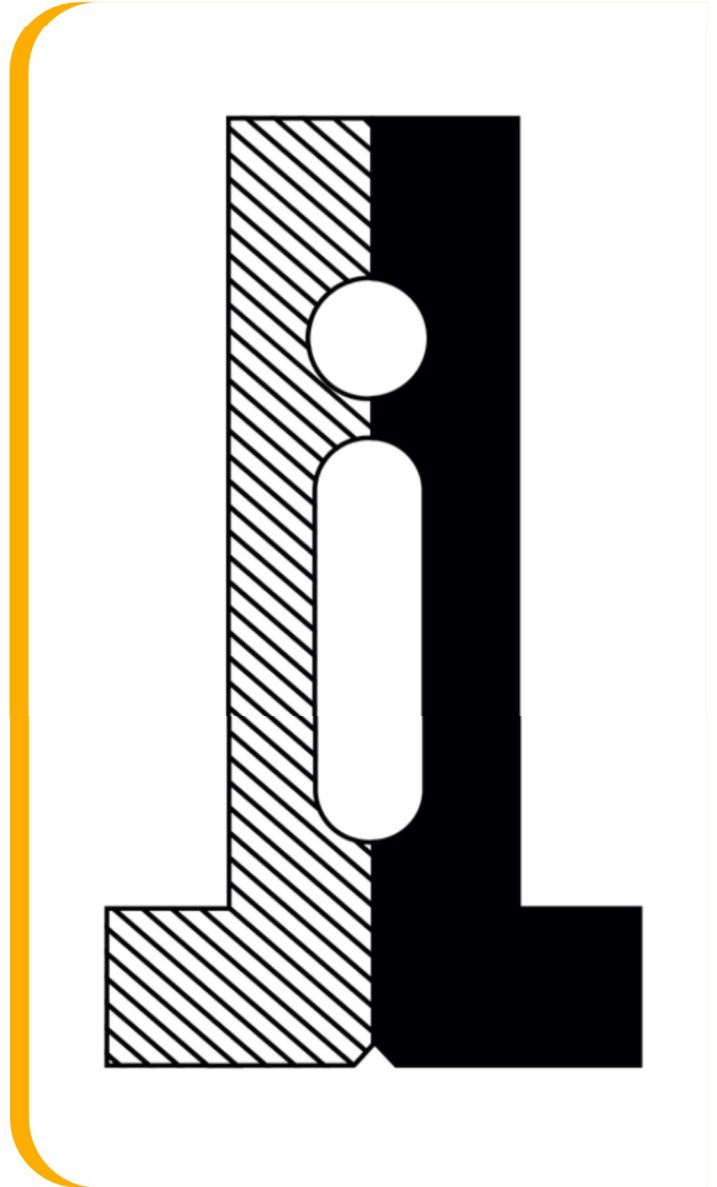




Institute of Health
Management Research

Institute of Health Management Research BANGALORE



319, near Thimma reddy layout, Electronic City Phase
1, Hulimangala, Bengaluru, Karnataka 560105
www.iihmrbangalore.edu.in

2.5.2

Percentage of student complaints/grievances about evaluation against total number appeared in the examinations during the last five years

INSTITUTE OF HEALTH MANAGEMENT RESEARCH


319, Near Thimmareddy Layout
Hulimangala Post, Electronic City
Phase 1, Bangalore - 560 105
Ph: 080 - 61133800
Email: Info@iihmbangalore.edu.in
Website: www.iihmbangalore.edu.in
Toll Free No. 1800-572-2728
GST No.: 29AAT10517J1ZQ

**CRITERIA -2**
2.5.2

NAAC 2024/DVV/2/-2.5.2

Date: 29/08/2024

Criteria	Teaching-Learning and Evaluation
Key Indicator	Evaluation Process and Reforms
Metric	Percentage of student complaints/grievances about evaluation against total number appeared in the examinations during the last five years
DVV Clarifications	• Minutes of the grievance cell / relevant body • The list of students who have applied for revaluation / retotaling program wise/ any other grievances related to examination certified by Principal/ Controller of Examinations year-wise for the Assessment period
Documents As per SoP	1) Minutes of the grievance cell / relevant body. (Appendix-I) 2) The Number of students who have applied for revaluation / re-totaling program wise and the total certified by Principal / Controller of Examinations year-wise for the assessment period. (Appendix-II)
Document Link :	https://iihmbangalore.edu.in/naac/


Criteria -2 Coordinator


IOAC Coordinator


Director

**STUDENT GRIEVANCES ON EVALUATION FOR PAST 5 YEARS**

Year	Total Number of Grievances
2018-19	0
2019-20	0
2020-21	1
2021-22	0
2022-23	2

[Handwritten Signature]
Controller of Examination



[Handwritten Signature]
Director

For Institute of Health Management Research, Bangalore

[Handwritten Signature]
Director

Appendix I

Minutes of the Grievance Cell/Relevant Body

For Institute of Health Management Research, Bangalore

Usha Manjunath
Director

MOM – Examination Committee Meeting

Meeting Date – 18-March-23 (Saturday) at 2:30 PM

Attendees – Dr. Usha Manjunath, Dr. Gyan Chandra Kashyap, Dr. Subodh S Satheesh, Mr. Rohit Prasad

Sl. No.	Description	Responsibilities
1	The minutes of the last meeting was approved by the house	
2	Term IV B results of PGDM 2021-2023 was discussed	Examination cell
3	Term IV B Part B results were approved by the committee	Examination cell
4	Subject wise failed students list preparation Mr. Rohit was asked to work on the overall marksheet for 2021-23	Examination Cell- Mr. Rohit Prasad
5	Batch	
5	To prepare detailed list of absenteeism with reason	Examination Cell
6	Purge policy for shredding old answer sheets	Examination Cell
7	Introduction of MOOC and Swayam Course from Academic year 2023-24	Dr. Jyoti vijay
8	The meeting was ended with a Vote of Thanks proposed by Dr. Subodh S Satheesh	

Kirt Udaya

Associate Dean – Academics and Student Affairs

Subodh S Satheesh

Controller Of Examination



Member

Gyan chandra

Usha Manjunath
Director

Usha Manjunath
Director

Action Taken Report

(Based on examination committee meeting)

Examination Committee Meeting Date – 18- March 2023 at 2.30 PM

**Attendance – Dr. Usha Manjunath, Dr. Subodh S Satheesh, Dr. Gyan Chandra Kashyap,
Dr. Kirti Udayai**

Sl No.	Agenda Discussed	Action Taken
1	Term IV Part B results of Batch 2021-23	Results were discussed and approved by the committee. Released to students and a copy was shared to the academic office
2	Subject-wise failed students List of Term II Part A was Prepared	A comprehensive list of students who failed in each subject has been prepared. The list has been shared for further action.
3	Prepare detailed lists of absenteeism with reason	These lists have been reviewed and validated by the COE and were shared to the academic office.
4	Purge policy for shredding old answer sheets	A purge policy for shredding old answer sheets was developed and will be submitted to the director's office for approval
5	Introduction of MOOC and Swayam Course from Academic Year 2023-24	MOOC and Swayam courses have been integrated into the Academic Year 2023-24 curriculum. Dr. Jyoti Vijay will be assigned for the same


 Controller of Examinations


For Institute of Health Management Research, Bangalore


 Director

Controller of Examination

From: Controller of examination
Sent: 16 March 2023 11:23 AM
To: Dr. Usha Manjunath
Cc: Dr. Subodh S Satheesh; Dr. Kirti Udayai; Mr. Rohit Prasad
Subject: Examination Committee Meeting

Dear Ma'am,

Good morning.

