







NEW HORIZON COLLEGE OF ENGINEERING
DEPARTMENT OF COUNSELLING
MINUTES OF MEETING

Date & Time: 28-1-2025, 11:30 AM

Venue: Applied Sciences HOD - Cabin

SI No:	Member Name	Designation	Position	Signature
1	Dr. Manjunatha	Principal	Chairman	
2	Dr. V S Anusuya Devi	Head - Counselling	Member - Secretary	
3	Mrs. Srividya Anand	Sr. Student Counsellor	Member	
4	Ms. Prachi B	Student Counsellor	Member	
5	Ms. Anna Jogie	Student Counsellor	Member	
6	Ms. Sunishtha Susarla	Student Counsellor	Member	

Meeting Title: Review of relevant Documents for Auditing (LIC)

Agenda:

1. Reviewing all the relevant documents for LIC.
2. Budget for Mental Health Workshops for Professors and Assistant Professors.
3. Calendar of Events for the upcoming Even Semester

Discussion Points & Action Plan:

Discussion Points	Action plan
Filing of all relevant Documents for LIC	Counselling department will ensure all documents are checked and filed by 28/1/2025
Budget for Mental Health Workshop for faculty	Counselling Department will liaise with external organizations or speakers to secure dates and details for the workshop. A proper proposal for the workshop with budget will be presented for approval.
Calendar for Even Semester	Department of counselling will finalise and compile the calendar by first week of March 2025.

Conclusion:

The meeting focused on reviewing auditing requirements, planning of faculty mental health support through workshops and finalising the academic calendar for the upcoming semester.

Clear action items were outlined with deadlines to ensure all tasks are completed promptly.





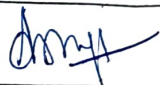



HEAD-DEPARTMENT OF COUNSELLING

NHCE

NEW HORIZON COLLEGE OF ENGINEERING
DEPARTMENT OF COUNSELLING
MINUTES OF MEETING

Date & Time: 27-02-2025, 11:30 AM

Venue: Applied Sciences HOD - Cabin

SI No:	Member Name	Designation	Position	Signature
1	Dr. Manjunatha	Principal	Chairman	
2	Dr. V S Anusuya Devi	Head – Counselling	Member - Secretary	
3	Mrs. Srividya Anand	Sr. Student Counsellor	Member	
4	Ms. Prachi B	Student Counsellor	Member	
5	Ms. Anna Jogie	Student Counsellor	Member	
6	Ms. Sunishtha Susarla	Student Counsellor	Member	

Meeting Title: Team Meeting with HOD, Department of Counselling

Agenda:

1. Department visits for student performance assessment
2. Collection of student lists from respective departments

Discussion Points & Action Plan

Discussion Points	Action plan
<p>Department Visits:</p> <p>HOD, Counselling instructed the counselling team to visit their respective departments.</p> <p>Each team member should communicate with the HOD of their assigned department.</p> <p>The mentor coordinator of each department should also be approached.</p>	<p>Counselling department should visit respective department by first week of March 2025.</p>
<p>Collection of Student Lists:</p> <p>The counselling team needs to gather a list of students who has not performed well in the third semester.</p> <p>The purpose is to provide targeted counselling support to help students improve.</p>	<p>Obtain student lists from HODs & Mentor coordinators and analyse student lists and schedule counselling session by end of March 2025.</p>

Conclusion:

The counselling team agreed to follow up on their respective tasks and report back to the HOD, Counselling, within the specified timelines. The next meeting will review progress and discuss further actions if required.







HEAD-DEPARTMENT OF COUNSELLING

NHCE

NEW HORIZON COLLEGE OF ENGINEERING
DEPARTMENT OF COUNSELLING
MINUTES OF MEETING

Date & Time: 28-06-2025, 11:30 AM

Venue: Applied Sciences HOD - Cabin

SI No:	Member Name	Designation	Position	Signature
1	Dr. Manjunatha	Principal	Chairman	
2	Dr. V S Anusuya Devi	Head - Counselling	Member - Secretary	
3	Mrs. Srividya Anand	Sr. Student Counsellor	Member	
4	Ms. Anna Jogie	Student Counsellor	Member	

Meeting Title: Inclusion of Grievance Cell Details & Sensitisation Plan for Orientation (First-Year Students)

Date: 28/06/2025

Agenda:

1. Inclusion of Grievance Cell details in the Orientation Programme for First-Year Students.
2. Sharing names and contact information of Grievance Redressal Committee members for student reference.
3. Sensitisation session for faculty (including lab instructors) on handling Gen-Z students appropriately across different college settings.

