

**NEW HORIZON COLLEGE OF ENGINEERING**  
**COUNSELLING COMMITTEE**  
**LIST OF MEMBERS**

S.N.	NAME	DESIGNATION	POSITION
1	Dr. Manjunatha	Principal NHCE	Chairman
2	Dr Anusuya	HOD Chemistry	Member
3	Ms Manasa	Student Counsellor	Member
4	Ms Rajina	Student Counsellor	Member
6	Dr Reena Jain	Chief Counsellor	Member Secretary

  
**Member Secretary**

  
**Principal**

**NEW HORIZON COLLEGE OF ENGINEERING**

**COUNSELLING COMMITTEE**

**Minutes of Meeting**

**Time: - 11:00 am**

**Date: - 01/6/2022**

**Venue: - Conference Hall**

**Members Present: -**

Dr Manjunatha	Chairman
Dr Anusuya	Member
Ms. Manasai	Member
Ms. Rajina	Member
Ms. Bhavatarini	Member
Dr Reena	Member Secretary

**Agenda: -** referred counselling Counseling through Contineo and referral forms

Anti- drug campaign

**Discussion: -** Discussion happened on

- Conducting anti- drug campaign.
- Preparation of Anti- Drug day program
- Counseling students on the basis of attendance and backlog subjects.
- Counselling students on self- walk-in base


**Closing Review: -**

- Finalized flow of events for the program for Anti- Drug Campaign.
- Finalized posters and activities for Anti -drug campaign.
- Finalized the budget for Anti-drug campaign.
- Counseling student who has backlog more than 2 subjects. Criteria can vary for few students as per the need and extra attention required from their respective departments.

The meeting was concluded with the vote of thanks by the Chairman



**Member Secretary**



**Principal**

**NEW HORIZON COLLEGE OF ENGINEERING**

**COUNSELLING COMMITTEE**

**Minutes of Meeting**

Time :- 11:00 am

Date:- 08/02/2021

Venue :- Conference Hall

Members Present :-

Dr Manjunatha	Chairman
Dr Anandhi	Member
Ms. Arghyasri	Member
Ms. Rosina	Member
Dr Reena	Member Secretary

**Agenda :-** Academic Counseling

CIE counseling

Hostel orientation

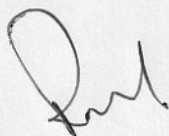
**Discussion:-** Discussion happened on conducting classes for first year students.

- Counseling students who got less marks in CIE – 3.
- Counseling students who got less marks in CIE- 1 ( BSH – Physics and Chemistry Cycle)
- Discussed on conducting hostel orientation for hostel students (Boys and Girls)

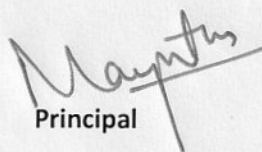
**Closing Review:-**

- Planned to talk to the respective department HOD's of first year to get the dates and time schedule to conduct counseling classes
- Counseling student who got less than 10 marks in 3 or more than 3 subjects.
- Counseling student who got less than 10 marks in 3 or more than 3 subjects. Criteria can vary for first year students as per the need and extra attention required from their respective departments.
- Topics such as hostel life, adjustments issues, and healthy habits, making friends, staying away from addictions and how to take self care against COVID 19 were also planned.

The meeting was concluded with the vote of thanks by the Chairman



**Member Secretary**



**Principal**

**NEW HORIZON COLLEGE OF ENGINEERING**  
**COUNSELLING COMMITTEE**  
**Minutes of Meeting**

**Venue:** -Virtual Meeting (ZOOM)

**Date:** 21/07/2020

**Time:** - 3:00 am

**Members present: -**

Dr Manjunatha	Chairman
Ms. Deepa	Member
Ms. Arghyasri	Member
Ms. Shanthala	Member
Ms. Sahana	Member
Ms. Rosina	Member
Dr. Reena Jain	Member Secretary

- Agenda: -**
1. World Suicide Prevention Day
  2. World Mental Health Day
  3. Session for students

The member secretary welcomed the chairman and the members of the meeting

**Discussion: -**

- Discussion was done on organizing an open session on “World Suicide Prevention Day” through online mode.
- Discussion was done to organize an International Webinar on “World Mental Health Day”.
- Discussion was done on conducting a session for students during pandemic.



