

NEW HORIZON COLLEGE OF ENGINEERING
DEPARTMENT OF COUNSELLING
MINUTES OF MEETING

Date & Time : 18-08-2023, 3:00 PM

Venue: Chemistry HOD - Cabin

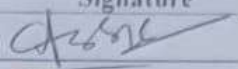
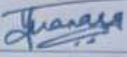

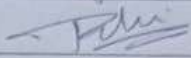
SI No:	Member Name	Designation	Position	Signature
1	Dr. Manjunatha	Principal	Chairman	
2	Ms Manasa T J	Student Counsellor	Member	
3	Ms Rajina R	Student Counsellor	Member	
4	Ms Prachi B	Student Counsellor	Member	
5	Mrs. Pallavi	Student Counsellor	Member	
6	Dr. V S Anusuya Devi	Head - Counselling	Member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

SI No:	Agenda	Discussion
1	Include vision and mission in the Counselling file	It was informed to include the college and Department Vision and Mission in the file.
2	Malpractice cases and communication with counsellors	The suggestion to involve counsellors in handling Malpractice cases was discussed. It was decided that counsellors would receive copies of relevant exam cases and then communicate with parents to provide updates on student performance
3	Next semester event planning	The planning of events for the upcoming semester was touched upon. A brainstorming session is needed to determine the events, dates, and resources required. Further discussions will be scheduled.
4	October month counselling orientation for new students	It was informed to conduct counselling orientation sessions for new students in October. This session will help them understand the support available and familiarize them with the counselling services.
5	Compulsory group counselling	The idea of having counsellors visit at least two sections each week was decided. This will facilitate better interaction between counsellors and students, allowing for a more comprehensive understanding of student needs.

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

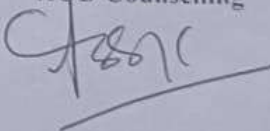
Date: 1- 8 -2023

Time: 11:00 AM

SI no:	Member Name	Designation	Signature
1	Dr. V S Anusuya Devi	Head – Counselling	
2	Ms. Manasa T J	Student Counsellor	
3	Ms. Rajina R	Student Counsellor	
4	MS. Prachi Bhavsar	Student Counsellor	
5	Ms. Pallavi S	Student Counsellor	

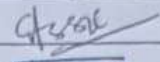
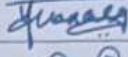
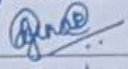
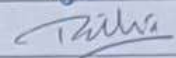
SI. No	Agenda	Discussion	Responsibility
1	updating files and observing Anti-Ragging Day	The discussion was on the presentation that one of the counsellor will give on Anti-Ragging Day, which falls on the 12th of August, and how that presentation may be used in classroom orientation sessions. Updating of the counselling mechanism file was also discussed.	Student Counsellors
2	The division of responsibility for seminar.	The duties were discussed. 1. Prachi will receive the guest and give a welcoming address. 2. Rajina works with system experts to make technical preparations. 3. Mansa works on the arrangements of the slide changer and microphones. 4. Student sitting by Pallavi. 5. Manasa or Rajina may offer a vote of thanks.	Student Counsellors
3	Reports and website updation	Orientation and other sessions reports to be maintained in one folder. Website updation was discussed counsellors can publish Articles in the website.	Student Counsellors
4	Class room presentation	Disused regarding presentations. Topics related to Exam anxiety, stress management and mall practice and its consequences can be presented during a class room class room sessions for students.	Student counsellors

HOD Counselling

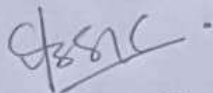


NEW HORIZON COLLEGE OF ENGINEERING
DEPARTMENT OF COUNSELLING
MINUTES OF THE MEETING

Date: 25-7-2023

SI no:	Member Name	Designation	Signature
1	Dr. V S Anusuya Devi	Head - Counselling	
2	Ms. Manasa T J	Student Counsellor	
3	Ms. Rajina R	Student Counsellor	
4	MS. Prachi Bhavsar	Student Counsellor	
5	Ms. Pallavi S	Student Counsellor	

