

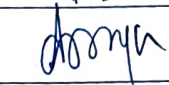


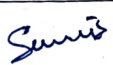


NEW HORIZON COLLEGE OF ENGINEERING
DEPARTMENT OF COUNSELLING
MINUTES OF MEETING

Date & Time: 04-09-2024, 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	

Agenda:

- To gain insights into the work culture of the institute and how it impacts academic and administrative activities.

Discussion Points:

- Overview of the institution's work culture and environment.
- Current work dynamics between faculty, staff, and students.
- Communication channels within departments.
- Challenges faced by the staff and students in terms of work-life balance and institutional support.
- Possible improvements in terms of collaboration, feedback mechanisms, and workload management.

Action Plan:

- Explore potential ways to enhance the work culture by introducing more collaborative activities for staff and students.
- Follow-up meeting to discuss proposed initiatives in the future.









HEAD-DEPARTMENT OF COUNSELLING

NHCE

NEW HORIZON COLLEGE OF ENGINEERING
DEPARTMENT OF COUNSELLING
MINUTES OF MEETING

Date & Time: 09-09-2024, 12:30 PM

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	

Agenda:

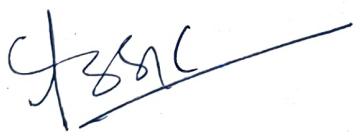
- To discuss and finalize the academic plan for the upcoming year and organize the faculty development workshop.

Discussion Points:

- Review of the academic calendar for 2024-2025.
- Plans to introduce faculty training and development sessions to improve teaching methods.
- The need for a mentoring workshop for faculty to address professional development, new teaching strategies, and workload management

Action Plan:

- Finalize the content of the mentoring workshop for faculty.
- Set dates for faculty development workshops.
- Communicate the final plan of action to faculty and staff.




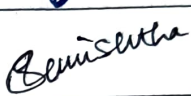



HEAD-DEPARTMENT OF COUNSELLING

NHCE

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

Date & Time: 12-09-2024, 11:30 AM
Venue: Applied Sciences HOD - Cabin

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

Agenda:

- To finalize the content and schedule for the upcoming faculty mentoring workshop.

Discussion Points:

- Review and finalization of the workshop agenda.
- Topics to be covered: mentorship techniques, academic advising, time management, and maintaining a healthy work-life balance.
- Selection of speakers and facilitators for different sessions of the workshop.
- Logistics, such as duration of the workshop, preferred dates, and participant engagement activities.

Action Plan:

- Confirm the speakers and finalize their presentations.
- Organize the logistical aspects, including venue, materials, and participant registration.
- Set a communication plan to inform faculty about the finalized workshop details.








HEAD-DEPARTMENT OF COUNSELLING

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

Date & Time: 08-10-2024, 11:30 AM
Venue: Applied Sciences HOD - Cabin

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

Agenda:

- To finalize logistics for the wellness program for faculty, and discuss other arrangements related to World Mental Health Day.

Discussion Points:

- Finalized the details of the wellness program for faculty, including activities for the day such as yoga and relaxation techniques.
- Collaborated with the HR department and Sports Department to arrange yoga mats and other required equipment for the session to be held in Nirvana Hall.
- Discussed refreshments and health-focused snacks to be provided during the wellness session.
- Coordinated with the Sports Department to ensure the availability of venue for yoga session.
- Finalized the dates for the orientation programs for the students of the Marthahalli College (BCOM, BBA, BCA students).

Action Plan:

- Confirm the availability of yoga mats for the staff and finalize the schedule for the wellness program.
- Work with HR and Sports Department to secure all necessary equipment (yoga mats, etc.).
- Finalize the menu for refreshments, keeping in mind health and wellness.
- Ensure orientation programs for BCOM, BBA, and BCA students are scheduled and communicated to relevant departments.

Summary of Actions for October 2024:

- Finalize and organize activities for World Mental Health Day with a focus on mental health at the workplace.
- Confirm logistics for the wellness program for faculty and coordinate with HR and the Sports Department.







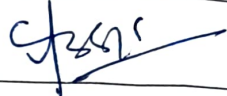
HEAD-DEPARTMENT OF COUNSELLING

NHCE

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

Date & Time: 03-10-2024, 12:30 PM

Venue: Applied Sciences HOD - Cabin

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

Agenda:

- To further plan and finalize the details for World Mental Health Day activities.

