
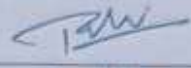

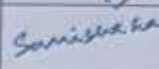


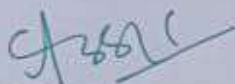
NEW HORIZON COLLEGE OF ENGINEERING
DEPARTMENT OF COUNSELLING
MINUTES OF MEETING - JULY 2024

Date & Time: 24-07-2024, 10:00 AM

Venue: Applied Sciences HOD – Cabin

SI No.	Members	Designation	Signature
1	Dr. Anusuya	HOD	
2	Prachi. B	Member	
3	Anna. J	Member	
4	Sunishtha. S	Member	

SI No:	Agenda	Discussion
1	Action Plan for NE students	The student list will be received from COE office. It was decided that communication via WhatsApp group shall be taken ahead for good communication with NE students.
2	Poster Making Discussion	It was agreed that one poster would be created and put up in every department with the name of the respective counsellor before the new semester begins.
3	Website Updation	<ul style="list-style-type: none">• Reviewing and updating departmental events with pictures on the department webpage.• Coordinate with PR department to create an email id under the credentials of HOD counselling to access ticket raising portal.
4	Event planning	Discussed on organizing mental health seminar and workshop for students and teachers for the new academic year.



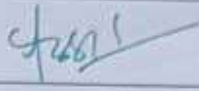
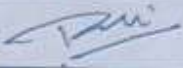

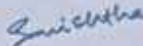
HEAD - DEPARTMENT OF COUNSELLING

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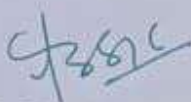
NEW HORIZON COLLEGE OF ENGINEERING
DEPARTMENT OF COUNSELLING
MINUTES OF MEETING - JUNE 2024

Date & Time: 10-06-2024, 10:00 AM

Venue: Applied Sciences HOD – Cabin

SL No.	Members	Designation	Signature
1	Dr. Anusuya Devi	HOD	
2	Prachi. B	Member	
3	Anna. J	Member	
4	Sunishtha. S	Member	

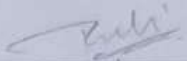

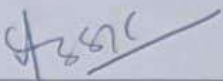
SI No:	Agenda	Discussion
1	Review of prior meeting and responsibilities.	The tasks and duties assigned to each counsellor were discussed.
2	Poster Making Discussion	It was agreed that one poster would be created and put up in every department with the name of the respective counsellor.
3	Website correction	There is mistake in the website that has to be corrected by raising a ticket
4	Seminar	If possible, conduct a mental health session for students and teachers before the commencement of end semester exams.


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NEW HORIZON COLLEGE OF ENGINEERING
DEPARTMENT OF COUNSELLING
MINUTES OF MEETING

Date & Time: 08-04-2024, 2:00 PM

Venue: Applied Sciences HOD - Cabin

SI No:	Member Name	Designation	Position	Signature
1	Ms Prachi B	Student Counsellor	Member	
2	Ms. Anna Jogie	Student Counsellor	Member	
3	Dr. V S Anusuya Devi	Head - Counselling	Member - Secretary	

SI No:	Agenda	Discussion
1	Review of prior meeting and responsibilities.	<ul style="list-style-type: none"> The tasks and duties assigned to each counsellor were discussed.
2	Conducting Welcome Back Session for 1st-year BE Students.	<ul style="list-style-type: none"> It was agreed to organize a welcome back session for 1st-year BE students following their Semester-end exam to facilitate their transition back to campus. Welcome Session for Introduction of New Counsellor.
3	Department-wise Responsibilities Discussion.	<ul style="list-style-type: none"> The department-wise responsibilities were discussed, emphasizing the role of 1st-year counsellors in handling their respective department batches until graduation. It was agreed that continuity in counselling within departments would benefit students' academic and personal development.
4	Requirement of an Additional Mobile Number for Counsellor.	<ul style="list-style-type: none"> Acknowledging the need for enhanced communication, it was proposed to provide an additional mobile number with a handset for the counsellor.
5	Displaying Posters for Counsellor Availability.	<ul style="list-style-type: none"> It was suggested to create and display posters on every department notice board indicating the availability of the counsellor along with contact details.