Sl. No	Agenda	Discussion	Responsibility
1	Anti-Ragging Day	Discussed regarding the Anti- Ragging Day. 1. Any one of the counsellor may give a presentation on the impacts of ragging and its consequences. 2. Can ask Vijaya Mam to discuss legal punishments for ragging participants.	Student Counsellors
2	Judges for the events	Events for students were discussed. Student counsellors can take part as judges for events like collage and other competitions.	Student Counsellors
3	Invitation and Broacher Brochure	The creation of a broacher for seminar and the invitations to be delivered to the presenters of Beautiful Minds were discussed.	Student Counsellor



HOD Counselling

NEW HORIZON COLLEGE OF ENGINEERING

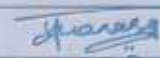

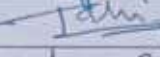
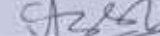
DEPARTMENT OF COUNSELLING

MINUTES OF THE MEETING

Date & Time: 18.07.23/ 11am

Venue: Dept. of Counselling

Members Present:

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

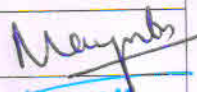


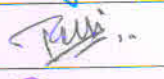
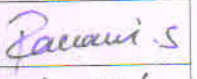

Sl. No	Agenda	Discussion	Responsibility
1	Counselling file and form requirements for the counselling department And planning for events	The following document requirements for the department were discussed: 1. NE form format 2. File of Counselling Mechanism for the AY 2022-23 was asked to prepare 3. Doing a stress management event during an even semester	Student Counsellor
2	Website updation and Poster Making	It was discussed and recommended to contact the public relations department about updating the website and posters	Student Counsellor
3	Preparation of drop out from and psychometric test Manual requirements	Discussed and assigned responsibility for the preparation of the necessary forms and psychometric test guide for the department: 1. Student College Withdrawal Form. 2. A guide to psychometric testing tools needed in the counselling department	Student Counsellor
4	Department activities during even semester	Should attend a meeting with the principal when requested • Weekly visit of 2 classrooms counsellors- by each counsellor to conduct group counselling and take personality tests through google forms. • Counsellors must attend parent- teacher meeting organized by the respective department.	Student Counsellor


Head -Counselling


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

Date & Time :08-07-2023, 4pm

Venue: Department of Counselling

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 Bhavsar	Student Counsellor	Member	
5	Ms Pallavi S	Student Counsellor	Member	
6	Dr. V S Anusuya Devi	Head - Counselling	Member Secretary	

SI. No	Agenda	Discussion
1.	Website updation	1.Reviewing and updating the content of Department of Counselling in the college website. 2.Adding the details of the HOD and the counsellors in the website.
2.	Plan for the even semester	1.Discussed about conducting four major events in an academic year. 2.A session on 'Stress Management' to be conducted for first years before August 2023. 3.To form a counselling committee with students from each department. 4.Discussed about counsellors role in supporting the students under 'to be detained' list and students planning to drop out from the course. 5.Reviewed the reports and decided that the weekly reports will be be filed individually and department wise semester report will be prepared.


Head - Counselling

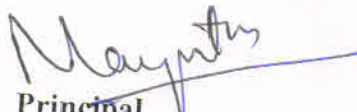
NEW HORIZON COLLEGE OF ENGINEERING
DEPARTMENT OF COUNSELLING
MINUTES OF THE MEETING

Nature of Meeting	Counselling and Mentoring
Date of Meeting	09-05-2023
Time of Meeting	09:30 AM
Venue of Meeting	Dean Cabin
Members Present	17 (As per the attendance sheet attached)

Sl. No	Agenda	Discussion	Responsibility
1	CIE performance based mentoring and counselling	Suggested to complete mentoring on time and share the CIE performance based list to the respective counsellors in the given format along with the session schedule.	Mentor Coordinators
2	Student referrals	Instructed the mentor coordinators to inform the mentors to identify the students in distress and ensure that they are referred to the respective counsellors.	Mentor Coordinators
3	Class sessions and events	Discussed about conducting class sessions for even semester students. Informed the mentor coordinators that the upcoming events will be conducted department wise to increase effectiveness.	Student Counsellors and Mentor Coordinators
4	Contineo update	Mentor coordinators informed the difficulty faced by the mentors in referring the students to counsellors as their names are not updated in Contineo. Dean-QASDC instructed the mentor coordinators of ISE and CSE to raise an issue with the Contineo help desk.	Ms. M S Shobha and Dr. Roja Ramani