An examination meeting is scheduled on 18th March 2023, 2.30 PM. Kindly confirm your availability.

Regards,
Controller of Examination.

For Institute of Health Management Research, Bangalore

Usha Manjunath

Director

Dr. Subodh S Satheesh

From: Controller of Examination
Sent: 15 December 2022 14:19
To: Dr. Usha Manjunath
Cc: Dr.Kirti Udayai; Dr. Subodh S Satheesh
Subject: Examination Committee Meeting Dated 15Th December'2022
Attachments: TERM I Marksheet Batch 2022-24.xlsx; Examination Meeting.pptx

Dear Ma'am,

Please find detailed marksheet of TERM I (Batch 2022-204) and PPT for today's meeting for your reference.

Regards
Controller of Examination

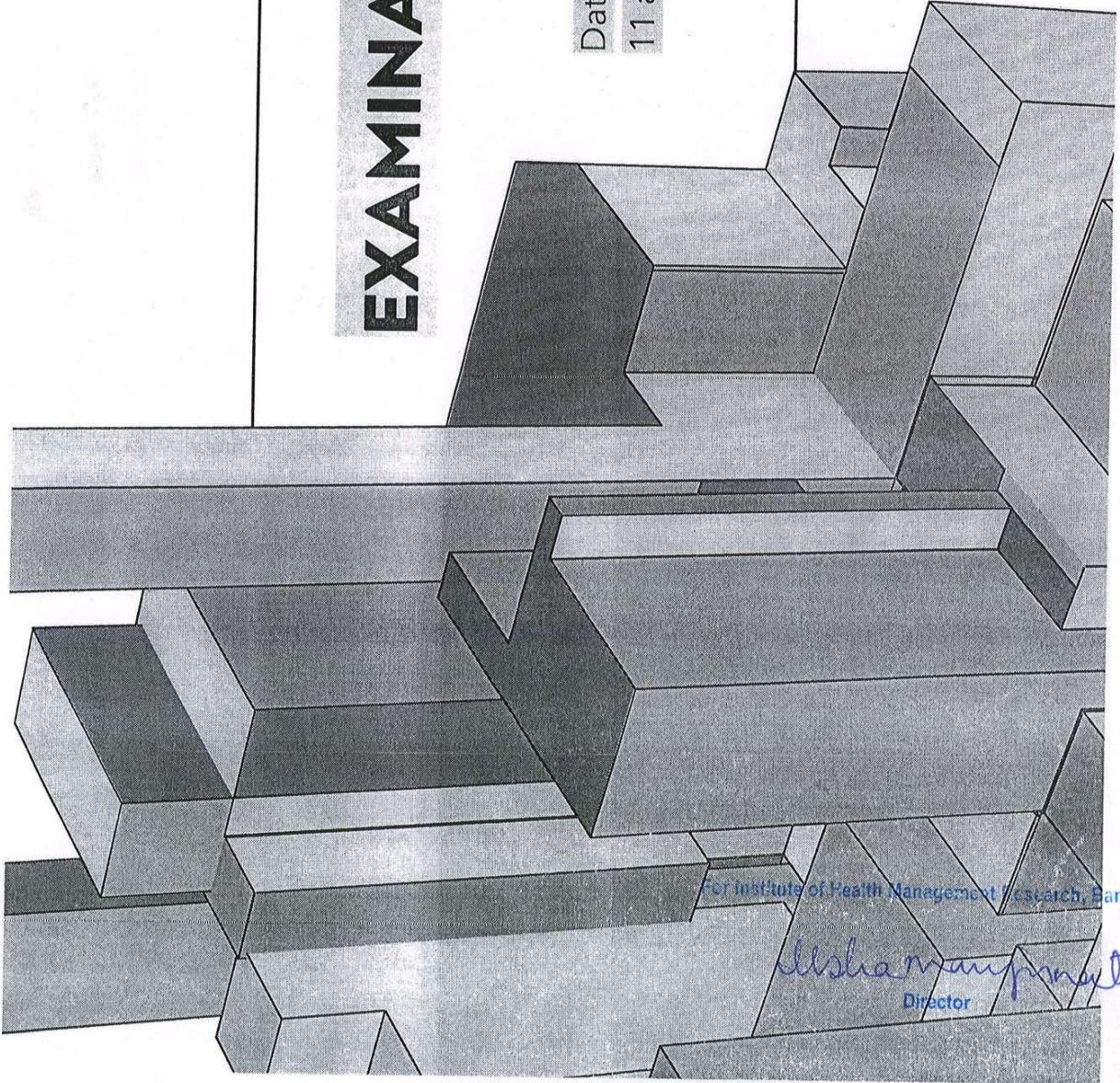
For Institute of Health Management Research, Bangalore

Usha Manjunath
Director

EXAMINATION MEETING

6.53

Dated - 15th December'2022 (Thursday)
11 am, Board Room



For Institute of Health Management Research, Bangalore

Alsha Manjunath

Director

POINTS NEED TO DISCUSS RELATED TO EXAMINATION

1. Release of TERM III Result of Batch 2021-2023
2. Conduct of Complimentary/Supplementary Examination for TERM II Part B . Batch 2021-2023 from 21-Dec-2022
3. Conduct of Complimentary/Supplementary Exam for TERM I Batch 2022-2024 from 21-Dec-2022
4. Conduct of TERM Examination of TERM II Part A Batch 2022-2024 from 26-Dec-2022 to 6-Jan-23
5. Students placed and started working for them what will be mode of Examination - Online/Offline for upcoming Examinations.
6. Padmaja Panday , Siva Sai and Subhashish Tripathy were caught with phone during TERM III Examination , Actions to be taken?
7. Hall ticket reissue cost modification from Rs 100 to Rs 500/-
8. New Storeroom for Examination

Institute Health Management Research, Bangalore

Usha Nayinath
Director

MOM – Examination Committee Meeting

Meeting Date – 15 December 2022 (Thursday)

Attendees – Dr. Usha Manjunath, Dr. Kirti Udayai, Dr. Subodh S Satheesh, Mr. Rohit Prasad, Dr. Gyan Chandra Kashyap

Sl. No.	Description	Responsibilities
1	Question Paper and Answer Key is required from Faculty	Faculties
2	Evaluated Marksheet is required in Excel where as its bifurcation can be on the booklet	Faculties
3	Answer Booklet which are in border line need to get check	Examination Cell
4	Students need to take approval from Faculties in case of Absent in MTA Examination	Students, Examination Cell, Faculties
5	Student need to council in case of Grace Marks and writeup from students is required	Examination Cell
6	Committee Letter is required in case of Grace Marks	Examination Committee
7	Examination Schedule Finalization should have committee signature in it	Examination Committee
8	Results should get committee signature in it	Examination Committee
9	MTA Result need to commonly declare	Examination Cell
10	E Notice Board for Examination need to check with IT Department	Examination Cell and IT Department
11	MTA Failed, Shortage of Attendance, Absent in MTA - Student in such cases are not allowed to appear in TEE	Examination Cell
12	Student Leave letter should first get approval from Faculty then it should come to Dean for Final approval	Examination Cell
13	Breakup in Marksheet is required in terms of Absentees such as (a) Students allowed in Exam but was absent (b) Shortage of Attendance © Fee Payment (d) Complimentary Exam in case of Emergency Background	Faculties and Academic Dean
14	Grade Point Change required in upcoming new Batch 2023-2025	Examination Cell