**Closing Review: -**

- Tentative date and time for conducting the session on “World Suicide Prevention Day was fixed”, as on 10/09/2020 at 03:30pm.
- Pre-registration facility was made for “World Suicide Prevention Day Session”.
- Link for pre- registration was also created.
- (Dr.) Starr B. Merritt was invited and fixed as a Chief Guest and Dr. Reena Jain as Key Note Speaker for the International Webinar on “World Mental Health Day”.
- The webinar was scheduled on 9<sup>th</sup> October at 3:30 pm (Indian time) and 6:00am (USA time).
- Free registration till 8<sup>th</sup> August 2020 along with the link was also finalized.
- Finalized on conducting a session on “Me Time” for students by respective counselors to support students during the pandemic.
- Tentative dates were fixed for “MeTime” from 9/11/2020 to 13/11/2020 and 17/11/2020 to 20/11/2020.

The meeting was concluded with the vote of thanks by the chairman.



**Member Secretary**



**Principal**

**NEW HORIZON COLLEGE OF ENGINEERING**  
**COUNSELING COMMITTEE**

**Minutes of Meeting**

**Venue: -** Conference Hall

**Date: -**16/01/2020

**Time: -** 11:00 AM

**Members present:-**

Dr Manjunatha	Chairman
Dr. Prashanth CSR	Member
Ms. Deepa	Member
Ms. Arghyasri	Member
Ms. Shanthala	Member
Ms. Sahana	Member
Ms. Rosina	Member
Dr. Reena Jain	Member Secretary

- Agenda: -**
1. Women's Day Celebration
  2. Welcome Back Session

The member secretary welcomed the chairman and the members of the meeting.

**Discussion: -**

- Discussion was done on organizing women's day celebration. .
- Discussion was done on conducting welcome back session for students.

**Closing Review:-**

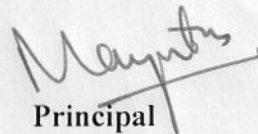
- Alternative date for women's day celebration was fixed on 10/03/2020 (actual date 8/03/2020 – Sunday).

- The celebration was planned to be conducted with a session, then followed by a walkathon and conclude with self defense techniques.
- Topic for the session was also fixed as “ Life Is Beautiful” which will be conducted Dr. Reena Jain
- Starting point and ending point for the walkathon was also finalized
- One student (Professionally Trained) representative from Student Counseling Support Cell was selected to showcase self defense techniques to the gathering.
- Arrangement of refreshments to all the Student Counseling Support Cell – volunteers were done
- Time slots were also planed and scheduled for the programs -  
Session – Life Is Beautiful at 3:00pm  
Walkathon at 4:00pm  
Self DefenseTechniques at 4:30pm
- Session topic was also finalized – “ Relationships”( Which includes all form of relationships parent, family, friends, teachers etc)
- Department counselors were asked the get the date and time for conducting the welcome back session from their respective departments
- Finalized to conduct per session of one hour for students.

The meeting was concluded with the vote of thanks by the chairman.



**Member Secretary**



**Principal**

# NEW HORIZON COLLEGE OF ENGINEERING

## COUNSELLING COMMITTEE

### Minutes of Meeting

**Venue: -** Conference Hall      **Date: -** 25/08/2019

**Time: -** 12:00 am

#### **Members present: -**

Dr Manjunatha	Chairman
Dr Prasanth	Member
Ms. Deepa	Member
Ms. Rosina	Member
Ms. Roopa	Member
Ms. Arghyasri	Member
Ms. Rakhi	Member secretary

#### **Agenda: -**

- Hostel induction
- Exam orientation workshop on goal setting and motivation.
- Workshop on mindfulness.

