre-Final Examinations.	-Question papers need to set as per the University question papers and the same will be moderated by Principal ma'am and Coordinator's (UG & PG). -Coordinator of Examinations (UG) - Mrs. Anitha Joy. -Coordinator of Examinations (PG) - Dr. Nethravathi R. -Email: coordinator.examination@iipr.in.	-All Faculty / Exam Coordinators.
g. Remedial and Mentoring.	-Teachers need to identify students who are having difficulties and schedule remedial classes/sessions for them. The same has to be documented in Remedial register maintained by the class teachers. -To mentor and monitor the welfare of students in class or during free hours. • General conduct • Attendance • Performance • Timely Submission • Report or follow up with class teacher.	-Concerned Faculty / Students.
h. Attendance.	-Students attendance need to documented in the attendance register and Findinbox (Mobile application which is accessible by students and parents). -Register entry to be done at the beginning of the class.	-All Faculty / Attendance Admins.

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	<ul style="list-style-type: none"> -Entries if made in pencil during class, should immediately be marked in pen after the class. -Should sign after each class entry in the register -Consolidation (cumulative) of attendance for each student to be done after every month. -Overwriting/use of whiteners to be avoided. -Every month, the registers will be peruse by the class teacher and coordinators for verification. -The registers are to be on the tables of the subject teachers and at no point the students should be allowed to handle it. -In case of sharing the paper with guest faculty, internal faculty will have to ensure that attendance is regularly marked and updated in the Findinbox app. -Class representatives can be requested to facilitate in case of a lag here. -No teacher to carry any of the collage registers home. -Attendance marked in the register should be uploaded onto the 'Findinbox App' at the end of each class or by the end of the day. -For Practical papers, one faculty from the group will be assigned for updation. -The Findinbox Administrators: For PG: Dr. Palanisamy and for UG: Ms. Shristi Dass 	<p>-Concerned Faculty / Students.</p>
<p>i. Class Discipline.</p>	<ul style="list-style-type: none"> -In case of any indiscipline - teacher's decision is final, the student can be asked to leave the class, provided an empathetic attitude is not working! -The student needs to be reported to the class teacher and course of action decided if the issue is severe. -The student is not allowed to use the mobile/laptop/other electronic gadgets unless the teacher has given an activity or asked for some work/ assignment to be done using the same. -If the student is not adhering, the phone/gadget can be confiscated by the teacher and submitted to the respective coordinators (refer to handbook). 	<p>-Concerned Faculty / Students.</p>
<p>j. Class Teachers Responsibilities.</p>	<ul style="list-style-type: none"> -To mentor and monitor the welfare of students in class and is the first point of contact for the student. -Attendance Monitoring / Submissions of leave letters. -Academic record. -ECA participation. -Maintain mentoring diary. At least 2 mentoring session for a student in a year and mentoring to happen during free hours. -Faculty may aid students who require extra assistance. 	<p>Class Teachers.</p> <p><i>Tamil</i> PRINCIPAL Indian Institute of Psychology and Research St. Anthony's Friary # 85, Hosur Road, Bengaluru - 560095</p>

<p>k. SWO, Publications & Placements.</p>	<ul style="list-style-type: none"> -SWO: SWO takes care of all activities and is a liaison between faculty and students. The work is aided by a Student Council body. -SWO team: Mr Emmanuel, Ms. Mridula, Ms. Smia Chakraborty, Ms. Anugraha Jose and Dr. Mangalagouri V Manavade. Email: swow@iipr.in -Publications: The college has an Annual Magazine and a Bi-monthly newsletter. Faculty and students are encouraged to contribute. Email: publications@iipr.in -Placements: The college has a placement cell which facilitates career opportunities for students. Email: placements@iipr.in 	<p>-Concerned Faculty.</p>
<p>l. Library.</p>	<ul style="list-style-type: none"> -Faculty can borrow 3 books at a time, which needs to be returned/reissued in the given time frame. -Dissertation/thesis/journals are available for reference. -NDLS, NLIST Subscription- (EBSCOHOST available through NLIST); E-books, research articles. -Reference question papers from last year's are available. -Laptops can be borrowed for classes and college related activities. -Books for reference/additional reading that can be added to the library collection can be requested through the Librarian and the same should be requested before the commencement of the semester. -Contact: Mr. Swamy - librarian@iipr.in 	<p>-All Faculty / Librarian.</p>
<p>m. HR guidelines.</p>	<ul style="list-style-type: none"> -Total working days in a year will be between 160 and 180 days. -CL to be used only for major contingencies only and 12 CL in a year. Leaves will be sandwiched to discourage combining CL and GH/RH. -Work rearrangements to be made while taking leave - CL or LOP leave. -Time of reporting: 8:45 am - 9:45 am with 30 minutes to 1 hour flexibility. -Late arrivals and early exit will attract CL deductions. -Saturdays to be strictly used for work from home. 	<p>-All Faculty / HR Office.</p>

Tamil
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