Discussion Points:

- Detailed planning of the event flow for World Mental Health Day.
- Discussed the participation of faculty and staff, and how to encourage maximum involvement.
- Identified key speakers and facilitators for the sessions.
- Discussed the logistics of hosting sessions, including venue arrangements and time slots.
- Finalized materials and resources to be shared with the staff, such as mental health tips and coping mechanisms.

Action Plan:

- Confirm the participation of facilitators.
- Prepare event schedules, including workshops and discussions.
- Ensure all materials (flyers etc.) are prepared and ready for posting in the respective groups.
- Send invitations to staff and ensure they are aware of the event's timing and purpose.






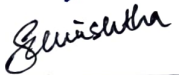
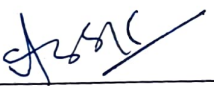
HEAD-DEPARTMENT OF COUNSELLING

NHCE

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

Date & Time: 21-09-2024, 1:30 PM

Venue: Applied Sciences HOD - Cabin

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

Agenda:

- To discuss the upcoming faculty workshop and reconsider the proposed dates.

Discussion Points:

- The faculty workshop was scheduled but needed to be postponed due to scheduling conflicts with faculty availability.
- Discussion of alternative dates and potential challenges in rescheduling.
- It was decided that the exact dates would be determined later.
- Suggestions for improving the workshop structure, including more interactive sessions.

Action Plan:

- Follow up with the faculty for availability on new dates.
- Update the workshop agenda and logistics based on feedback from the meeting.
- Send out communication to all faculty about the new dates once confirmed.

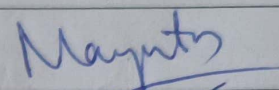
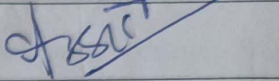
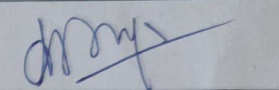
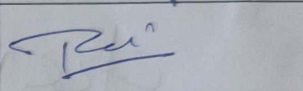
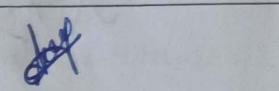
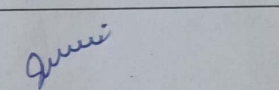


HEAD-DEPARTMENT OF COUNSELLING

NHCE

NEW HORIZON COLLEGE OF ENGINEERING
DEPARTMENT OF COUNSELLING
MINUTES OF MEETING

Date & Time: 25-11-2024, 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: Training Program for First-Year Engineering Students

Agenda:

1. Finalizing the details of the training program for first-year engineering students by ASK.
2. Coordination of logistics and arrangements.
3. Action items and responsibilities.

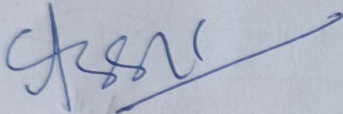
Discussion Points	Action plan
Program Details	The training program for first-year engineering students was finalized. Date: 5th December 2024 Time: 10:00 AM to 3:00 PM Venue: Audio-Video Room, Amar Jawan Jyothi Building The program will be conducted by Aapta Salaha Kendra
Participants	First-year engineering students will participate. The total number of students expected to attend (40-CR) was discussed and confirmed.
Refreshments and Meals	Tea will be served for both trainers and students. Lunch will be provided for the trainers.

Logistics and Coordination	The Counselling Department will ensure the seamless execution of the program, including coordinating the schedule and addressing any issues that may arise. The Availability of the Audio-Video Room needs to be confirmed with the Head of the Library Science Department.
Communication and Notifications	The ASK Coordinator will be informed about the finalized schedule and program details.

Conclusion:

The meeting successfully finalized the details for the training program, and all logistical aspects were discussed and assigned.

All responsible parties are expected to complete their action items promptly to ensure a smooth event on the 5th of December, 2024.



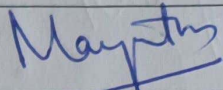
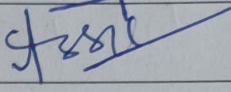
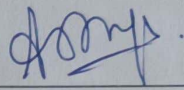
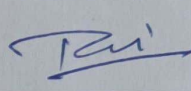

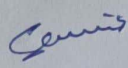
HEAD-DEPARTMENT OF COUNSELLING

NHCE

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

Date & Time: 23-09-2024, 12:30 PM

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	

Agenda:

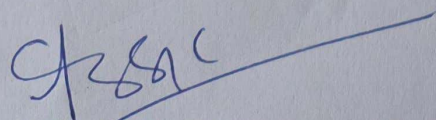
- To discuss the logistics and preparation for the First Year BE Students' Orientation, specifically for the event to be held in the Falconry Seminar Hall.