Discussion Points & Action Plan:

Discussion Point	Action Plan
Inclusion of Grievance Cell in Orientation	Counselling Department will ensure a dedicated segment on grievance redressal is included in the orientation session for all first-year students, highlighting when and how to approach the committee.
Sharing Member Details	During the orientation, a PPT slide highlighting the Grievance Cell members along with their roles and contact information will be presented for student awareness.
Sensitisation Sessions for Faculty and Lab Instructors	Department-wise sensitisation sessions will be conducted by the Counselling Department. These sessions will focus on understanding Gen-Z student behaviour and effective ways to engage with them inside and outside classrooms. Timeline and schedule to be prepared by 15/07/2025.

Conclusion:

The meeting emphasised the importance of proactive grievance redressal awareness among first-year students and equipping faculty and lab instructors with the necessary understanding to engage effectively with the current student generation. Clear action items were identified and timelines were set to implement these initiatives before the start of the academic year.







**HEAD - DEPARTMENT OF COUNSELLING
NHCE**

NEW HORIZON COLLEGE OF ENGINEERING
DEPARTMENT OF APPLIED SCIENCES
MINUTES OF MEETING

Date & Time: 09-07-2025, 11:30 AM

Venue: Room no: 323, 3rd floor, Chhatrapati Shivaji Block

SI No:	Member Name	Designation	Position	Signature
1	Dr. V S Anusuya Devi	Head – Counselling	Member - Secretary	
2	Dr. Bhavya P	Associate Professor	Member	
3	Mrs. Srividya Anand	Sr. Student Counsellor	Member	
4	Ms. Anna Jogie	Student Counsellor	Member	

Meeting Title: Guidance for Non-Eligible Students on Supplementary Exams & Semester Registration

Date: 09/07/2025

Agenda:

1. To address students marked as non-eligible due to attendance shortage or academic shortfall.
2. To guide them on registering for supplementary exams and starting the supplementary semester.
3. To explain the calculation and payment of fees related to the supplementary semester.

Discussion Points & Action Plan:

Discussion Point	Action Plan
Identification of Non-Eligible Students	A list of non-eligible students was compiled and they were individually informed to attend the meeting for necessary guidance.
Supplementary Exam Registration Process	Students were explained the step-by-step process of registering for the supplementary exams as per university guidelines. Deadline reminders were shared.
Commencement of Supplementary Semester	Students were informed about the start date of the supplementary semester and instructed to begin attending regularly to compensate for earlier attendance shortages.
Fee Calculation and Payment Process	A detailed explanation was given on how to calculate the amount payable for the supplementary semester, based on the number of subjects. Students were guided to approach the accounts section for the exact amount and payment procedure.

Conclusion:

The meeting aimed to ensure that non-eligible students are well-informed about the supplementary semester process and responsibilities. The importance of timely registration, regular attendance, and fee payment was reiterated. The session concluded with a Q&A to clarify doubts and support students in continuing their academic journey with clarity and accountability.

A handwritten signature in blue ink, appearing to be 'J. S. S. S.', written over a horizontal line.






**HEAD - DEPARTMENT OF COUNSELLING
NHCE**

NEW HORIZON COLLEGE OF ENGINEERING
DEPARTMENT OF APPLIED SCIENCES

MINUTES OF MEETING

Date & Time: 25-08-2025, 11:30 AM

Venue: Room No: 323, 3rd Floor, Chhatrapati Shivaji Block

SI No	Member Name	Designation	Position	Signature
1	Dr. Manjunatha	Principal	Chairman	
2	Dr. V S Anusuya Devi	Head – Counselling	Member - Secretary	
3	Dr. R.J. Anandhi	Dean Academics	Member	
4	Mrs. Srividya Anand	Sr. Student Counsellor	Member	
5	Ms. Anna Jogie	Student Counsellor	Member	

Meeting Title:

Integration of Indian Ethos with Universal Human Values (UHV) – NCMC Course Implementation

Date: 25/08/2025

Agenda:

1. To discuss the alignment of UHV syllabus with Indian ethos and cultural perspectives.
2. To plan classroom activities that promote experiential understanding of values.
3. To design assessment methods and rubrics for evaluating student participation and learning outcomes.