Usha Manjunath
Director

Usha Manjunath Kirti Udayai
Dr. Kirti Udayai
(Associate Dean Academics)

Subodh S Satheesh
Dr. Subodh S Satheesh
(Controller of Examination)

Gyan Chandra Kashyap
Dr. Gyan Chandra Kashyap
(Assistant Professor)

Rohit Prasad
Mr. Rohit Prasad
(Academic Executive)





Action Taken Report

(Based on examination committee meeting)

Examination Committee Meeting Date – 15- December- 2022 at 3.00 PM

Attendees – Dr. Usha Manjunath, Dr. Kirti Udayai, Dr. Subodh S Satheesh, Dr. Gyan Chandra Kashyap, Mr. Rohit Prasad

Sl No.	Agenda Discussed	Action Taken
1	Evaluated Marksheet is required in Excel where as its bifurcation can be on the booklet	Faculty were advised to share excel sheet with marks to COE and there was no requirement for bifurcation with respect of question paper
2	Students need to take approval from faculties in case of absent in MTA Examination	Implemented a procedure requiring students to obtain faculty approval for absence from MTA examinations.
3	Student need to council in case of Grace marks and writeup from students is required	Students who fulfil the eligibility criteria for grace marks will be awarded these marks and will be required to submit assignments on the concerned subject to improve their comprehension.
4	Student leave letter should first get approval from faculty then it should come to Dean for final approval	The process is being followed
5	Grade point change required in upcoming new batch 2023-25	The examination cell has discussed the possibility of revising the grading system for the upcoming batch.

Controller of Examinations



For Institute of Health Management Research, Bangalore

Usha Manjunath

Director

Dr. Subodh S Satheesh

From: Office of the Director – IIHMR Bangalore
Sent: 12 September 2022 12:40
To: Dr. Subodh S Satheesh; Mr.Satish Kumar Singh; Mr. Rohit Prasad
Cc: Dr. Usha Manjunath; Dr.Kirti Udayai
Subject: Meeting with Examination Committee @2.30pm

Dear All,

A meeting has been scheduled by Usha ma'am with the examination committee members for today @2.30pm in Director

Thanks & Regards

Pooja Koli

From Director's Office

director@iihmrbangalore.edu.in

Phone: +91 80 6113 3800 | Extn: 803



INSTITUTE OF HEALTH MANAGEMENT RESEARCH
South Campus, IIHMR Group

For Institute of Health Management Research, Bangalore

Usha Manjunath
Director



MOM – Examination Committee Meeting

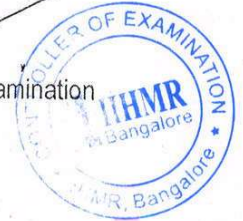
Meeting Date – 15-Sept-22 (Thursday) at 3:00 PM

Attendees – Dr. Usha Manjunath, Dr. Kirti Udayai, Dr. Subodh S Satheesh, Mr. Rohit Prasad

Sl. No.	Description	Responsibilities
1	Non Credit Course Result need to show separately . It should be in another tab of Marksheet	Examination Cell
2	In Result Declaration there should be two tabs (a) One for Regular Course and (b) For Non-Credit Course	Examination Cell
3	Absent in MTA are not allowed for TEE Examination	Examination Cell
4	Ms. Madhuri of Batch 2022-2024 are allowed to appear in TEE Examination (Term I) under special case of 56 % attendance due to Natural Disaster	Examination Cell
5	Mr. Sandesh Student of Batch 2022-2024 permitted to appear in TEE Examination under special Case	Examination Cell
6	Student Taken Prior Approval on STP Internship of Batch 2021-2023 are allowed to appear TEE Examination under special approval even due to shortage of attendance	Examination Cell
7	For Non-Credit Course if student passed in TEE, they will be considered as pass in Examination and they will be awarded by remarks as Satisfactory	Examination Cell

Associate Dean – Academics and Student Affairs

Controller Of Examination



Director

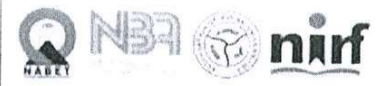
Member



For Institute of Health Management Research, Bangalore

Usha Manjunath

Director



Action Taken Report

(Based on examination committee meeting)

Examination Committee Meeting Date – 15- September- 2022 at 3.00 PM

Attendees – Dr. Usha Manjunath, Dr. Kirti Udayai, Dr. Subodh S Satheesh, Mr. Rohit Prasad

Sl No.	Agenda Discussed	Action Taken
1	Non-credit course result needs to show separately. It should be in another tab of marksheet	Separate tabs were created to display the results for all regular credit courses and non-credit courses undertaken by the student.
2	In result declaration there should be two tabs (a) One for regular course and (b) For Non- credit course.	
3	Absent in MTA are not allowed for TEE Examination	Absent students will not be permitted to appear in the TEE.
4	Ms. Madhuri of Batch 2022-24 are allowed to appear in TEE Examination under special case of 56% attendance due to natural disaster	Ms. Madhuri is permitted to appear in the TEE having 56% attendance due to a natural disaster. This special approval acknowledges the exceptional circumstances affecting her attendance.
6	Student taken prior approval on STP Internship of Batch 2021-2023 are allowed to appear TEE Examination under special approval even due to shortage of attendance	Students who have obtained prior approval for STP Internship are allowed to appear in the TEE with attendance shortages. This approval is granted based on the prior consent obtained for the STP Internship.
7	For non-credit course if students passed in TEE, they will be considered as pass in Examination and they will be awarded by remarks as satisfactory	Students who pass the TEE for non-credit courses will be marked as Satisfactory on their marksheet.

Subodh S Satheesh
 Controller of Examinations



For Institute of Health Management Research, Bangalore

Usha Manjunath
 Director

Mr. Rohit Prasad

From: Mr. Rohit Prasad
Sent: 26 August 2022 15:22
To: Dr. Usha Manjunath
Cc: Dr.Kirti Udayai; Dr. Subodh S Satheesh
Subject: Examination Meeting Aug 22
Attachments: Meeting Agenda.pptx

Dear Ma'am,

Please find the Examination Committee Meeting agenda for 29th August, 03:00 PM.