Discussion Points:

- Overview of the orientation program, including welcome addresses, introduction to the institute, and student engagement activities.
- Organizing the logistics for the Falconry Seminar Hall, including seating arrangements, AV equipment, and event flow.
- Assigning responsibilities for different aspects of the event such as on spot registration, collecting materials for the workshop, and Activity sheets for the students.
- Plans to speak about UHV in all the session for students.

Action Plan:

- Finalize the schedule and event program.
- Confirm the technical setup for the seminar hall.
- Assign staff and volunteers to manage different logistical aspects on the day of the event.
- Communicate all necessary details to first-year students.



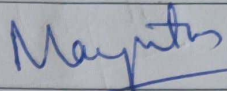
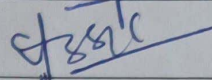
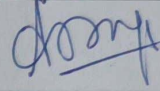
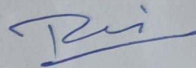

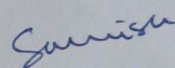
HEAD-DEPARTMENT OF COUNSELLING

NHCE

NEW HORIZON COLLEGE OF ENGINEERING
DEPARTMENT OF COUNSELLING
MINUTES OF MEETING

Date & Time: 01-10-2024, 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	

Agenda:

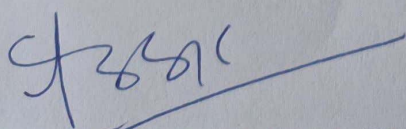
- To plan the activities for World Mental Health Day (WMHD) based on the WHO theme "Mental Health at Workplace."

Discussion Points:

- Overview of the WHO theme for World Mental Health Day and its relevance to the workplace, especially in the context of an academic environment.
- Discussed potential activities to raise awareness about mental health in the workplace, such as interactive sessions, talks, and workshops.
- The importance of reducing stigma surrounding mental health and creating a supportive environment for staff.
- Suggestions to engage faculty, staff, and students in these activities.
- Ideas included organizing a panel discussion, stress management workshops, and providing resources on mental health.

Action Plan:

- Finalize the activities for World Mental Health Day.
- Organised well in action event for all staff.
- Involve counsellors, HR, and Sports departments to support the initiative.



HEAD-DEPARTMENT OF COUNSELLING

NHCE



NEW HORIZON COLLEGE OF ENGINEERING COUNSELLING COMMITTEE

SI No:	Member Name	Designation	Position
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

Objectives of the Committee:

- 1. Providing Academic Guidance and Support:** The committee aims to offer academic counseling to students, guiding them in managing academic workloads, and improving study skills. It ensures that students receive the necessary support to meet their academic goals and overcome challenges.
- 2. Promoting Mental Health and Emotional Well-being:** One of the key objectives is to provide emotional support and address mental health concerns among students. The committee organizes counseling sessions, stress management workshops, and other initiatives to help students cope with anxiety, depression, and other mental health issues.
- 3. Facilitating Personal Development:** The counseling committee assists in the personal development of students by offering guidance on interpersonal skills, time management, and decision-making.
- 4. Providing Support for Slow Learners:** The committee ensures that students receive the necessary guidance and support. It works to create an inclusive environment by addressing any barriers that these students might face academically or socially.
- 5. Fostering a Positive Campus Environment:** The committee works to create a supportive and inclusive campus culture by promoting mental health awareness and conflict resolution.

Functions of the Committee:

- 1. Mental Health and Emotional Support:** It offers confidential counseling sessions to address emotional and psychological issues, providing a safe space for students to seek support.
- 2. Promoting Awareness on Mental Health:** The committee raises awareness about mental health issues through workshops and campaigns, encouraging students to seek help and reduce stigma.
- 3. Support for Slow Learners:** It ensures students receive necessary accommodations and support, fostering an inclusive and accessible academic environment.
- 4. Conflict Resolution and Peer Mediation:** The committee mediates conflicts between students and staff, promoting open communication and resolving disputes constructively.
- 5. Organizing Awareness Programs and Workshops:** It plans workshops and seminars on stress management, time management, and other essential skills to enhance students' personal development.
- 6. Referral to External Resources:** The committee refers students to external mental health professionals and resources when additional support or treatment is needed.