Dean- QASDC

Dr Sanjeev Sharma
 Professor and Dean - QASDC
 New Horizon College of Engineering
 Ring Road, Bellandur Post,
 Bengaluru - 560 103


Principal

New Horizon College of Engineering

New Horizon College of Engineering
Office of Dean-QASDC
Department of Counselling
Mentor Coordinator Meeting

Date: 9th May 2023


Venue: Dean Cabin

Sl.No	Name of the Faculty	Department	Signature
1	Dr. Anurag Varma V	CIVIL	<i>Anurag</i>
2	M.S. Shobha.	ISE	<i>Shobha</i>
3	Dr. D ROJA RANANI	CSE	<i>D R</i> 9/5/2023
4	Ankita N. Jeevankar	MBA	<i>Ankita</i> 9/5/2023
5	Dr. Asha P.K	DAS - chemistry	<i>Asha</i>
6	JIMSHA. K. NATHAN	AIIMC	<i>Jimsha</i> 9/5/23
7	Neethu Tressa	MCA	<i>Neethu</i> 9/5/23
8	Sujeetha Shami	ME	<i>Sujeetha</i> 09.05
9	RAHUL B	CE	<i>Rahul</i> 9/5/23
10	Surat Pyari Atti	EEE	<i>Surat</i> 9/5/23
11	Lipsea Carol	ECE	<i>Lipsea</i> 9/5/23
12	Rajina . R	Counselling	<i>Rajina</i> 9/5/23
13	Manasa T. J	counselling	<i>Manasa</i> 9/5/23
14	Pallavi . S	Counselling	<i>Pallavi</i> 9/5/23
15	Prachi B.	Counselling	<i>Prachi</i> 9/5/23
16			
17			
18			
19			
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NEW HORIZON COLLEGE OF ENGINEERING
DEPARTMENT OF COUNSELLING
MINUTES OF THE MEETING

Nature of Meeting	Counselling
Date of Meeting	18-04-2023
Time of Meeting	09:30 AM
Venue of Meeting	Department of QASDC
Members Present	06 (As per the attendance sheet attached)

SI. No	Agenda	Discussion	Responsibility
1	Review of reports	The Dean-QASDC reviewed the files and signed the counselling reports.	-
2	Departmental functioning	Department wise cases were discussed and concerns of the counsellors were addressed.	-
3	Meeting with Department Coordinator	Instructed the counsellors to organize a meeting with all the department mentor coordinators on 9 th May 2023.	Student Counsellors
4	Event planning	Discussed about organizing events related to mental health issues faced by students. It was suggested to conduct the events department wise to increase the effectiveness.	Student Counsellors
5	Department allotment	The list of departments assigned to each counsellor was shared with all the departments.	Student Counsellors


Dean-QASDC

Dr. Sanjeev Sharma
Professor and Dean - QASDC
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Principal

New Horizon College of Engineering

NEW HORIZON COLLEGE OF ENGINEERING

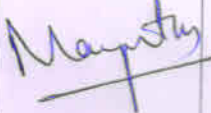


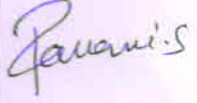


DEPARTMENT OF COUNSELLING

Attendance Sheet

Date: 18/04/2023

Time: 9:30 AM

Venue: Department of QASDC

SI no:	Member Name	Designation	Position	Signature
1	Dr. Manjunatha	Principal	Chairman	
2	Ms Rajina R	Student Counsellor	Member	
3	Ms Manasa T J	Student Counsellor	Member	
4	Ms Pallavi S	Student Counsellor	Member	
5	Ms Prachi Bhavsar	Student Counsellor	Member	
6	Dr. Sanjeev Sharma	Dean - QASDC	Member Secretary	