Regards
Rohit Prasad
Academic Executive
IIHMR Bangalore

For Institute of Health Management Research, Bangalore

Usha Manjunath
Director

EXAMINATION MEETING

29-Aug-2022

For Institute of Health Management Research, Bangalore

Usha Mangraker

Director

MEETING AGENDA

Meeting Agenda	
Sl. No.	
1	MTA QP documentation
2	Permission to use washroom
3	Communication on attendance shortage
4	Revision of examination committee
5	Malpractice form
6	Issuance of Hall tickets for Supplementary Examination

For Institute of Health Management Research, Bangalore

Asha Manjunath

Director

MOM – Examination Committee Meeting

Meeting Date – 29-Aug-22 (Monday) at 3:00 PM

Attendees – Dr. Usha Manjunath, Dr. Kirti Udayai, Dr. Subodh S Satheesh, Mr. Rohit Prasad

Sl. No.	Description	Responsibilities
1	Attendance Shortage details (Not Eligible) should go from COE soon after module is over	Examination Cell
2	Attendance sheet should get duly signed by COE and Dean and intimation of attendance should go to course co-ordinator	Examination Cell
3	Proper documentation of MTA Question Paper is required	Examination Cell
4	Invigilator during Examination Hall should permit 5-8 Mins for washroom use to students. Washroom register should be maintained	Invigilator and Examination Cell
5	It is mandatory to issue hall tickets in all forms of TEE Examination including Supplementary and Complimentary	Examination Cell
6	Student Should take prior approval from Dean and COE for Complimentary examination circumstances such as Self Marriage, Medical Ground, Demise in family, Institute activities, Natural Calamity	COE and Dean
7	Faculty need to share the Question Paper only at COE Email ID	Faculties and COE
8	Application on Leave should get sign by course Co-ordinator. Faculty should confirm that they approved the leave.	Course Coordinator, COE and Dean
9	One Format of Malpractice Form need to form which should get staple with answer sheet if anyone get caught in doing it.	Examination Cell
10	2 Days off for TEE Answer Sheet Correction and 1 Day off for MTA Answer Sheet Correction is decided for checking answer sheet to concern course co-ordinator.	Director and HR
11	Result of TEE Examination should get release within 4 Days after the conduct of examination	Course Co-ordinator & Examination Cell
12	Dr. Gyan Chandra Kashyap Name need to add in Examination Committee as Member	Examination Cell
13	Ms. Jyotiprava and Mr. Mrinmoy Roy will be member of Malpractice Invigilation Committee	Examination Cell
14	After 90 Mins Invigilators can allow the students to leave the examination hall if they are done with their paper	Invigilators
15	Same Question Paper should not get repeat for last three years	Examination Cell & Course Co-ordinator
16	Examination Committee Decided to conduct Repeat TEE Examination of TERM 1 and II Part A Supplementary and Complimentary Examination of Batch 2021-2023	Examination Committee

Kirti Udayai

Associate Dean – Academics and Student Affairs



Subodh S Satheesh

Controller Of Examination



Usha Manjunath

Director

Rohit Prasad

Member

For Institute of Health Management Research, Bangalore

Usha Manjunath

Director

Action Taken Report

(Based on examination committee meeting)

Examination Committee Meeting Date – 29- August- 2022 at 3.00 PM

Attendees – Dr. Usha Manjunath, Dr. Kirti Udayai, Dr. Subodh S Satheesh, Mr. Rohit Prasad

Sl No.	Agenda Discussed	Action Taken
1	Attendance shortage details (Not Eligible) should go from COE soon after module is over	A streamlined process has been implemented to ensure that the attendance shortage details are communicated promptly
2	Invigilator during Examination Hall should permit 5-8 Mins for washroom use to students. Washroom register should be maintained	A washroom registers actively being maintained to record the details of students leaving the examination hall. They can take 5 minutes, once during the examination
3	2 Days off for TEE Answer sheet Correction and 1 Day off for MTA Answer sheet correction is decided for Checking answer sheet to concern course co-ordinator	Two days can be availed for Term End Examination Paper Correction
4	After 90 Mins invigilators can allow the students to leave the examination hall if they are done with their paper	Invigilators have been instructed to permit students to leave the examination hall after 90 minutes if they have completed their paper. This guideline communicated to all invigilators.
5	Examination Committee decided to conduct Repeat Examination of Term 1 and II Part A Supplementary and Complementary Examination of Batch 2021-23	The schedule for these supplementary and complementary examinations has been prepared and communicated to the students.

Controller of Examinations



For Institute of Health Management Research, Bangalore

Usha Manjunath
Director

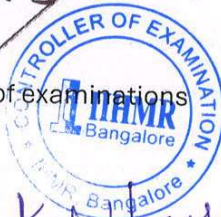
MOM – Examination Committee Meeting

Meeting Date – 05 May 2022 3.00 pm

Attendees – Dr. Usha Manjunath, Dr. Kirti Udayai, Dr. Jyoti Vijay, Mr. Rohit Prasad

Sl. No.	Description
1	The minutes of the last meeting was approved by the house
2	The final semester results of PGDM Hospital and Health Management Batch (2020-22) were presented to the committee and approved after discussion.
3	Discussion on Repeat/ Supplementary Examination Schedule
4	The committee empowered Dr. Jyoti Vijay to take the necessary steps for onward approval of the result.
5	Suggestions regarding dissertation guidelines will be discussed in the faculty meeting.
6	The meeting ended with a Vote of Thanks proposed by Dr. Jyoti

Jyoti Vijay
Controller of examinations



Kirti Udayai
Associate Dean academics and Student affairs

Usha Manjunath
Director

Rohit Prasad
Academic executive

For Institute of Health Management Research, Bangalore

Usha Manjunath
Director

Action Taken Report

Examination Committee Meeting Date – 05 May 2022 at 3.00 PM

Attendance – Dr. Usha Manjunath, Dr. Kirti Udayai, Dr. Jyoti Vijay,

Mr. Rohit Prasad

Sl No.	Agenda Discussed	Action Taken
1	Release of final semester (2020-22) Examination	Approved and discussed in examination committee and released the results. A copy of the same was shared with the Academic Office
2	Repeat/Supplementary Examination Schedule	The schedule was approved and released
3	Revision of dissertation guidelines	Dr. Kirti will discuss the same in an upcoming faculty meeting

Jyoti Vijay
 Controller of Examinations



For Institute of Health Management Research, Bangalore

Usha Manjunath
 Director

Mr. Rohit Prasad

From: Mr. Rohit Prasad
Sent: 30 June 2021 11:18
To: Dr.Sarala.R; Arun Kumar SR
Cc: Dr.Kirti Udayai; Dr. Usha Manjunath; Dr. Jyoti Vijay; Ms. Jyotiprava Satpathy
Subject: Examination Meeting July 2nd 2021
Attachments: Agenda Exam.pptx

Dear Ma'am,

PF Examination Committee Meeting agenda and details for 2nd July, 04.00 PM.
@Arun Kumar SR Please Schedule a Zoom meeting.

Regards
Rohit Prasad

For Institute of Health Management Research, Bangalore

Usha Manjunath
Director

EXAMINATION MEETING

02 July-2021

ONLINE-ZOOM

For Institute of Health Management Research, Bangalore

Alsha Manjunath

Director

MEETING AGENDA

Sl. No.

Meeting Agenda

- 1 Release of Results on hold due to MTA Pendency
- 2 Students failed by 1 or 2 Marks
- 3 Missing Repeat Examination – Chandolu teja-fathers demise
- 4 Submission on wrong answer sheets in online MTA

For Institute of Health Management Research, Bangalore

Asha Mangrulkar

Director

Examination Committee Meeting - Dated 2nd July'2021 (Friday)		
Participant's Name	Portfolio	
Dr. Usha Manjunath	Director	
Dr. Kirti Udayai	Associate Dean – Academics and Student Affairs & Associate Professor	
Dr. Sarala R	Examiner Controller	
Dr. Jyoti Vijay	Assistant Professor	
Rohit Prasad	Academic Executive	
Sl. No	KRA	Description
1	Release of Result TERM 2 Part A Batch	Marks Released on 08-July-21 (Thursday) Except Essentials of Biostatistics _CC604 for 9 students which is on hold due to MTA Marks
2	Essentials of Biostatistics _CC604 (MTA and TEE) Re Examination	Grace Marking given to Lt. Co. Shivank Mathur 1 Marks and Sweta Kumari 2 Marks 9 Students MTA Examination need to reconduct - No Supplementary and complimentary is going to fall in this category . 1 student shishu saurav is going to give supplementary TEE
3	Introduction to Epidemiology _CC605	B Hajee Bahadoor and Shishu Saurav will appear in supplementary exam for TEE
4	Essentials of Health Economics _CC610	Chandolu Teja Venkata Narayana need to reappear in the complimentary examination
5	1st Level Counselling and talking with students	Rohit need to talk with students who didn't appeared in MTA , Submitted wrong answer sheet or failing in exam.