The member secretary welcomed the chairman and the members of the meeting.

#### **Discussion: -**

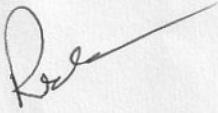
- Discussion on hostel culture and benefit of hostel life.
- Discussion on plan of the session about goal setting and motivation & how can students get benefited from the session.
- Discussion about the preparation on workshop about mindfulness. Selection of Chief guest, MC, Host. Discussion on registration process and design of the invitation. Discussion on budget of workshop.



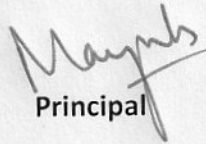
**Closing Review: -**

- Plan to highlighted students about the different shades of hostel life.
- Planned to highly recommended students to set concrete on their goal and get motivated to work for improving their academic performance.
- Finalize the chief guest, MC & host of the workshop on mindfulness. Finalize the design of invitation. The chairman approved the budget of workshop on mindfulness.

The meeting was concluded with the vote of thanks by the chairman.



**Member Secretary**



**Principal**

**NEW HORIZON COLLEGE OF ENGINEERING**

**COUNSELLING COMMITTEE**

**Minutes of Meeting**

**Venue:** - Conference Hall      **Date:** - 02/01/2019

**Time:** - 11:00 am

**Members present: -**

Dr Manjunatha	Chairman
Dr Kesharsingh	Member
Ms. Deepa	Member
Ms. Sudha,	Member
Ms. Cynthia	Member
Ms. Revathy,	Member
Ms. Rakhi	Member secretary

**Agenda: -**

- Internet addiction
- Stage I counselling

The member secretary welcomed the chairman and the members of the meeting.

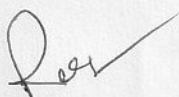
**Discussion: -**

- Discussion on sessions with students regarding the source of internet addiction and how to deal with it.
- Discussion about the contineo format on stage 1 counselling with mentor coordinator, mentors and counselors.

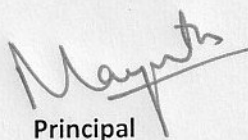
**Closing Review: -**

- Finalize the ways and strategies on how students can deal with internet addiction.
- Finalize the contineo format of stage 1 counselling.

The meeting was concluded with the vote of thanks by the chairman.



**Member Secretary**



**Principal**

# **NEW HORIZON COLLEGE OF ENGINEERING**

## **COUNSELLING COMMITTEE**

### **Minutes of Meeting**

Venue :- Conference Hall

Time :- 11:00 am

Date:- 02/08/2018

#### **Members present :-**

Dr. Manjunatha	Chairman
Dr. Ganesh Prasad	Member
Ms. Revathi	Member
Ms. Sudha	Member
Ms. Deepa	Member
Mrs. Rakhi	Member Secretary

#### **Agenda:-**

1. Welcome back session on the topic 'Self-acceptance'
2. Class session on the topic ' Importance of Mental Health'

The member secretary welcomed the chairman and the members of the meeting.

#### **Discussion:-**

- Planning the welcome back session on the topic 'Self-acceptance'.
- Discussion on the content that can be included in the presentation about Self-acceptance as well as the key points for leading the interaction in the session.

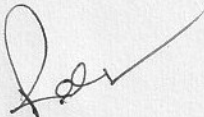


- Planning the content for class session on the topic 'Importance of Mental Health' .

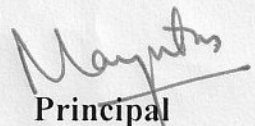
#### **Closing Review:-**

- Students will be encouraged to interact with the class about areas they face difficulties when it comes to self-acceptance.
- A reflection activity will be conducted where the students use role play to motivate themselves to focus on their strengths and accept the areas where they are still developing.
- An activity will be conducted with the students to find out how aware they are about areas of mental health and if they can separate myths from facts.
- Students will be coached on techniques and strategies that promote healthy ways to cope with stress, anxiety, relationship issues, over-thinking, self-esteem issues and adapting to different or positive perspectives.

