
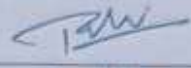

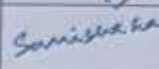


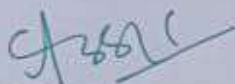
NEW HORIZON COLLEGE OF ENGINEERING
DEPARTMENT OF COUNSELLING
MINUTES OF MEETING - JULY 2024

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.



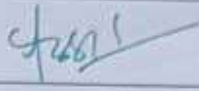


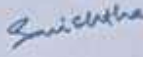
HEAD - DEPARTMENT OF COUNSELLING

NHCE

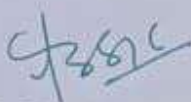
NEW HORIZON COLLEGE OF ENGINEERING
DEPARTMENT OF COUNSELLING
MINUTES OF MEETING - JUNE 2024

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	

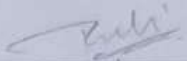

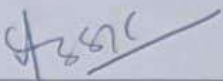
SI No:	Agenda	Discussion
1	Review of prior meeting and responsibilities.	The tasks and duties assigned to each counsellor were discussed.
2	Poster Making Discussion	It was agreed that one poster would be created and put up in every department with the name of the respective counsellor.
3	Website correction	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.


HEAD- DEPARTMENT OF COUNSELLING
NHCE


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.

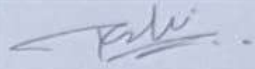
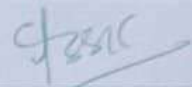

HEAD- DEPARTMENT OF COUNSELLING

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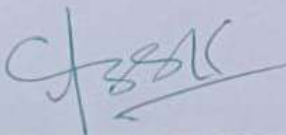
**NEW HORIZON COLLEGE OF ENGINEERING
DEPARTMENT OF COUNSELLING
MINUTES OF MEETING**

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.

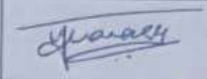
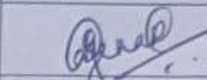
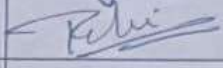


HEAD- DEPARTMENT OF COUNSELLING

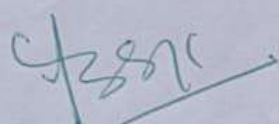
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NEW HORIZON COLLEGE OF ENGINEERING
DEPARTMENT OF COUNSELLING
MINUTES OF MEETING

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



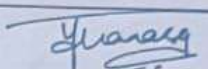
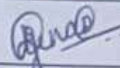
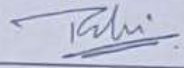
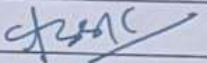
HEAD- DEPARTMENT OF COUNSELLING

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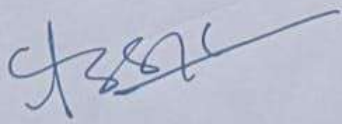
NEW HORIZON COLLEGE OF ENGINEERING
DEPARTMENT OF COUNSELLING
MINUTES OF MEETING

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.



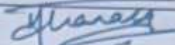
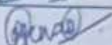
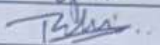
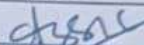
HEAD- DEPARTMENT OF COUNSELLING

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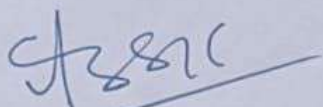
**NEW HORIZON COLLEGE OF ENGINEERING
DEPARTMENT OF COUNSELLING
MINUTES OF MEETING**

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.



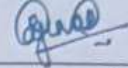
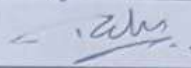
HEAD- DEPARTMENT OF COUNSELLING

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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.

NEW HORIZON COLLEGE OF ENGINEERING
DEPARTMENT OF COUNSELLING
MINUTES OF MEETING

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

Venue: Chemistry HOD - Cabin

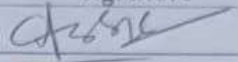
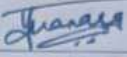

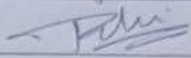
SI No:	Member Name	Designation	Position	Signature
1	Dr. Manjunatha	Principal	Chairman	
2	Ms Manasa T J	Student Counsellor	Member	
3	Ms Rajina R	Student Counsellor	Member	
4	Ms Prachi B	Student Counsellor	Member	
5	Mrs. Pallavi	Student Counsellor	Member	
6	Dr. V S Anusuya Devi	Head - Counselling	Member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

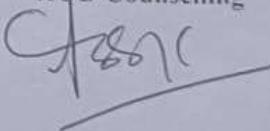
Date: 1- 8 -2023

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	

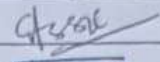
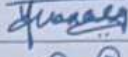
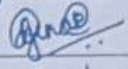
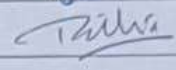
Sl. No	Agenda	Discussion	Responsibility
1	updating files and observing Anti-Ragging Day	The discussion was on the presentation that one of the counsellor will give on Anti-Ragging Day, which falls on the 12th of August, and how that presentation may be used in classroom orientation sessions. Updating 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

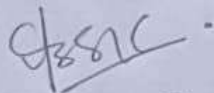


NEW HORIZON COLLEGE OF ENGINEERING
DEPARTMENT OF COUNSELLING
MINUTES OF THE MEETING

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

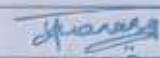

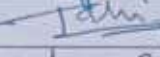
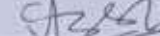
DEPARTMENT OF COUNSELLING

MINUTES OF THE MEETING

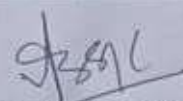
Date & Time: 18.07.23/ 11am

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	

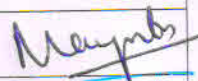





Sl. No	Agenda	Discussion	Responsibility
1	Counselling file and form requirements for the counselling department And planning for events	The following document requirements for the department were discussed: 1. NE form format 2. File of Counselling Mechanism for the AY 2022-23 was asked to prepare 3. 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