Ushamanjunath
Director



Rohit Prasad
Associate Dean Academics and Student Affairs

R. Sarala R
Controller of Examination

Rohit Prasad
Academic Executive

Jyotiprava Satpathy
Academic Executive

For Institute of Health Management Research, Bangalore

Ushamanjunath
Director



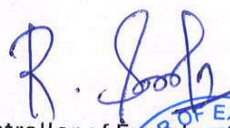

Action Taken Report

(Based on examination committee meeting)

Examination Committee Meeting Date – 2- July- 2021

Attendees – Dr. Usha Manjunath, Dr. Kirti Udayai, Dr. Sarala R, Dr. Jyoti Vijay, Mr. Rohit Prasad

Sl No.	Agenda Discussed	Action Taken
1	CC 604- Essentials of Biostatistics -MTA- Re-examination	Separate MTA was scheduled for students who missed for the module of CC 604- Essentials of Biostatistics and the results were incorporated into the marksheet.
2	Mr. Chandolu Teja Venkata Narayana Missed the Health Economics Examination and did not inform to the Academic office	Mr. Chandolu Teja will be considered for complementary Examination as a special case as he missed the examination due to his absence from the original examination because of his father's illness (Medical reports were considered)
3	Counselling for students who miss the MTA Examinations	Mr. Rohit spoke with the students who missed the MTA examination, and the reasons for their absence were intimated to the Controller of Examinations
4	Mr. Hajee Bahadoor and Mr. Shishu Saurav missed the TEE for Introduction to Epidemiology, claiming that their absence was due to network issues	They are required to appear for a supplementary examination in Introduction to Epidemiology


 Controller of Examinations


For Institute of Health Management Research, Bangalore


 Director

Mr. Rohit Prasad

From: Mr. Rohit Prasad
Sent: 05 May 2021 16:35
To: Dr.Sarala.R; Arun Kumar SR
Cc: Dr.Kirti Udayai; Dr. Usha Manjunath; Jyotiprava Satpathy
Subject: Examination Meeting May 2021
Attachments: Agenda May 21.pptx

Dear Ma'am,

PF Examination Committee Meeting agenda and details for 6th May, 11:00 AM.
@Arun Kumar SR Schedule a meeting on Zoom and share it with us.

Regards
Rohit Prasad
Academic Executive
IIHMR Bangalore

For Institute of Health Management Research, Bangalore

Usha Manjunath
Director

EXAMINATION MEETING - Dated 6Th May'2021 (Thursday)

Organised At -Virtual Zoom Meeting , IIHMR - Bangalore

Participant's Name	Portfolio
Usha Manjunath	Director - IIHMR Bangalore
Dr.Kirti Udayai	Associate Dean – Academics and Student Affairs & Associate Professor
Dr.Sarala.R R	Associate Professor , Controller of Examination
Jyotiprava Satpathy	Academic Executive
Rohit Prasad	Academic Executive

Sl. No	Agenda of Meeting	Action Plan
1	Result of 2nd Year (Term 3 and 4 , Part A)	Timely Release of Exams results is very Necessary Release of Exam Results should take place on priority
2	Repeat Exams - (1st Year (5 Students) - Term 1 & 2nd Year Term 3 And 4 - 2 Students (Dr. Shreeka And Dr. Abhik)	Kind of Notice Should be given to both the Students from Academic Department Related with Repeat Examination Date Both the Students Can give the Repeat Papers Together Inform the Student Else they will not be Convocated
3	Main Exam First Year (31st May to 11Th June'2021) - 6 Modules - Term 2 Part-B (Batch 2020-22)	There Should be proper Time Distribution between the Main Year Examination , Repeat Examination and Summer Training Organise a Meeting with all the Faculty Members Next Week to take a call on Research Methodology Exams Should Be Scheduled Online
4	Community Study (24Th May to 28Th May)	Academic Team Has to followup with Dr. Manjunath on Community Study , Whether to start after Research Methodology Small Projects / Research should be given to students for the Community Study
4	Fee Dues - (27 Students - 3rd Instalment Fee Pending - Last Date of Fee Submission 30Th Nov'20) & (72 Students 4Th Instalment - Last Date was 31st March'21) Fee Pending	Academic Team should intimate students if 3rd Instalment Fee Will not be paid Students will not be allowed to sit in Research Methodology Class Students Should be intimated if 4th Intallment is not cleared before 31st May they will not be allowed to sit in the Exam
5	Attendance	Academic Team Should regulary Intimate the Students about meeting 75% regular attendance Criteria
6	Dissertation	Weekly / Fornightly Meeting Required on Dissertation Meentes Should Not be Changed To all the Faculty Members Its Faculty Responsibilities to get in touch with Meentes Regular Reminder should be given to all Faculty Members for Meentes Date For Dissertation - 31St May'2021 , Presentation of Dissertation - 10Th to 13Th June and Convocation can be planned after that
7	Academic Member (Mr. Rohit & Mrs.Jyoti) Training Required	A Mail to Initiate at IIHMR Delhi for Planning Training from Mr. Tarun

Usha Manjunath
Director



Associate Dean Academics and Student Affairs

R. Sarala R R
Controller of Examination

Jyotiprava Satpathy
Academic Executive

Rohit Prasad
Academic Executive

For Institute of Health Management Research, Bangalore

Usha Manjunath
Director

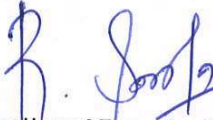
Action Taken Report

(Based on examination committee meeting)

Examination Committee Meeting Date – 06- May- 2021

Attendees – Dr. Usha Manjunath, Dr. Kirti Udayai, Dr. Sarala R, Ms Jyotiprava Satpathy, Mr. Rohit Prasad

Sl No.	Agenda Discussed	Action Taken
1	Result of 2 nd Year (Term 3 and 4, Part 4)	Faculty meeting was called, and deadline were provided
2	Repeat Exams- (1 st year (5 students)- Term 1 & 2 nd Year Term 3 and 4 -2 Students(Dr Shreeka and Dr. Abhik)	Both the students were informed to attend the Repeat papers together and were advised that failure to meet this requirement would result in their ineligibility for convocation.
3	Main Exam First Year (31 st May to 11 June' 2021) – 6 Modules- Term 2 Part B (Batch 2020-22)	The Term 2 Part B examination was scheduled to be conducted online due to the pandemic.
4	Fee Dues- (27 Students -3 rd Instalment Fee Pending – Last Date of Fee Submission 30 th No 2020) &(72 Students 4 th Instalment- Last Date was 31 st March 2021) Fee Pending	Students should be informed that if the 4th instalment is not cleared before May 31st, they will not be allowed to sit for the exam.
5	Dissertation	Date for Dissertation- 31 st May 2021, Presentation of Dissertation – 10 th to 13 th June and Convocation can be planned after That
7	Academic Member (Mr. Rohit & Mrs Jyoti) Training required	Mr. Tarun of IIMHR Delhi was contacted for training for Mr. Rohit and Ms. Jyoti and program was scheduled.