Discussion Points & Action Plan:

Discussion Point	Action Plan
Integration of Indian Ethos with UHV Syllabus	The team discussed ways to embed Indian ethos — such as concepts from Indian philosophy, literature, and ethical traditions — within the existing UHV modules. Activities and examples

	highlighting Indian value systems were proposed to make sessions more relatable for students.
Incorporation of Activities for Experiential Learning	It was agreed that classroom sessions should include reflective exercises, group discussions, role plays, and case studies based on Indian ethos and human values. Each faculty member will design at least two classroom activities per module to promote experiential understanding.
Assessment Based on Classroom Activities	The committee emphasized that internal assessment should be primarily activity-based. Evaluation will include participation, reflection quality, group engagement, and creativity in class exercises.
Development of Rubrics for Assessment	A structured rubric will be prepared to assess students on parameters such as understanding of concepts, application in real-life contexts, teamwork, reflection, and communication. Faculty will maintain proper documentation to ensure transparency and consistency in grading.
NCMC Course Requirements	It was reiterated that this being an NCMC (Non-Credit Mandatory Course), proper records of attendance, participation, and activity-based evaluation must be maintained to award grades based on qualitative assessment rather than marks.

Conclusion:

The meeting focused on effectively incorporating Indian ethos into the UHV curriculum to enhance its cultural and ethical depth. Members concluded that a combination of reflective and activity-based learning will help students internalize values meaningfully. A follow-up meeting will be scheduled to finalize the detailed rubrics and sample activity templates before the course implementation.



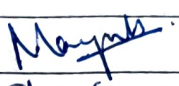
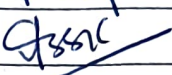




HEAD – DEPARTMENT OF COUNSELLING
NHCE

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

MINUTES OF MEETING

Date & Time: 09-09-2025, 11:30 AM

Venue: Applied Sciences HOD – Cabin

SI No	Member Name	Designation	Position	Signature
1	Dr. Manjunatha	Principal	Chairman	
2	Dr. V. S. Anusuya Devi	Head – Counselling	Member - Secretary	
3	Mrs. Srividya Anand	Sr. Student Counsellor	Member	
4	Ms. Anna Jogie	Student Counsellor	Member	
5	Ms. Kajal Janardhanan	Student Counsellor	Member	
6	Ms. Nidhi Parate	Student Counsellor	Member	

Meeting Title:

Orientation Programme for First-Year Engineering Students – “Campus Harmony”

Date: 09/09/2025

Agenda:

1. To finalize the orientation plan for the new batch of engineering students.
2. To introduce a new title for the programme – “Campus Harmony.”
3. To discuss key components of the session, including introduction to the Counselling Department, student support system, and NCMC course overview.
4. To outline the hierarchy for issue resolution and emphasize institutional policies on discipline and safety.


Discussion Points & Action Plan

Discussion Point	Action Plan
Introduction of Programme Title “Campus Harmony”	The HOD – Applied Sciences suggested renaming the orientation programme as “Campus Harmony” to emphasize inclusivity, belongingness, and the smooth transition of students into the college environment.
Introduction of Counselling Department	It was decided that the Counselling Department would introduce its objectives, roles, and the support available to students during the session. The counsellors will explain how they assist students in adjusting from school to college life and coping with academic, emotional, and personal challenges.

Introducing the NCMC Subject – UHV with Indian Ethos	Counsellors handling the Universal Human Values with Indian Ethos course will be introduced to the students. They will give a brief overview of the course objectives, structure, and the importance of integrating values with professional education.
Hierarchy for Issue Resolution	Students will be informed about the proper hierarchy for resolving issues — they should first approach their teachers or counsellors , and if unresolved, escalate the concern to the HOD . This ensures systematic communication and timely redressal.
Rules, Regulations, and Campus Discipline	It was reiterated that all students must strictly adhere to the college rules and code of conduct. The campus maintains zero tolerance towards substance abuse, ragging, or bullying in any form. The message of mutual respect, safety, and accountability will be emphasized during the session.

Conclusion:

The meeting focused on creating a welcoming and structured orientation experience under the new title “Campus Harmony.” Members agreed that the programme should not only familiarize students with college systems and expectations but also encourage emotional readiness and ethical awareness. The orientation will highlight student support mechanisms, promote discipline, and reinforce the values of respect and responsibility as part of the NHCE culture.