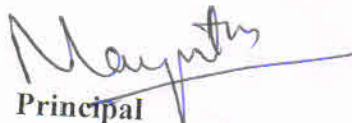
NEW HORIZON COLLEGE OF ENGINEERING
DEPARTMENT OF COUNSELLING
MINUTES OF THE MEETING

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 RANI	CSE	<i>D Rani</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 Swami	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			
20			

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
New Horizon College of Engineering
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Bengaluru - 560 103


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New Horizon College of Engineering

NEW HORIZON COLLEGE OF ENGINEERING

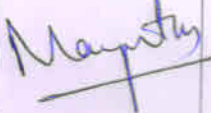


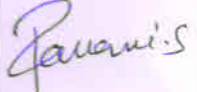


DEPARTMENT OF COUNSELLING

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	

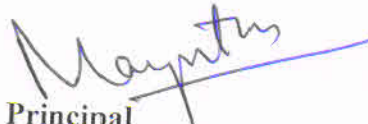
NEW HORIZON COLLEGE OF ENGINEERING
DEPARTMENT OF COUNSELLING
MINUTES OF THE MEETING

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

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 Professor and Dean - QASDC
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New Horizon College of Engineering

NEW HORIZON COLLEGE OF ENGINEERING



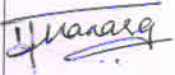



DEPARTMENT OF COUNSELLING

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
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Ring Road, Bellandur Post,
Bangalore - 560 103


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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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 Professor and Dean - QASDC
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 Bengaluru - 560 103


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 Bangalore - 560 103

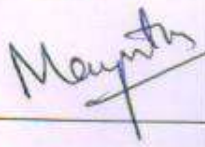
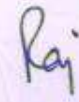



NEW HORIZON COLLEGE OF ENGINEERING, BANGALORE

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

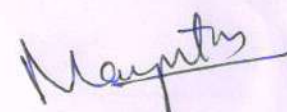
Department of Counselling

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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Professor and Dean - QASDC
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Principal

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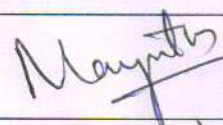
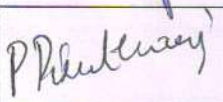

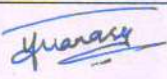
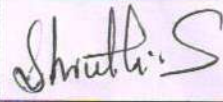
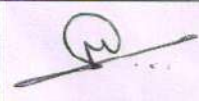
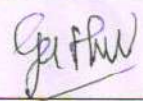

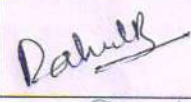




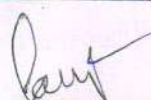
NEW HORIZON COLLEGE OF ENGINEERING, BANGALORE

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

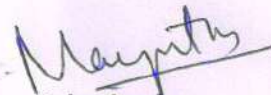
COUNSELLING COMMITTEE

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

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Professor and Dean - QASDC
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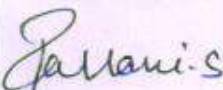

NEW HORIZON COLLEGE OF ENGINEERING, BANGALORE

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	

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)

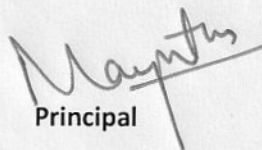
Closing Review:-

- 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 9th October at 3:30 pm (Indian time) and 6:00am (USA time).
- Free registration till 8th 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:-

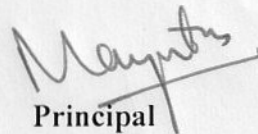
- Alternative date for women's day celebration was fixed on 10/03/2020 (actual date 8/03/2020 – Sunday).

- 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 Defense Techniques 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.

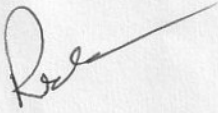
Discussion: -

- 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.

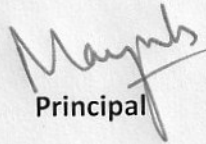
Closing Review: -

- 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.

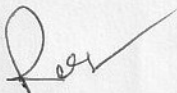
Discussion: -

- 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.

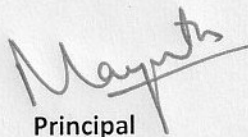
Closing Review: -

- 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:-

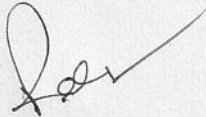
- Planning the welcome back session on the topic 'Self-acceptance'.
- Discussion on the content that can be included in the presentation about Self-acceptance as well as the key points for leading the interaction in the session.

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

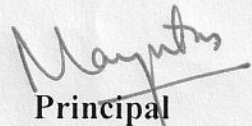
Closing Review:-

- 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.

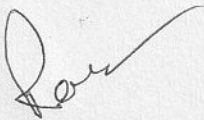
Discussion:-

- 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'.

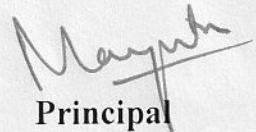
Closing Review:-

- 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:-

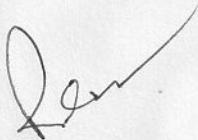
- Planning the welcome back session 'Self-care' for students including the activities that can be conducted in the session.
- Discussion on different areas of self-care that include : physical, psychological, emotional and social.

- 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.

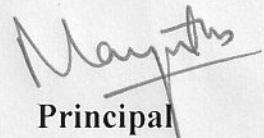
Closing Review:-

- 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.

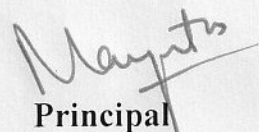
Closing Review:-

- 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