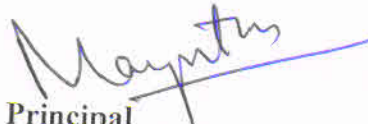
NEW HORIZON COLLEGE OF ENGINEERING
DEPARTMENT OF COUNSELLING
MINUTES OF THE MEETING

Nature of Meeting	Counselling
Date of Meeting	30-03-2023
Time of Meeting	10:00 AM
Venue of Meeting	Department of QASDC
Members Present	6 (As per the attendance sheet attached)

Sl. No	Agenda	Discussion	Responsibility
1	Review of work progress	Discussed on department wise referrals and at risk cases and its progress.	-
2	MBA Department - Orientation	The respective counsellor was asked to plan for the orientation session for first year MBA students.	Ms Prachi Bhavsar
3	Documentation of reports	The counsellors were suggested to maintain individual files for current academic year.	Student Counsellors
4	CIE performance based counselling	Discussed about the the delay in receiving the list of students for counselling based on the CIE performance from the mentor coordinators. Dean-QASDC instructed the counsellors to inform the mentor coordinators of their respective departments to share the list in the given format and on time.	Student Counsellors


 Dean- QASDC

Dr. Sanjeev Sharma
 Professor and Dean - QASDC
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 Ring Road, Bellandur Post,
 Bengaluru - 560 103


 Principal

New Horizon College of Engineering

NEW HORIZON COLLEGE OF ENGINEERING



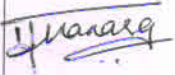



DEPARTMENT OF COUNSELLING

Attendance Sheet

Date: 30/03/2023

Time: 10:00 AM

Venue: Department of QASDC


SI no:	Member Name	Designation	Position	Signature
1	Dr. Manjunatha	Principal	Chairman	
2	Ms Rajina R	Student Counsellor	Member	
3	Ms Manasa T J	Student Counsellor	Member	
4	Ms Pallavi S	Student Counsellor	Member	
5	Ms Prachi Bhavsar	Student Counsellor	Member	
6	Dr. Sanjeev Sharma	Dean - QASDC	Member Secretary	

NEW HORIZON COLLEGE OF ENGINEERING, BANGALORE

Department of Counselling

Nature of Meeting	Counselling
Date of meeting	24-09-2022
Time of Meeting	11:00 am
Venue of Meeting	Counselling room
Members Present	04 (As per attendance sheet attached)

Sl. No	Agenda	Discussion	Responsibility	Target date
1	Departmental activities and functioning	Orientation session for degree students is organised from 26-09-2022 to 30-09-2022. The current reporting format was discussed.	Ms Rajina R and Ms Manasa T J	30-09-2022
2	Need for two more counsellors	For effective functioning of the department and to reach out to maximum number of students more man power is very much needed. The workload division will be prepared and submitted to Dean - QASDC.	Ms Rajina R and Ms Manasa T J	24-09-2022


Dean - QASDC

Dr. Sanjeev Sharma
Professor and Dean - QASDC
New Horizon College of Engineering
Ring Road, Bellandur Post,
Bangalore - 560 103


Principal
Principal

New Horizon College of Engineering
Ring Road, Bellandur Post,
Bangalore - 560 103

NEW HORIZON COLLEGE OF ENGINEERING, BANGALORE

ATTENDANCE SHEET

Date: 24 - 09 - 2022

Time: 11:00 am

Venue: Counselling room

Sl. No	Member Name	Designation	Position	Signature
1	Dr. Manjunatha	Principal	Chairman	
2	Ms Rajina R	Student Counsellor	Member	
3	Ms Manasa T J	Student Counsellor	Member	
4	Dr. Sanjeev Sharma	Dean - QASDC	Member Secretary	

NEW HORIZON COLLEGE OF ENGINEERING, BANGALORE

Department of Counselling

Nature of Meeting	Counselling
Date of meeting	27-09-2022
Time of Meeting	10:00 am
Venue of Meeting	Department of QASDC
Members Present	05 (As per attendance sheet attached)