 Controller of Examinations

For Institute of Health Management Research, Bangalore


 Director



INSTITUTE OF HEALTH MANAGEMENT RESEARCH

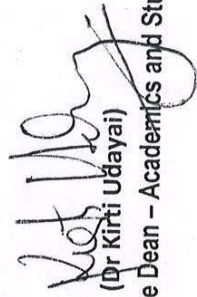
South Campus, IHMR Group

MOM - Examination - Changes in Transcript

Meeting Date - 08-Apr-2021 (Thursday) at 3:00 PM

Attendees - Dr Kirti Udayai, Ms. Jyoti, Mr. Rohit Prasad, Dr Sarala R, Dr Jyoti Vijay

Sl. No.	Description
1	Word Official Transcript (2019-2021) is introduced in Batch 2019-2021 Transcript just below the IHMR Bangalore Logo
2	There Should be space after Name, DOB, Last Degree Awarded
3	Use Word Enrolment Number in place of Registration Number
4	In Last Degree Awarded University Name, Place and Tear of Passing should not be club it should be separate under heading Last Degree Awarded, University and Year of Passing
5	Just Before the Induction Courses use Word First Year Courses in Heading
6	After Induction Courses Foundation Courses should be specify in the Transcript
7	Summer Training Program should be after Core Courses. In place of STP use word Summer Training Organization
8	In Summer Training Organization only the Organization name need to mention
9	Word Specialization and Specialized Courses should get replace with SECOND YEAR SPECIALIZATION COURSES (STREAM:)
10	There should be space after Total Credits, Grade Point Average, Place and Date below in the Transcript
11	Remove Sentence in Grade Point Sheet "Induction courses are not included for calculating Grade Point average" in place of that use sentence "Core Courses (First Year) and Specialization courses (Second Year) are included for calculating the Grade Point Average


(Dr Kirti Udayai)

Associate Dean - Academics and Student Affairs


(Dr Sarala R)

Controller of Examination





Director



Action Taken Report

(Based on examination committee meeting)

Examination Committee Meeting Date – 08- April- 2021

Attendees – Dr. Kirti Udayai, Dr. Sarala R, Dr. Jyoti Vijay, Ms Jyotiprava Satpathy, Mr. Rohit Prasad

Sl No.	Agenda Discussed	Action Taken
1	Revisions in transcript regarding registration number, DOB, Last Degree Awarded, Year of Passing etc	Suggested changes were incorporated in the Transcript
2	Sequence of Induction courses and Foundation courses, Non-credit and credit Courses	The order will be like Foundation courses and Induction courses followed by Non-credit and Credit Courses.
3	Summer Training Courses details in the transcript	Organisation name will be considered into the transcript not the STP Topic
4	Inclusion of induction courses in GPA will be calculated on the basis of credit courses	Grade and grade points will be mentioned in the over leaf of transcript

R. Sathya

Controller of Examinations



For Institute of Health Management Research, Bangalore

Usha Maryinath

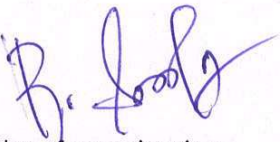
Director


MOM – Examination Committee Meeting

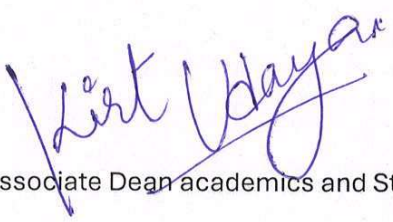
Meeting Date – 29 March 2021 10.30 am

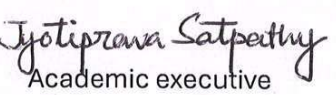
Attendees – Dr. Usha Manjunath, Dr. Kirti Udayai, Dr. Sarala R, Ms. Jyotiprava satpathy

Sl. No.	Description
1	The minutes of the last meeting were read out by the controller of the examination
2	Term IV Part B results of PGDM Hospital and Health Management Batch (2019-21) were prepared by the committee and were kept for discussion
	The committee had a thorough discussion of the result and approved the result.
3	Discussion on Repeat/ Supplementary Examination Schedule
4	The controller of examinations was asked to release the results to the students
5	A few changes were mentioned in the transcript and were scheduled for a thorough discussion
6	The meeting ended with a Vote of Thanks proposed by Dr. Sarala

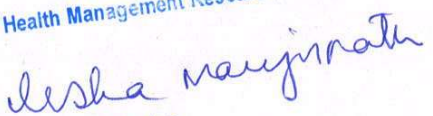

Controller of examinations


Director


Associate Dean academics and Student affairs


Academic executive

For Institute of Health Management Research, Bangalore

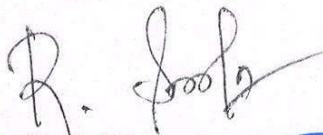

Director

Action Taken Report

Examination Committee Meeting Date – 29- March 2021 at 10.30 AM

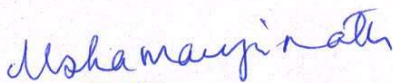
Attendance – Dr. Usha Manjunath, Dr. Sarala R, Dr. Kirti Udayai, Ms. Jyotiprava satpathy

Sl No.	Agenda Discussed	Action Taken
1.	Term IV Part B Results for Batch 2019-21 Batch	Results were approved and shared with the students as well as the academic office.
2.	List of absenteeism in examinations with reason.	These lists have been reviewed and validated by the COE
3.	Repeat/Supplementary Examination	The schedule was approved and released
4.	Discussion of toppers in subjects	COE has prepared the list and submitted to the director's office
5.	Meeting on discussion on the transcript	Dr. Sarala will inform the committee regarding the date of discussion


Controller of Examinations



For Institute of Health Management Research, Bangalore


Director

Minutes of Examination Committee Meeting

Date: 29-Oct-2020

Time: 2:30 PM

Venue: Board Room, IHMR Bangalore

Attendees:

1. Dr. Usha Manjunath
2. Dr. Allen Ugargol
3. Dr. Sarala R
4. Ms. Nancy Agarwal

Minutes:

The meeting of the Examination Committee was held on 29th October'2020 for the approval of the Term I Examination schedule for the batch of 2020-22. The meeting was presided over by Dr. Usha Manjunath, Director of the Institute.

After a thorough discussion, the following resolutions were made.

1. The minutes of the last meeting were read out by the Controller of Examinations and were approved by the house.
2. After thorough discussion the examination schedule for Term I, from 24th November to 3rd December 2020, was approved by the Examination Committee.
3. Discussed Term III Examination for the batch of 2019-21.
3. The Examination Committee empowered by Dr. Sarala R Controller of Examinations to take necessary steps for onward approval of the result.
4. The meeting ended with a Vote of Thanks proposed by Dr. Sarala R. Controller of Examinations.