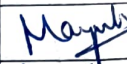





**HEAD – DEPARTMENT OF COUNSELLING
NHCE**

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

MINUTES OF MEETING

Date & Time: 07-10-2025, 11:30 AM

Venue: Applied Sciences HOD – Cabin

SI No	Member Name	Designation	Position	Signature
1	Dr. Manjunatha	Principal	Chairman	
2	Dr. V. S. Anusuya Devi	Head – Counselling	Member - Secretary	
3	Mrs. Srividya Anand	Sr. Student Counsellor	Member	
4	Ms. Anna Jogie	Student Counsellor	Member	
5	Ms. Kajal Janardhanan	Student Counsellor	Member	
6	Ms. Nidhi Parate	Student Counsellor	Member	

Meeting Title:

Planning for World Mental Health Day Celebration – 2025

Date: 07/10/2025

Agenda:

1. To plan the observation of World Mental Health Day 2025 at NHCE.
2. To finalize the event title, objectives, and programme structure.
3. To assign roles and responsibilities for smooth execution.
4. To decide on key messages, relaxation activities, and reflection exercises for staff participation.

Discussion Points & Action Plan

Discussion Point	Action Plan
Event Title and Theme	The team finalized the event title as “Courage Over Comfort: Resilience Redefined.” The focus will be on mental well-being, emotional strength, and the art of resilience.
Target Group and Venue	The event will be organized for Teaching and Non-Teaching Staff on 11th October 2025 at the Indoor Stadium, NHCE , from 2:30 PM – 4:00 PM .
Objectives of the Programme	The key objectives were outlined as: (1) Raising awareness about mental health and resilience, (2) Promoting calmness, positivity, and self-care among staff, (3) Introducing relaxation and stress management techniques, (4) Strengthening peer connection and workplace well-being.
Programme Flow and Structure	The flow of the event was finalized, including: Opening remarks, context setting, introduction to the theme, motivational story of Arunima Sinha, guided relaxation

	(Progressive Muscle Relaxation with sound therapy), art & affirmation activity, and closing remarks. Refreshments to follow post-session.
Facilitation and Activities	The Counselling Department Faculty will facilitate the guided relaxation session, which includes breathing awareness, PMR cycle, sound therapy using Tibetan singing bowls, and positive affirmation integration. Art-based reflection and affirmation writing will follow to encourage personal insight.
Feedback and Follow-Up	Feedback will be collected from participants to assess impact and identify interest in future mental health and well-being sessions. Positive responses will be documented in the event report.
Coordination and Logistics	Department of Counselling will coordinate logistics, materials for art reflection, sound system setup, and refreshments. Proper seating arrangements and ambience to promote calm and comfort will be ensured.

Conclusion:

The meeting concluded with all members in agreement on the event plan for World Mental Health Day – 2025. The session aims to foster awareness, relaxation, and a sense of connection among NHCE staff. The programme titled “Courage Over Comfort: Resilience Redefined” will combine storytelling, guided relaxation, and art-based reflection to reinforce the importance of mental health and resilience in both personal and professional life.

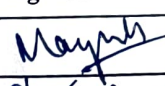





**HEAD – DEPARTMENT OF COUNSELLING
NHCE**

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

MINUTES OF MEETING

Date & Time: 03/10/2025 12:00 pm

Venue: Applied Sciences HOD- Cabin

S.No.	Member Name	Designation	Position	Signature
1	Dr. Manjunatha	Principal	Chairman	
2	Dr. V. S. Anusuya Devi	Head - Counselling	Member Secretary	
3	Mrs. Srividya Anand	Sr. Student Counselor	Member	
4	Ms. Anna Jogie	Student Counselor	Member	
5	Ms. Kajal Janardhanan	Student Counselor	Member	
6	Ms. Nidhi Parate	Student Counselor	Member	

Meeting Title: Planning a session on Suicide Prevention Awareness

Date: 03/10/2025

Agenda:

1. Early Signs: Identifying behavioral and verbal red flags in students.
2. Gatekeeping: Training faculty and peer mentors to be the first point of contact.
3. Causes: Analyzing academic, personal, and social triggers for suicidal ideation.
4. Prevention Measures: Establishing a robust support system and emergency protocols.
5. Session Leadership: Finalizing the presentation flow led by Mrs. Srividya Anand.

Discussion points & Action Plan

Discussion point	Action Plan
Main Spokesperson Role	Mrs. Srividya Anand will lead the session, focusing on the psychological aspects of prevention and effective communication strategies.
Early Signs & Red Flags	Create a "Symptom Map" including withdrawal,

	sudden mood changes, and talk of hopelessness. Ms. Nidhi to prepare handouts for students.
Gatekeeping Protocol	Define the QPR (Question, Persuade, Refer) model. Mrs. Srividya to demonstrate how to ask direct questions about self-harm safely.
Root Causes	Discussion on exam stress and social isolation. The team will curate a list of "Protective Factors" (family support, hobbies, resilience) to highlight.
Logistics	Ms. Anna and Ms. Kajal to manage venue booking, AV requirements, and the digital invitation for the student body.

