

MEETING

Chairperson : Dr. Sr. Kochuthressia K.P.

Co-ordinator : Ms. Jyoti Mathew

Date : 02.08.2023

Venue : Principal Room

Agenda : 1. Assess the activities for the academic year

2022-23

2. Plan the activities for

the academic year

2023-24

Members : Dr. Sr. Kochuthressia K.P.

Ms. Jyoti Mathew

Decisions Taken

1. Conduct orientation programme for first year UG & PG students

2. Conduct orientation programme for the parents

3. Observe World Mental Health

Day & Conduct Awareness on Suicide

& Start new batch (Batch 8)

Counselling & Guidance Course

5. Appoint JEEVANI Counsellor

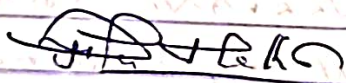
6. Appoint staff representative to FCC

Co-ordinator

Chairperson

Actions Taken

1. Conducted Orientation Programme for first year UG & PG students on 13.07.2023
2. Conducted Orientation Programme for parents alongwith PTA General Body on 10.07.2023
3. Conducted Awareness Programme on 'Suicide Prevention' by Ms. Sini A D Jeevari Counsellor on 21.09.2023
4. Conducted a session on 'TIME MANAGEMENT' on 9.10.2023
5. Conducted Seminar in connection with 'World Mental Health Day' Observance on 11.10.2023
Class led by Dr. Nila Mary Francis Associate Professor, Prajyoti Niketan College, Pudukkad
6. Ms. Sini A. D. took charge as Jeevari Counsellor on 08.08.2023
7. Counselling & Guidance Course Batch 8 commenced on 05.08.2023
8. Ms. Usha (Dept. of Pol. Science) is selected as staff representative



Co-ordinator



Principal

MEETING 2

Chairperson : Dr. Dr. Kochukrassie K.P
 Co-ordinator : Ms. Jyoti Madhav

Date : 19.01.24

Venue : Principal Room

Agenda : Assess the activities conducted during the academic year 2023-24

Members : Dr. Dr. Kochukrassie K.P
 Ms. Jyoti Madhav
 Ms. Ushasree E.C.

Decisions taken

1. To conduct offline class & practical sessions of Counselling & Guidance Bachel 8 on 23rd & 24th April 2024
2. To conduct final theory exam of Counselling & Guidance Bachel 8 on 27th April 2024
3. To conduct valedictory function of Counselling & Guidance Bachel 8 before 31st May 2024
4. Prepare action plan for the academic year 2024-25
5. Update counselling register and profoma for the academic year 2023-24

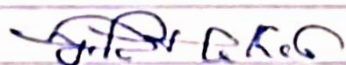
Jyoti Madhav

Co-ordinator

Dr. Dr. Kochukrassie K.P
 Chairperson

Acts taken

1. Updated Counselling register & programme for the academic year 2023-24
2. Ms. Sini A. D., Jeevari Counsellor is relieved from duty w.e.f 1st March 2024
3. Conducted offline classes for Counselling Guidance Course Batch 8 on 23rd & 24th April 2024 and final theory exam was conducted on 27th April 2024 & practical sessions
4. Convocation Ceremony of Counselling & Guidance Course Batch 8 was conducted on 29th May 2024. 28 candidates have successfully completed the course and received certificates from Dr. S. Sana (MC Principal, Carmel College (Aldersonow))


Co-ordinator


Principal

COUNSELLING CENTRE