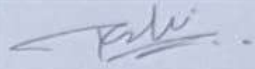
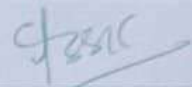

HEAD- DEPARTMENT OF COUNSELLING

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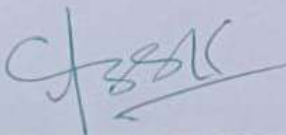
**NEW HORIZON COLLEGE OF ENGINEERING
DEPARTMENT OF COUNSELLING
MINUTES OF MEETING**

Date & Time: 15-01-2024, 02:00 PM

Venue: Applied Sciences HOD - Cabin

SI No:	Member Name	Designation	Position	Signature
1	Ms Prachi B	Student Counsellor	Member	
2	Dr. V S Anusuya Devi	Head - Counselling	Member - Secretary	

SI No:	Agenda	Discussion
1	Review of prior meeting and responsibilities.	<ul style="list-style-type: none"> The tasks and duties assigned to each counsellor were discussed.
2	Counselling for Slow Learners before SEE Exams	<ul style="list-style-type: none"> The need for counselling slow learners before the SEE exams was discussed. It was proposed to organize counselling sessions to provide guidance and support to students who might require additional assistance. Asked counsellor to coordinate counselling sessions for slow learners, ensuring it covers relevant subjects and exam strategies.
3	Collecting Data of Non-Eligible Students for 3rd Semester	<ul style="list-style-type: none"> The importance of identifying Non-Eligible students for the 3rd semester due to credit limits more than 16 was emphasized. Asked counsellors to collect data from respective departments.
4	Counselling Non-Eligible Students/Parents for Re-Registration	<ul style="list-style-type: none"> Discussion on the process of counselling Non-Eligible students and their parents to re-register for 'F' Grade and 'NE' Grade subjects. Asked Counsellors to develop a counselling plan and monitor the progress of students who re-register for 'F' and 'NE' Grade subjects.

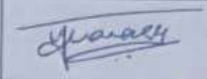
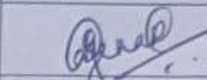
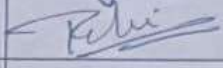


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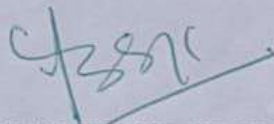
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**NEW HORIZON COLLEGE OF ENGINEERING
DEPARTMENT OF COUNSELLING
MINUTES OF MEETING**

Date & Time: 03-01-2024, 02:30 PM
Venue: Applied Sciences HOD - Cabin

SI No:	Member Name	Designation	Position	Signature
1	Ms Manasa T J	Student Counsellor	Member	
2	Ms Rajina R	Student Counsellor	Member	
3	Ms Prachi B	Student Counsellor	Member	
4	Dr. V S Anusuya Devi	Head - Counselling	Member - Secretary	

SI No:	Agenda	Discussion
1	Review of prior meeting and responsibilities.	<ul style="list-style-type: none">The tasks and duties assigned to each counsellor were discussed.
2	Planning and Execution of Class Sessions	<ul style="list-style-type: none">Discussed the need for class sessions on Exam Anxiety and Reducing Device HabitsAssigned responsibilities to respective department counsellor for conduction of session.
3	Upload of Activities on the Website	<ul style="list-style-type: none">Reviewed the activities to be uploaded on the website



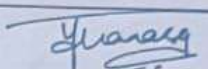
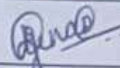
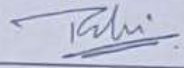
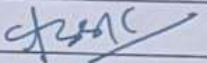
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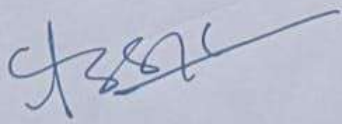
**NEW HORIZON COLLEGE OF ENGINEERING
DEPARTMENT OF COUNSELLING
MINUTES OF MEETING**