Conclusion

The meeting concluded with the decision that the session must emphasize that suicide is preventable and that seeking help is a sign of strength. Mrs. Srividya Anand will present the final PPT draft to the Head of Counselling by the coming Friday. The session is tentatively scheduled for the first week of next month.

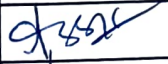






**HEAD - DEPARTMENT OF COUNSELLING
NHCE**

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

MINUTES OF MEETING

Date & Time: 31/10/2025 10:00 am
Venue: Applied Sciences HOD- Cabin

S.No.	Member Name	Designation	Position	Signature
1	Dr. V. S. Anusuya Devi	Head - Counselling	Member Secretary	
2	Mrs. Srividya Anand	Sr. Student Counselor	Member	
3	Ms. Anna Jogie	Student Counselor	Member	
4	Ms. Kajal Janardhanan	Student Counselor	Member	
5	Ms. Nidhi Parate	Student Counselor	Member	

Meeting Title: Planning a session on "Building a Drug-Free Campus"
Date: Throughout November Month 2025

Agenda:

1. Awareness & Education: Understanding the impact of substance abuse on brain development and academics.
2. Legal Implications: Briefing on institutional policies and NDPS Act consequences.
3. Peer Influence: Strategies to navigate social pressure and "party culture."
4. Support Channels: Strengthening the "No-Judgment" counseling pathway for recovery.
5. Session Execution: Finalizing the workshop modules facilitated by Ms. Srividya.

Discussion points & Action Plan

Discussion point	Action Plan
Facilitation Strategy	Ms. Srividya to lead the session using real-life case studies (anonymized) to highlight the transition from recreational use to dependency.
Health Risks	Ms. Kajal to prepare a visual presentation on the physiological effects of synthetic drugs and vaping on student health.

Refusal Skills	Ms. Srividya to conduct a "Role Play" segment during the session to teach students how to say 'No' firmly in social settings.
Campus Surveillance	Suggestion to increase faculty presence in "blind spots" (parking lots/nearby cafes). Dr. Manjunatha to discuss this with campus security.
Reporting Mechanism	Promotion of a "Confidential Reporting" line where students can report pushers/peddlers without fear of personal academic repercussions.
Logistics	Ms. Anna and Ms. Nidhi to manage venue booking, AV requirements, and the digital invitation for the student body.

Conclusion

The committee agreed that the session should avoid "scare tactics" and instead focus on empowerment and healthy lifestyle choices. Ms. Srividya will finalize the interactive elements of the workshop by next Tuesday. The goal is to ensure every student understands that the Counselling Department is a safe space for those seeking help with addiction.

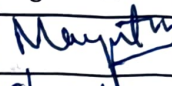






HEAD - DEPARTMENT OF COUNSELLING
NHCE

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

MINUTES OF MEETING

Date & Time: 22. 11. 25, 2:15 PM

Venue: Applied Sciences HOD- Cabin

S.No.	Member Name	Designation	Position	Signature
1	Dr. Manjunatha	Principal	Chairman	
2	Dr. V. S. Anusuya Devi	Head - Counselling	Member Secretary	
3	Mrs. Srividya Anand	Sr. Student Counselor	Member	
4	Ms. Anna Jogie	Student Counselor	Member	
5	Ms. Kajal Janardhanan	Student Counselor	Member	
6	Ms. Nidhi Parate	Student Counselor	Member	

Meeting Title: Backlog Students review meet.

Date: 22. 11. 25

Agenda:

1. Streamlining communication and academic support for backlog students.
2. Finalizing resource persons for student mental health initiatives.

Discussion points & Action Plan

Discussion point	Action Plan
Communication with Backlog Students	To make communication easier, a "Backlog WhatsApp" group will be created to ensure information is circulated to students on time.
Academic Updates (Math & Chem)	It was noted that for the years '24 and '25, there are no changes in the Mathematics and Chemistry syllabus.
Support Materials	The updated syllabus is to be shared with backlog students. Additionally, notes will be provided to assist them in their studies.

