

INDIAN INSTITUTE OF PSYCHOLOGY AND RESEARCH (IIPR)

Affiliated to Bengaluru Central University & Approved by Government of Karnataka
A unit of Sarvodaya Seva Sangha ®

Date: 18/03/2022

Memorandum of Understanding

This memorandum of Understanding is executed between Indian Institute of Psychology and Research (IIPR) represented by the Principal - Dr. Elizabeth Jasmine and Antidote Mental Health (AMH) represented by the Directors Dr. Anuradha Jain and Mrs. Anupama Bajaj for the purpose of conducting an online certificate course in Art Therapy scheduled to commence on Saturday, 19th March, 2022.

This is hereby stated that IIPR and AMH have come together to conduct a certificate course in Art Therapy. This MOU is made to bind both the parties together for the smooth conduction of Certificate Course at IIPR.

The terms of the MOU have been divided as Responsibilities from IIPR and Responsibilities from AMH.

Terms of Understanding

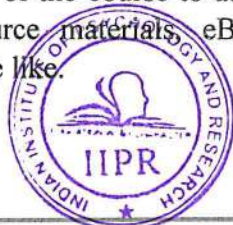
A - Responsibilities binding IIPR:

01. Syllabus and Reference books

- Scrutinize the syllabus for the course and guide the trained professionals of AMH to develop the syllabus in the prescribed format.
- Document the syllabus for academic purpose and use the same for the sole purpose of conducting the above mentioned course in association with AMH.
- Basic reference books will be purchased by IIPR for the course and will be made available for course participants through the college library as per library rules.

02. Online Platform and Support

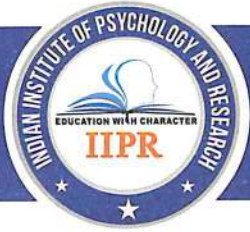
- Provide the Online Platform for conducting classes starting from 19th March, 2022 on every Saturday from 1:00 pm to 5:00 pm, until the completion of the course for the above stated course at IIPR.
- Provide one non-teaching staff for technical support.
- Course participants and resource persons to be provided access to the library and internet as per the college rules and standard operating procedures.
- IIPR will be creating and providing every participant and course coordinator/s an institutional email id and group id from Gmail domain for official communication for the duration of the course to attend/conduct the online classes, share reading materials, resource materials, eBooks, PowerPoint presentations, evaluation, feedback and the like.



Jasmine
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Indian Institute of Psychology and Research
St. Anthony's Friary
Bengaluru - 560 095

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03. Participants Enrolment, Fees Collection and Operations

- IIPR will carry out the required publicity for attracting admissions for the course through their website, online ads, posters, group mails, etc.
- Office of Admissions IIPR will receive the application forms in the prescribed format, handle queries related to the course over phone, email and in person, promote the course, provide the required clarifications, etc.
- IIPR will collect the course fee through their office of accounts; receipts will be issued to the payee.
- IIPR will share the statement of accounts of total course fee collected with AMH,
- Running/operational expenditure-breakage, repair or any other apart from the normal wear and tear- if any incurred towards the course-will be shared equally between the two parties-IIPR & AMH.
- All the stationery expenses-printing/photocopying and the like-are to be borne completely by the resource persons from AMH.

04. Sharing of Fees Collected

- The total fee collected towards the course fee will be shared between IIPR and AMH on a 50-50 sharing ratio.
- IIPR will be deducting TDS @10% on all the amounts payable to AMH.
- The share of the total fee (50%) due to AMH will be disbursed in two installments-50% one month after commencement of the course, next 50% on completion of all the classes and evaluation (50 hours of class).

05. Course evaluation and Certification to Participants

- Certificate to be issued to participants who successfully complete the course after due process of evaluation will be a joint certification by IIPR and AMH.
- The final evaluation of course participants will need to be carried out online in the presence of an external/internal examiner designated by IIPR.
- IIPR will design and print the certificates at the end of the course in the prescribed format.

B. Responsibilities binding AMH:

- Develop the syllabus** in consultation with IIPR and the Course plan in the prescribed format.
- Submit one copy** of the entire syllabus, reference books in the prescribed format, printed on the AMH letterhead.
- Promote the course** and provide publicity for the course through a personal/professional network to attract participants, hold interaction sessions or brief interviews on a pre-scheduled date to address.
- Provide resource persons** with appropriate/relevant qualification and experience to conduct classes for the participants enrolled for the course as per the scheduled

Jamuna

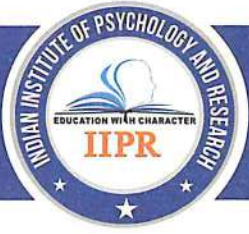
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- date and time, approved syllabus and pedagogy, and carry out evaluation and assessment as per the pre-approved plan.
- Conduct the online classes for 50 hours (including evaluation), meticulously record the attendance and send the same to the office of IIPR to be entered in the attendance register, conduct the evaluation process with utmost objectivity and submit the consolidated marks in the prescribed format to IIPR.
 - Make arrangements for getting the **certificate of course completion** in the prescribed format and arrange for the issue of the same. Students not meeting the attendance and performance parameters should be withheld from receiving the certificate.
 - Cancellation of classes** if any due to unavailability of a resource person or any other reason to be informed 48 hours prior to the scheduled session.
 - All Stationary**, if required for the course, will be managed by AMH.
 - Ensure that **course materials/resource materials are emailed** to the course participants prior to classes in order to avoid stationary related expenses.
 - Strive to **maintain a high level of academic quality** in course delivery and adhere to the culture, ethos and professionalism practiced at IIPR in interacting and dealing with course participants.
 - Ensure that no action of AMH will bring any disrepute to IIPR and its stakeholders, failing which the terms of this association will be considered void.

Both the parties agree to all the terms mentioned herewith and any issues arising from the same are subject to Bangalore Jurisdiction.

We hereby accept all the terms of this association.

For IIPR,

Name: ELIZABETH/JASMINE

Signature:

Date: 18/03/2022

PRINCIPAL

Indian Institute of Psychology and Research
St. Anthony's Friary
85, Hosur Road, Bengaluru - 560 095

Witness:
18/03/2022



For AMH,

Name: Anupama Bajaj DR. ANURADHA KABRA

Signature:

Date: 18/3/2022
18/3/2022

Witness:

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