Sl. No	Agenda	Discussion	Responsibility	Target date
1	Review of previous meeting responsibilities	Workload division was submitted	-	-
2	Systematic ways of working	The counsellors were introduced to mentoring incharge Dr. Piruthiviraj P and was suggested to create a whatsapp group of counsellors and all mentor coordinators for work related communication.	Dr. Piruthiviraj P	27-09-2022
2	Reporting format and documentation	Dean - QASDC reviewed the current reporting format and suggested the mentoring incharge to revise the format	Dr. Piruthiviraj P	September 2022
3	Roles and responsibilities	The roles and responsibility document will be shared to the Dean - QASDC	Ms Rajina R and Ms Manasa T J	27-09-2022
4	Induction session for fifth semester students	The counsellors have planned for a induction session for all the fifth semester students and the	Dr. Piruthiviraj P Ms Rajina R and Ms Manasa T J	October 2022

		Dean - QASDC have asked the mentoring incharge to accompany the counsellors during the session and the venue was also discussed.		
5	Odd semester class sessions	The counsellors were asked to prepare power point presentation on few topics	Ms Rajina R and Ms Manasa T J	Odd semester 2022


Dean - QASDC

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 Bengaluru - 560 103


Principal

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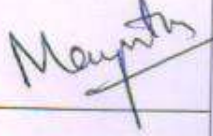
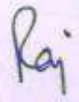



NEW HORIZON COLLEGE OF ENGINEERING, BANGALORE

ATTENDANCE SHEET

Date: 27 - 09 - 2022

Time: 10:00 am

Venue: Department of QASDC

Sl. No	Member Name	Designation	Position	Signature
1	Dr. Manjunatha	Principal	Chairman	
2	Dr. Piruthiviraj P	Associate Professor (ECE)	Member	
3	Ms Rajina R	Student Counsellor	Member	
4	Ms Manasa T J	Student Counsellor	Member	
5	Dr. Sanjeev Sharma	Dean - QASDC	Member Secretary	

NEW HORIZON COLLEGE OF ENGINEERING, BANGALORE

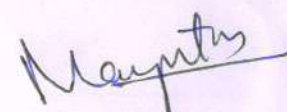
Department of Counselling

Nature of Meeting	Counselling and Mentoring
Date of Meeting	08-10-2022
Time of Meeting	2:30 pm
Venue of Meeting	CISCO Lab, ECE Department
Members Present	14 (As per attendance sheet attached)

Sl. No	Agenda	Discussion	Responsibility	Target date
1	Interaction with the mentor coordinators	The counsellors were introduced to mentor coordinators.	-	-
2	Review of current mentoring and counselling procedure	The Dean QASDC reviewed the current mentoring and counselling procedures and also informed that common reporting format will be followed by all the mentor coordinators. .	Dr. Piruthiviraj P Ms. Lipsa Dash	October 2022
3	Student referral to counsellors	The mentors were asked to refer students who have scored below 10 in more than three subjects in CIE1 (7 th semester) to the counsellors	Mentor Coordinators	October 2022


Dean - QASDC

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Principal

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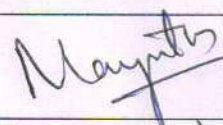
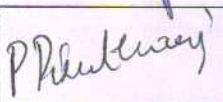

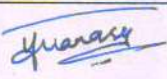
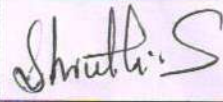
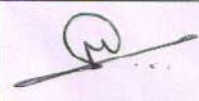
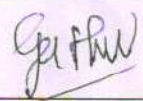

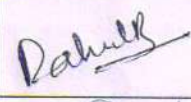




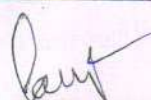
NEW HORIZON COLLEGE OF ENGINEERING, BANGALORE