Student Welfare	Resource person to be finalised (Temporarily Dr. Padmakshi - Psychiatrist) to conduct specialized sessions for second-year students.
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Conclusion

The meeting concluded with a firm commitment to enhancing the academic experience for backlog students by bridging communication gaps via WhatsApp and providing comprehensive study notes. Furthermore, the department reached a consensus on prioritizing mental health for second-year students, with Dr. Padmakshi tentatively appointed to lead these specialized sessions while a permanent resource person is finalized.



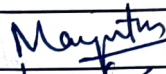
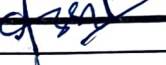




**HEAD - DEPARTMENT OF COUNSELLING
NHCE**

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

MINUTES OF MEETING

Date & Time: 22. 12. 25, 11:00 AM

Venue: Applied Sciences HOD- Cabin

S.No.	Member Name	Designation	Position	Signature
1	Dr. Manjunatha	Principal	Chairman	
2	Dr. V. S. Anusuya Devi	Head - Counselling	Member Secretary	
3	Mrs. Srividya Anand	Sr. Student Counselor	Member	
4	Ms. Anna Jogie	Student Counselor	Member	
5	Ms. Kajal Janardhanan	Student Counselor	Member	
6	Ms. Nidhi Parate	Student Counselor	Member	

Meeting Title: Strategic Planning for Student-Athlete Mental Health and Performance

Date: 22. 12. 25

Agenda:

1. Development of specialized well-being workshops for the Sports Department and student-athletes.
2. Implementation of psychological support strategies for students active in competitive tournaments.
3. Finalization of sports-centric outreach initiatives and promotional materials.

Discussion points & Action Plan

Discussion point	Action Plan
Tournament Well-being Workshop	Facilitate a dedicated workshop aimed at improving the mental and emotional well-being of students participating in inter-collegiate tournaments.
Mental Performance Techniques	Provide actionable training on pre-event relaxation techniques and equip students with cognitive tools to manage competitive anxiety.
Sports Department Support	Prioritize the holistic well-being of the Sports Department to cultivate a supportive and healthy

	competitive culture.
Series-Wise Sports Outreach	Organize targeted, series-wise counseling sessions specifically designed for Basketball and Badminton teams.

Conclusion

The meeting wrapped up with a firm commitment to integrating mental health support within the college's athletic programs. The department will focus on deploying workshops that emphasize anxiety regulation and relaxation for athletes in Basketball and Badminton. These measures are intended to ensure that both coaches and student-athletes have full access to psychological resources to optimize their performance and well-being.




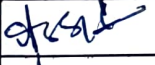
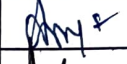



**HEAD - DEPARTMENT OF COUNSELLING
NHCE**

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

MINUTES OF MEETING

Date & Time: 14. 01. 26, 11:00 AM

Venue: Applied Sciences HOD- Cabin

S.No.	Member Name	Designation	Position	Signature
1	Dr. Manjunatha	Principal	Chairman	
2	Dr. V. S. Anusuya Devi	Head - Counselling	Member Secretary	
3	Mrs. Srividya Anand	Sr. Student Counselor	Member	
4	Ms. Anna Jogie	Student Counselor	Member	
5	Ms. Kajal Janardhanan	Student Counselor	Member	
6	Ms. Nidhi Parate	Student Counselor	Member	

Meeting Title: Planning for Faculty Development Program (FDP)

Date: 14. 01. 26

Agenda:

1. To finalize the Faculty Development Program (FDP) scheduled for February.
2. To confirm resource persons and spokespersons for the upcoming sessions.
3. To approve the theme and methodologies for faculty mental health enhancement.

Discussion points & Action Plan

Discussion point	Action Plan
Faculty Development Program (FDP)	A specialized FDP focused on enhancing the mental well-being of faculty members is officially scheduled for February.
Resource Persons & Speakers	The committee finalized Dr. Deepti as the primary resource person and designated Dr. Arvinda as the official spokesperson for the event.

Program Title & Theme	The program will be titled " Express, Exhale, Evolve, " emphasizing growth through mindfulness.
Session Methodologies	The curriculum will integrate Art Therapy and Yoga to provide a holistic approach to stress management and emotional health.

Conclusion

The meeting concluded with the successful finalization of the February FDP aimed at faculty wellness. By adopting the "Express, Exhale, Evolve" theme and integrating Art Therapy with Yoga, the department aims to provide faculty with practical tools for stress management and personal growth. Preparations will now move forward with the confirmed resource persons to ensure seamless execution.