The meeting was concluded with the vote of thanks by the Chairman



**Member Secretary**



**Principal**



# **NEW HORIZON COLLEGE OF ENGINEERING**

## **COUNSELING COMMITTEE**

### **Minutes of Meeting**

Venue :- Conference Hall

Time :- 10:00 am

Date:- 04/01/2018

#### **Members present :-**

Dr. Manjunatha	Chairman
Dr. Ganesh Prasad	Member
Ms. Revathi	Member
Ms. Sudha	Member
Ms. Deepa	Member
Mrs. Rakhi	Member Secretary

#### **Agenda :-**

1. Welcome back session on the topic 'Feelings and Emotions'
2. Class session on the topic ' Why counseling is required for maximum academic achievement' for students.

The member secretary welcomed the chairman and the members of the meeting.

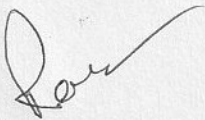
### **Discussion:-**

- Planning the welcome back session on the topic 'Feelings and Emotions'.
- Discussion on the content that can be included in the presentation about Feelings and Emotions as well as the activities that can be conducted with the students in the session.
- Planning and finalizing the content for class session on the topic 'Why counseling is required for maximum academic achievement'.

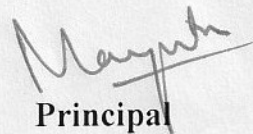
### **Closing Review:-**

- A presentation will be conducted on 'Feelings and Emotions', briefing students about the various feelings and emotions we experience.
- The students will be guided on healthy ways to express and deal with feelings and emotions.
- An activity called 'Feelings Check' will be conducted in the session.
- A presentation will be conducted to make the students aware about the importance and need for counseling for students and how it can have an improving effect in academic performance and the general well-being of students.

The meeting was concluded with the vote of thanks by the Chairman



**Member Secretary**



**Principal**

# NEW HORIZON COLLEGE OF ENGINEERING

## COUNSELING COMMITTEE

### Minutes of Meeting

Venue :- Conference Hall

Time :- 11:00 am

Date:- 02/08/2017

#### Members present :-

Dr. Manjunatha	Chairman
Dr. Ganesh Prasad	Member
Ms. Revathi	Member
Ms. Sudha	Member
Ms. Harini	Member
Mrs. Rakhi	Member Secretary

#### Agenda :-

1. Welcome back session on the topic 'Self-care' for students.
2. 'Work-life' balance session for staff.
3. 'International Yoga Day' event.

The member secretary welcomed the chairman and the members of the meeting.

#### Discussion:-

- Planning the welcome back session 'Self-care' for students including the activities that can be conducted in the session.
- Discussion on different areas of self-care that include : physical, psychological, emotional and social.

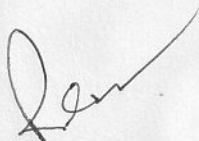


- Planning on how to conduct the session on 'Work-life balance' for staff and strategies that can be exercised for improving work-life balance.
- Planning on the date, time of the International Yoga Day event.
- Discussion on how to conduct the International Yoga Day event including what activities can be a part of the program.
- Discussion on the welcome address speech and who the session can be conducted by.

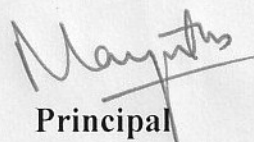
#### **Closing Review:-**

- A presentation will be conducted on self-care and important areas of self-care.
- Students will be guided on developing a self-care plan.
- Students will be briefed on strategies to promote self-care and a healthier lifestyle.
- The teachers will be made aware of the key components of work-life balance.
- Interaction with staff about reasons for poor work-life balance and ways to improve them.
- International Yoga Day Celebration will be conducted on 21/06/2017 at 3:30 - 4:30 pm.
- The session will be conducted by Ms. ShivaniLakhotia.