ATTENDANCE SHEET

Date: 08 - 10 - 2022

Time: 2:30 pm

Venue: CISCO Lab, ECE Department

Sl. No	Member Name	Designation	Position	Signature
1.	Dr. Manjunatha	Principal	Chairman	
2.	Dr. Piruthiviraj P	Associate Professor (ECE)	Member	
3.	Ms. Rajina R	Student Counsellor	Member	
4.	Ms. Manasa T J	Student Counsellor	Member	
5.	Ms. Shruthi S	Assistant Professor (AI&ML)	Member	
6.	Dr. Mohan Kumar G R	Sr. Assistant Professor (AU)	Member	
7.	Dr. Geetha Varma V	Associate Professor (CIVIL)	Member	
8.	Ms. Shanmughapriya	Sr. Assistant Professor (CSE)	Member	
9.	Mr. Rahul B	Assistant Professor (CE)	Member	
10.	Ms. Lipsa Dash	Sr. Assistant Professor (ECE)	Member	
11.	Ms. Shanmugam Shoba M	Sr. Assistant Professor (ISE)	Member	
12.	Mr. Sujeeth Swamy	Assistant Professor (Mechanical)	Member	
13.	Dr. Nithya Ramesh	Associate Professor (MCA)	Member	
14.	Dr. Sanjeev Sharma	Dean - QASDC	Member Secretary	




NEW HORIZON COLLEGE OF ENGINEERING

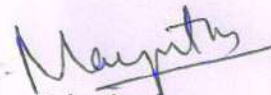
COUNSELLING COMMITTEE

LIST OF MEMBERS

Sl.No	Name	Designation	Role
1	Dr.Manjunatha	Principal	Chairman
2	Ms Manasa T.J	Student Counsellor	Member
3	Ms.Rajina.R	Student Counsellor	Member
4	Ms.Prachi Bhavsar	Student Counsellor	Member
5	Ms.Pallavi	Student Counsellor	Member
6	Dr.Sanjeev Sharma	Dean-QASDC	Member Secretary


Dean-QASDC

Dr. Sanjeev Sharma
Principal and Dean - QASDC
New Horizon College of Engineering
Ring Road, Bellandur Post,
Bangalore - 560 103


Principal

Principal
New Horizon College of Engineering
Ring Road, Bellandur Post,
Bangalore - 560 103

NEW HORIZON COLLEGE OF ENGINEERING, BANGALORE

Department of Counselling

Nature of Meeting	Counselling
Date of meeting	16-12-2022
Time of Meeting	10:00 am
Venue of Meeting	Department of QASDC
Members Present	06 (As per attendance sheet attached)

Sl. No	Agenda	Discussion	Responsibility	Target date
1	Review of previous meeting responsibilities	Roles and responsibilities was submitted. Induction session for fifth semester was completed. Finalised the reporting report and whatsapp group was created.	-	-
2	Contineo Update	To add the name of counsellors to the respective departments	Ms. Lipsa Dash	December 2022
3	Event planning	To organize an external seminar on topics related to mental health for students and an add on training session for counsellors	Student Counsellors	January 2023
4	CIE - 1 student list	The report of seventh semester CIE-1 will be shared. The CIE-1 list for third and fifth semester will be shared by the mentors for stage II counselling	Student Counsellors and Mentor Coordinators	December 2022 January 2023
5	Department details in college website	The content of the department mentioned in the college website to be reviewed	Student Counsellors	December 2022


Dean - QASDC

Dr. Sanjeev Sharma
Professor and Dean - QASDC
New Horizon College of Engineering
Ring Road, Bellandur Post,
Bengaluru - 560 103


Principal

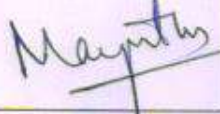



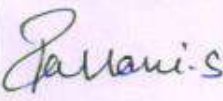
NEW HORIZON COLLEGE OF ENGINEERING, BANGALORE

ATTENDANCE SHEET

Date: 16 - 12 - 2022

Time: 10:00 am

Venue: Department of QASDC

Sl. No	Member Name	Designation	Position	Signature
1	Dr Manjunatha	Principal	Chairman	
2	Ms Rajina R	Student Counsellor	Member	
3	Ms Manasa T J	Student Counsellor	Member	
4	Ms Prachi Bhavsar	Student Counsellor	Member	
5	Ms Pallavi	Student Counsellor	Member	
6	Dr. Sanjeev Sharma	Dean - QASDC	Member Secretary	