**HEAD - DEPARTMENT OF COUNSELLING
NHCE**

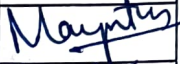





CONCLUSION

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

MINUTES OF MEETING

Date & Time: 19. 02. 26, 10:00 AM

Venue: Applied Sciences HOD- Cabin

S.No.	Member Name	Designation	Position	Signature
1	Dr. Manjunatha	Principal	Chairman	
2	Dr. V. S. Anusuya Devi	Head - Counselling	Member Secretary	
3	Mrs. Srividya Anand	Sr. Student Counselor	Member	
4	Ms. Anna Jogie	Student Counselor	Member	
5	Ms. Kajal Janardhanan	Student Counselor	Member	
6	Ms. Nidhi Parate	Student Counselor	Member	

Meeting Title: Planning for Faculty Cultural Festival

Date: 19. 02. 26

Agenda:

1. Strategic planning of a month-long cultural festival for NHCE faculty scheduled for April 2026.
2. Definitive selection of performance categories and logistical requirements.
3. Implementation of age-based demographics for equitable competitive standards.

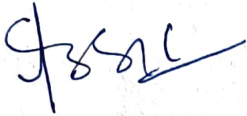
Discussion points & Action Plan

Discussion point	Action Plan
Organizational Synergy	The festival will be executed for the NHCE faculty body through a formal partnership with the Human Resource Department.
Performance Segments	The official itinerary of events will comprise Solo and Group Singing, Stand-up Comedy, Solo and Group Dance, and a Fashion Show (as of now).
Competitive Framework	To maintain competitive integrity, participants will be

	segmented into age-specific categories across all relevant events.
Timeline & Logistics	The festival is scheduled as a month-long event in April, necessitating immediate commencement of venue and administrative arrangements.

Conclusion

The meeting concluded with the ratification of the preliminary framework for the forthcoming Faculty Cultural Festival. Through collaborative efforts with the HR Department and the curation of diverse performance segments, the initiative seeks to enhance institutional morale and faculty engagement. Subsequent sessions will prioritize the finalization of age-bracket parameters and the detailed event calendar.



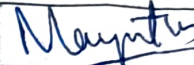





**HEAD - DEPARTMENT OF COUNSELLING
NHCE**

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

MINUTES OF MEETING

Date & Time: 16. 03. 26, 10:30 am

Venue: Applied Sciences HOD- Cabin

S.No.	Member Name	Designation	Position	Signature
1	Dr. Manjunatha	Principal	Chairman	
2	Dr. V. S. Anusuya Devi	Head - Counselling	Member Secretary	
3	Mrs. Srividya Anand	Sr. Student Counselor	Member	
4	Ms. Anna Jogie	Student Counselor	Member	
5	Ms. Kajal Janardhanan	Student Counselor	Member	
6	Ms. Nidhi Parate	Student Counselor	Member	

Meeting Title: Strategic Intervention for Non-Reported and Zero-Percent Attendance Students

Agenda: Address the critical status of second-semester students with 0% attendance who have failed to report to college.

Discussion points & Action Plan

Discussion point	Action Plan
Identification & Review of Severe Absenteeism:	The committee reviewed the academic records of second-semester undergraduate students who have registered a 0% attendance rate and have completely failed to report to campus since the commencement of the semester.
Lack of Communication from Non-Reported Students:	It was noted with concern that these students and their parents have not provided any prior official intimation, medical certificates, or reasons for their prolonged absence to the institution.
Parental Contact Initiative:	Counselors are assigned to immediately initiate telephonic outreach to the parents/guardians of these students to ascertain the cause of absence.

Academic and Regulatory Risks:	The Head of Counselling discussed the severe implications of zero attendance on university exam eligibility and the risk of permanent academic stagnation for these students.
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Conclusion

The meeting concluded with a directive from the Head of Counselling to expedite the tracking process within the upcoming week. The Department of Counselling will maintain a dedicated log of all parental responses and schedule immediate interventions to salvage the academic semester for these students within one week.