Controller of Examinations



For Institute of Health Management Research, Bangalore

Usha Manjunath
Director

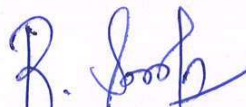
Action Taken Report

(Based on examination committee meeting)

Examination Committee Meeting Date – 29 Oct 2020 at 2.30PM

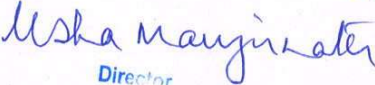
Attendance – Dr. Usha Manjunath, Dr. Sarala R, Dr. Allen Ugargol, Ms. Nancy Agarwal

Sl No.	Agenda Discussed	Action Taken
1	Examination schedule for Term I, from 24th November to 3rd December 2020, was approved by the Examination Committee.	The approved Term I Examination schedule has been formally documented and disseminated to all concerned faculty members and students of the batch 2020-22. Faculty members and concerned staff will proceed with preparations for conducting the Term I Examinations as per the approved schedule.
2	Term III Examination for the batch of 2019-21.	The Term III Examination schedule for the batch of 2019-21 has been planned and prepared


Controller of Examinations



For Institute of Health Management Research, Bangalore


Director

Minutes of Examination Committee Meeting

Date: 4th February 2020 11.30 am

Venue: Board Room, IIHMR Bangalore

Attendees:

1. Dr. Usha Manjunath
2. Dr. Allen Ugargol
3. Dr. Sarala R
4. Ms. Nancy Agarwal

The meeting of the Examination Committee was held on February 4th '2020 for discussing Term IV part B results of PGDM Hospital and Health Management, Batch 2019-20. Dr. Usha Manjunath, Presided the meeting.

After thorough discussion the following resolutions were made.

1. The minutes of the last meeting was read out by Controller of Examinations and was approved by the house.
2. The meeting discussed the Term IV Part B results prepared by the examination cell.
3. The list of student's ineligible for end semester examinations was presented and reason behind their ineligibility was discussed
4. The academic office should send a letter to the students notifying them regarding their ineligibility to get convocated with the present batch
4. The Examination Committee empowered by Dr. Sarala R Controller of Examinations to take necessary steps for onward approval of the result.
5. Ms Nancy was assigned the task of finalizing the list of students eligible for convocation
6. The meeting was ended with a Vote of Thanks proposed by Dr. Sarala R Controller of Examinations.

For Institute of Health Management Research, Bangalore

Usha Manjunath
Director

Controller of Examinations

Director

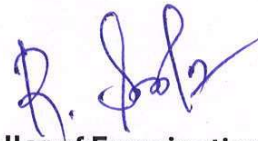


Action Taken Report

Examination Committee Meeting Date – 04th February 2020 at 11.30 AM

Attendance – Dr. Usha Manjunath, Dr. Sarala R, Dr. Allen Ugargol

Sl No.	Agenda Discussed	Action Taken
1	Term IV Part B result of PGDM Hospital and Health Management (2018-20) was approved by the Examination Committee.	The results of the Term IV B was reviewed and approved by the Examination Committee and was released to the students. A copy of the same was shared to the academic office
2	List of student's ineligible for convocation	The list was prepared and submitted to Director office
3	Informing the students regarding ineligibility to appear for convocation	Academic office had prepared the letter and shared it to the listed students



Controller of Examinations



For Institute of Health Management Research, Bangalore



Director



Minutes of Examination Committee Meeting

Date: 16-November-2019

Time: 10:00 AM

Venue: Meeting Room, IHMR Bangalore

Attendees:

1. Dr. Usha Manjunath
2. Dr. Sarala R
3. Dr. Allen P Ugargol

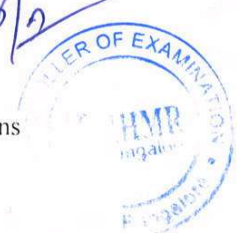
The meeting of the Examination Committee was held on 16/11/2019 for declaration of result of exam held during (15/10/2019 to 25/10/2019). The meeting was presided over by Dr. Usha Manjunath, Director of the Institute.

After thorough discussion the following resolutions were made.

1. The minutes of the last meeting was read out by Controller of Examinations and was approved by the house.
2. After thorough discussion the result of Year I st Term (2019-21) was approved by the Examination Committee.
3. The result of Year Ist Term (2019-21) was approved by the Examination Committee.
4. Scheduling Repeat Examination for Batch 2019-2021
5. Discussion was carried out regarding number of failures per subject.
5. The Examination Committee empowered by Dr. Sarala R Controller of Examinations to take necessary steps for onward approval of the result.
6. The meeting was ended with a Vote of Thanks proposed by Dr. Sarala R Controller of Examinations.

With Regards

Controller of Examinations



For Institute of Health Management Research, Bangalore

Usha Manjunath
Director

Action Taken Report

(Based on examination committee meeting)

Examination Committee Meeting Date – 16-Novemebr-2019 at 10.00AM

Attendance – Dr. Usha Manjunath, Dr. Sarala R, Dr. Allen Ugargol

Sl No.	Agenda Discussed	Action Taken
1	The result of I st Term (2019-21) was approved by the Examination Committee.	The results of the 1st Term (2019-21) were reviewed and approved by the Examination Committee and the students have been informed about the approved results and the schedule for repeat examinations.
2	The result of Year I st Term (2019-21) was approved by the Examination Committee.	Repeat examinations have been scheduled to accommodate students who require a revaluation or missed the initial assessment.
3	Scheduling Repeat Examination	The scheduling process adheres to the academic calendar and have been scheduled accordingly

Controller of Examinations



For Institute of Health Management Research, Bangalore

Usha Manjunath

Director

Minutes of Examination Committee Meeting

Date: 08-Feb-2019

Time: 4:00 PM

Venue: Director office, IIHMR Bangalore

Attendees:

1. Dr. Usha Manjunath
2. Dr. Allen Ugargol
3. Dr. Sarala R
4. Ms. Nancy Agarwal

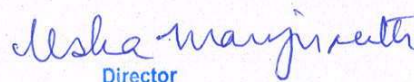
The meeting of the Examination Committee was held on 8th February 2019 for the approval of the Term IV Part B Examination result for the PGDHM 2017-19 Batch. The meeting was presided over by Dr. Usha Manjunath, Director of the Institute.

After thorough discussion, the following resolutions were made.

1. After thorough discussion the results for Term IV B, were approved by the Examination Committee.
2. The Examination Committee empowered by Dr. Sarala R Controller of Examinations to take necessary steps for onward approval and release of the result.
3. Discussed regarding revision of the dissertation guidelines
4. The chairperson asked Ms Nancy Agarwal to prepare the final mark sheet and submit it for verification.
4. The meeting ended with a Vote of Thanks proposed by Dr. Sarala R. Controller of Examinations.

For Institute of Health Management Research Bangalore

Controller of Examinations


Director

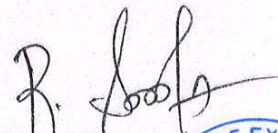



Action Taken Report

Examination Committee Meeting Date – 08-Feb 2019

Attendance – Dr. Usha Manjunath, Dr. Sarala R, Dr. Allen Ugargol, Ms. Nancy Agarwal

Sl No.	Agenda Discussed	Action Taken
1	Examination Result of Term IV Part B, from 16 th Jan to 18 th Jan, was presented by the Examination Committee.	The approved Term IV B Examination result has been formally documented and disseminated to the academic office and students of the batch 2018-20.
2	Dissertation guidelines	Dr. Sarala on discussion with the faculty members had revised the format and guidelines of dissertation
3	Preparation of complete marksheet of Batch 2017-19	Ms. Nancy have prepared the same and will be submitted to director for approval


Controller of Examinations



For Institute of Health Management Research, Bangalore


Director



Minutes of Examination Committee Meeting

Date: 23-Nov-2018

Time: 10:00 AM

Venue: Meeting Room, IHMR Bangalore

Attendees:

1. Dr. Usha Manjunath
2. Dr. Kanakaraj
3. Dr. Sarala R

The meeting of the Examination Committee was held on 23/11/2018 for declaration of result of exam held for Term I. The meeting was presided over by Dr. Usha Manjunath, Director of the Institute.