Date & Time: 25-10-2023, 12 PM

Venue: Applied Sciences HOD - Cabin

SI No:	Member Name	Designation	Position	Signature
2	Ms Manasa T J	Student Counsellor	Member	
3	Ms Rajina R	Student Counsellor	Member	
4	Ms Prachi B	Student Counsellor	Member	
6	Dr. V S Anusuya Devi	Head - Counselling	Member - Secretary	

SI No:	Agenda	Discussion
1	Review of prior meeting and responsibilities.	<ul style="list-style-type: none">The tasks and duties assigned to each counsellor were discussed.
2	Daily Cabin availability	<ul style="list-style-type: none">In an effort to ensure that students have easy access to counselling support, respective counsellors should be present daily in first year cabin.A daily schedule for counsellor presence will be established and communicated to students and staff through clear plan.
3	Mentor meetings and Referral process	<ul style="list-style-type: none">Each counsellor should schedule mentor meeting for their respective department to discuss following points:<ol style="list-style-type: none">Educate mentors on referral processDiscuss the criteria for identifying at-risk students.



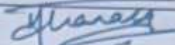
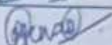
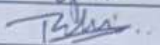
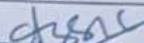
HEAD- DEPARTMENT OF COUNSELLING

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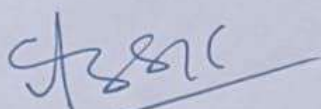
**NEW HORIZON COLLEGE OF ENGINEERING
DEPARTMENT OF COUNSELLING
MINUTES OF MEETING**

Date & Time: 06-10-2023, 10:30 AM

Venue: Applied Sciences HOD - Cabin

SI No:	Member Name	Designation	Position	Signature
1	Ms Manasa T J	Student Counsellor	Member	
2	Ms Rajina R	Student Counsellor	Member	
3	Ms Prachi B	Student Counsellor	Member	
4	Dr. V S Anusuya Devi	Head - Counselling	Member - Secretary	

SI No:	Agenda	Discussion
1	Review of prior meeting and responsibilities.	<ul style="list-style-type: none"> The tasks and duties assigned to each counsellor were discussed.
2	Website and poster Design	<ul style="list-style-type: none"> Design templates for department website page and posters. Include counsellor details for each department Ensure a consistent and visually appealing design.
3	Proactive counsellor involvement for Non-Eligible student support	<ul style="list-style-type: none"> Counsellors should take the initiative to practically inquire about the academic progress and challenges of non-eligible students in order to develop support strategies and they should make this a consistent part of each semester responsibility.
4	UHV session for Induction for first year students	<ul style="list-style-type: none"> Counsellors should conduct UHV-1 Session on each section as a part of induction program.



HEAD- DEPARTMENT OF COUNSELLING

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NEW HORIZON COLLEGE OF ENGINEERING
DEPARTMENT OF COUNSELLING
MINUTES OF MEETING

Date & Time : 06-09-2023, 2:15 PM

Venue: Chemistry HOD - Cabin

SI No:	Member Name	Designation	Position	Signature
1	Dr. Manjunatha	Principal	Chairman	
2	Ms Manasa T J	Student Counsellor	Member	
3	Ms Rajina R	Student Counsellor	Member	
4	Ms Prachi B	Student Counsellor	Member	
5	Mrs. Pallavi	Student Counsellor	Member	
6	Dr. V S Anusuya Devi	Head - Counselling	Member - Secretary	

SI No:	Agenda	Discussion
1	Inclusion of College and Department Vision and Mission in Counselling Files	-Discussed the importance of aligning counselling efforts with the institution's goals. - Consensus reached to include both college and department vision and mission statements in counselling files.
2	Conducting Group Class Sessions for New Students.	- Acknowledged the need for orientation sessions for new students. - Decided to schedule group class sessions as part of the counselling program for new students.
3	Inclusion of Psychometric Testing Form in Counselling Files for Departmental Work Visibility	Agreed to include a psychometric testing form in counselling files for better departmental visibility.
4	Analysis and Proposal for New Counsellor Requirement Based on Departmental Student Strength	-Discussed the need to evaluate counsellor workload in relation to departmental student numbers. - Agreed to analyze the departmental student strength and workload to determine additional counsellors are a requirement proposal.