The meeting was concluded with the vote of thanks by the Chairman



**Member Secretary**



**Principal**



# **NEW HORIZON COLLEGE OF ENGINEERING**

## **COUNSELING COMMITTEE**

### **Minutes of Meeting**

Venue :- Conference Hall

Time :- 10:30 am

Date:- 04/01/2017

#### **Members present :-**

Dr. Manjunatha	Chairman
Dr. Ganesh Prasad	Member
Ms. Revathi	Member
Ms. Sudha	Member
Ms. Harini	Member
Mrs. Rakhi	Member Secretary

#### **Agenda :-**

1. 'Refresh and Come Alive' session for staff.
2. Seminar on Substance abuse for students
3. Class session on the topic ' Stress and Coping Strategies' for students.

The member secretary welcomed the chairman and the members of the meeting.

#### **Discussion:-**

- Planning the welcome back session 'Refresh and Come Alive' for staff including the activities that can be conducted in the session.
- Discussion was done on how the Seminar on Substance abuse can be conducted and the goals and objectives of the session were decided.

- Discussion regarding causes, risk factors, social influence, peer pressure, limiting usage and prevention.
- Content for the seminar on Substance Abuse was finalized.
- Planning on conducting the class session on the topic ' Stress and Coping Strategies' for students.
- Discussion regarding assessing levels of stress, effective coping strategies and maintaining mental and emotional well-being.

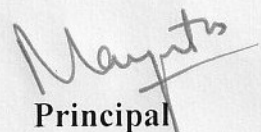
### **Closing Review:-**

- A presentation will be conducted on Team-work.
- Team building activities and games were conducted for staff members.
- A presentation will be conducted on Substance abuse to increase the student's awareness on the topic.
- Poster-making activity will be held for Students on the topic 'Substance Abuse Prevention' .
- Open discussion will be held to reduce substance abuse, violence and mental health problems and promote academic motivation and achievement.
- A list of help-lines, organizations and support groups will be provided for students for reference and further aid.
- Role-play activity will be conducted for students on the topic ' Healthy ways to cope with stress'.
- Students will be made aware of techniques of stress-reduction, identifying stressors or triggers and ways to cope with them.
- Students will be guided on ways to practice stress- relaxation techniques.

The meeting was concluded with the vote of thanks by the Chairman



**Member Secretary**



**Principal**

# **NEW HORIZON COLLEGE OF ENGINEERING**

## **COUNSELING COMMITTEE**

### **Minutes of Meeting**

Venue :- Conference Hall

Time :- 10:00 am

Date:- 05/08/2016

#### **Members present :-**

Dr. Manjunatha	Chairman
Dr. Ganesh Prasad	Member
Ms. Ruth	Member
Ms. Simran	Member
Ms. Rituja	Member
Ms Vasantha	Member Secretary

#### **Agenda :-**

1. Induction Program for First year students on Personality Development
2. Awareness Program on Counseling for staff
3. Class sessions for students on Time management

The member secretary welcomed the chairman and the members of the meeting.

#### **Discussion:-**

- Discussion was done on how the Induction program on Personality development can be conducted and what activities can be planned for the program.



- Discussion regarding conducting an awareness program for staff on the importance of counseling and its process.
- Planning the class session on Time management, fixing the objectives and goals of the session and finalising the content for the session.

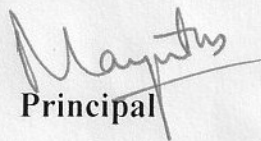
#### **Closing Review:-**

- Personality Assessment will be conducted to make the students aware about self- confidence, self-esteem and their overall personality.
- There will be an interaction of personality traits that are common among students after the results of the assessment.
- Feedback will be taken from the students after the session about their level of self- awareness.
- All counseling services will be available from 9 am to 5 pm on all working days for students and staff members.
- Staff members can refer students to counselors whenever they find a need for it.
- Students will be coached on schedule planning, prioritizing tasks, goal-setting and effective time-management.
- Students will be guided on how to form a realistic study plan.
- Recognize causes of procrastination and ways to overcome them.

The meeting was concluded with the vote of thanks by the chairman.



**Member Secretary**



**Principal**