After thorough discussion the following resolutions were made.

1. The minutes of the last meeting was read out by Controller of Examinations and was approved by the house.
2. After thorough discussion the result of Year I Term (2018-20) was approved by the Examination Committee.
3. Discussion on many students failing to appear in final examinations.
4. Scheduling Repeat/Supplementary Examination
5. The Examination Committee empowered by Dr. Sarala R of Examinations to take necessary steps for onward approval of the result.
6. The meeting was ended with a Vote of Thanks proposed by Dr. Sarala R Controller of Examinations.

With Regards

Controller of Examinations



For Institute of Health Management Research, Bangalore

Usha Manjunath
Director

Action Taken Report

(Based on examination committee meeting)

Examination Committee Meeting Date – 23-Nov-2018 at 10.00 AM

Attendance – Dr. Usha Manjunath, Dr. Kanagaraj, Dr. Allen Ugargol, Dr. Sarala R

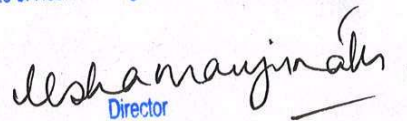
Sl No.	Agenda Discussed	Action Taken
1	Discussion the result of Year I Term (2018-20) was approved by the Examination Committee.	Formal communication channels were utilized to inform students about the approved results and the schedule for repeat/supplementary examinations.
2	Discussion on many students failing to appear in Term I regular examinations.	Continuous monitoring of student attendance and feedback collection started to help in addressing future challenges and improving the examination process.
3	Scheduling Repeat/Supplementary Examination	Repeat/supplementary examinations have been scheduled



Controller of Examinations



For Institute of Health Management Research, Bangalore


Director

Appendix II

Student Grievances

INSTITUTE OF HEALTH MANAGEMENT RESEARCH

319, Near Thimma, Jay Layout
Hulimangala Post, Electronic City
Phase 1, Bangalore - 560 105
Ph: 080 - 61133800
Email: info@iihmrbangalore.edu.in
Website: www.iihmrbangalore.edu.in
Toll Free No: 1800-572-2728
GST No.: 29AAAT105171ZC



Grievances (2018-19 to 2022-23)

Sl. No.	Batch	Year	Registration Number	Title	Student Name	Grievance Type	TERM	Course Code	Course Name	Earlier Scored	Revised Marks
1	2020-2022	2020-21	IIHMRB/PGDM/2020-22/416	Lt. Col.	R Eswar Chandar	Re-Evaluation	TERM I	CC-606	Demography and Population Dynamics	32	37
2	2021-2023	2022-23	IIHMRB/PGDM/2021-23/495	Ms.	Reddem Jalaja Reddy	Re-Evaluation	TERM II A	CC-609	Human Resource Management	33	35
3	2021-2023	2022-23	IIHMRB/PGDM/2021-23/496	Mr	Jay Chaurasia	Re-Evaluation	TERM I	CC-601	Health and Development	32	36

For Institute of Health Management Research, Bangalore

Asha Manjirath

Director

S. S. S. S.

Controller of Examination



Asha Manjirath

Director

APPLICATION FOR RE-EVALUATION

Dated: 18/1/21

CANDIDATES SHOULD CAREFULLY GO THROUGH THE RULES PRINTED OVERLEAF BEFORE FILLING IN THIS FORM.

This application is to be filled in and signed by the candidate only.

1. Name of Candidate (Block letters) Lt. Col. R. ESWAR CHANDAR
2. Name of Guardian (F/M)
3. Registration No. A16 4. Course PGDM
5. Term and Part I
6. Email ID ESWAR CHANDAR.PGDM20@IIMMRBANGALORE.EDU.IN
7. Term End Examination Supplementary

Serial No.	Subject	Date of Exam. Taken	Marks Obtained
1	DEMO GRAPHY & POPULATION DYNAMICS	DEC DEC	32

DECLARATION

I have carefully read the rules regarding re-evaluation printed overleaf and I agree to be governed by the same. I undertake to surrender my original result and accept the final result when declared by the Controller of Examinations as a result of re-evaluation applied for by me, as per the rules.

[Handwritten Signature]

(Signature of the Candidate)

- *Note : 1. Signature of the candidate must correspond to that on Examination form filled in by him/her.
2. Application form is being accepted provisionally subject to verification of details
3. Incomplete application will be rejected summarily.

(TO BE FILLED IN BY THE EXAMINATION DEPARTMENT)

Date 22/01/2021 Received Rs. 500

Status after re-evaluation Receipt No.

Previously Obtained Marks	Obtained Marks after Re-evaluation
32	37

For Institute of Health Management Research, Bangalore

[Handwritten Signature]
Controller of Examinations

[Handwritten Signature]
Director

Controller of Examination

From: Controller of Examination
Sent: 24 August 2022 11:44
To: Ms. Reddem Jalaja Reddy
Cc: Dr. Subodh S Satheesh
Subject: Term II A Revised Result after Reevaluation

Dear Ms. Jalaja,
Please find the Revised TERM II Part A Marksheet after the re-evaluation of CC609 Human Resource Management.

PGDM Batch 2021-2023		CC609 – Human Resource Management						
Registration Number	Student Name	MTA	TEE	Total	Round	Grade	Grade Points	Remark
IIHMRB/PGDM/2021-23/495	Ms Reddem Jalaja Reddy	27	35	62	62	B	6	ABOVE AVERAGE

Regards
Controller of Examination.

From: Reddem jalaja reddy <jalaja.pgdm21@iihmrbangalore.edu.in>
Sent: 17 August 2022 11:36
To: Controller of Examination <coe@iihmrbangalore.edu.in>; Dr. Subodh S Satheesh <subodh.s@iihmrbangalore.edu.in>;
Subject: Reevaluation request for Human Resource Management

Dear Sir,
Good morning
I want to do re-evaluation for HRM
Kindly, do needful

Thanks& regards,
Reddem Jalaja Reddy

Controller of Examination

From: Controller of Examination
Sent: 21 April 2022 12:53
To: Mr. Jay Chaurasia
Cc: Dr. Jyoti Vijay
Subject: Revised TERM I Result of Batch 2021-2023

Dear Mr. Jay Chaurasia,
Please find the TERM I Marksheet after re-evaluation of CC601 Health and Development module.

PGDM Batch 2021-2023			CC601 - Health and Development					
Registration Number	Student Name	MT A	TEE	Total	Round	Grade	Grade Points	Remark
IIHMRB/PGDM/2021-23/496	Mr Jay Chaurasia	19	36	55	55	P	4	PASS

Regards
Controller of Examination.

From: Mr. Jay Chaurasia <jay.pgdm21@iihmrbangalore.edu.in>
Sent: 12 April 2022 15:23 PM
To: Controller of Examination
Subject: Health and Development Reevaluation

Dear Sir,
I scored 32 in Health and Development module.
I would like to apply for reevaluation. I have paid the re-evaluation fees in the accounts department.

Regards
Jay Chaurasia

For Institute of Health Management Research, Bangalore

Asha Manjirath
Director