**HEAD - DEPARTMENT OF COUNSELLING
NHCE**

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

MINUTES OF MEETING

Date & Time: 07. 04. 26, 11:00 am

Venue: Applied Sciences HOD- Cabin

S.No.	Member Name	Designation	Position	Signature
1	Dr. Manjunatha	Principal	Chairman	
2	Dr. V. S. Anusuya Devi	Head - Counselling	Member Secretary	
3	Mrs. Srividya Anand	Sr. Student Counselor	Member	
4	Ms. Anna Jogie	Student Counselor	Member	
5	Ms. Kajal Janardhanan	Student Counselor	Member	
6	Ms. Nidhi Parate	Student Counselor	Member	

Meeting Title: Planning and Finalization of Specialized Workshop for Mental Health Professionals

Agenda:

- Organization of an advanced clinical training workshop exclusively for mental health professionals and practitioners.
- Evaluation of external resource expertise and itinerary finalization.
- Core thematic selection and conceptual framework verification for the training session.

Discussion points & Action Plan

Discussion point	Action Plan
Target Audience & Scope Setup:	The committee discussed the parameter requirements for the upcoming professional development session, emphasizing that the workshop must cater exclusively to internal and external mental health professionals/practitioners to ensure an advanced level of clinical discourse.

Exclusivity Enforcement:	The counseling team will handle registration boundaries and invitations, ensuring participation is strictly limited to practicing psychologists, counselors, and clinical practitioners.
Resource Person Finalization:	The committee reviewed potential subject matter experts and officially finalized the onboarding of Mr. Rohan, Counselling Psychologist , along with his specialized team, to facilitate the technical training sessions.
Speaker Coordination & Logistics:	The Member Secretary will formally extend the institutional invitation to Mr. Rohan's team, coordinate travel/hospitality requirements, and finalize the exact date and schedule for the workshop.
Thematic Selection & Core Topic:	The members evaluated critical clinical frameworks necessary for refining practitioner toolkits and finalized "Emotion-Focused Therapy" (EFT) as the core topic for the workshop.
Curriculum & Resource Mapping:	The Department of Counselling will collaborate with the visiting team to structure the module breakdown, ensuring a balance of theoretical foundations and practical case study interventions.

Conclusion

To ensure the professional enrichment of the participating practitioners, the Head of Counselling finalized the collaborative workshop layout with Mr. Rohan and his team. The Department of Counselling will manage the immediate administrative arrangements, curriculum alignments, and practitioner notifications over the coming week. A consolidated operational plan will be submitted to the management upon final completion.

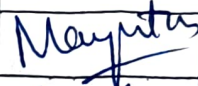

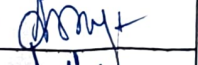





HEAD - DEPARTMENT OF COUNSELLING
NHCE

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

MINUTES OF MEETING

Date & Time: 19. 05. 26, 09:30 am
Venue: Applied Sciences HOD- Cabin

S.No.	Member Name	Designation	Position	Signature
1	Dr. Manjunatha	Principal	Chairman	
2	Dr. V. S. Anusuya Devi	Head - Counselling	Member Secretary	
3	Mrs. Srividya Anand	Sr. Student Counselor	Member	
4	Ms. Anna Jogie	Student Counselor	Member	
5	Ms. Kajal Janardhanan	Student Counselor	Member	
6	Ms. Nidhi Parate	Student Counselor	Member	

Meeting Title: Review and Audit of First-Year Faculty Mentoring (Sections A to T)

Agenda:

- Evaluation of mentor engagement and session frequency for Sections A through T.
- Authentication of mentoring documentation, including student signatures and profile completeness.
- Review of academic tracking logs and internal marks integration within the mentoring records.

Discussion points & Action Plan

Discussion point	Action Plan
Comprehensive Audit of First-Year Mentoring Progress (Sections A to T):	<p>The Department of Counselling will conduct a thorough internal audit covering the following key parameters across all designated sections:</p> <ul style="list-style-type: none"> • Faculty Deployment: Review and confirm if all assigned class teachers and mentors are actively conducting their mentoring duties. • Session Frequency: Quantify and log the exact number of counseling/mentoring sessions completed to date.

	<ul style="list-style-type: none">● Authentication: Verify that student signatures have been duly captured for every conducted session.● Academic Tracking: Check whether student internal marks and performance records have been accurately entered into the records.● Profile Completion: Ensure that comprehensive mentor/mentee baseline details are fully completed and updated.
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Conclusion

To ensure the integrity of the institutional mentoring framework, the Head of Counselling mandated a strict one-week timeline to complete the multi-point verification audit for all first-year sections (A to T). The counseling team will cross-examine mentoring diaries to verify that all faculty are actively engaging with their mentees, sessions are properly authenticated with student signatures, and internal marks and profile details are fully updated. A consolidated compliance report will be prepared for submission to the HoD upon completion.

**HEAD - DEPARTMENT OF COUNSELLING
NHCE**