



(A Unit of Sri Devaraj Urs Educational Trust, Kolar)
R L JALAPPA INSTITUTE OF TECHNOLOGY
 (Affiliated to VTU, Belagavi and Approved by AICTE, New Delhi)
 Doddaballapur-561203, Bangalore Rural



Date: 12/05/2023

Committee Name: Counselling Cell

Member Details

Sl. No	Name	Department	Role
1	Prof. Harish R S	ME	Chairperson
2	Prof. Lokesh R	ECE	Member
3	Prof. Rekha M S	CSE	Member
4	Prof. Hemalatha B R	Allied Science	Member

Roles and Responsibilities of the Committee.

1. Help the students to overcome examination stress or fear.
2. To create awareness about issues and problems related to mental health of student
3. Refer the students to professional psychiatrics or counsellors in severe cases.
4. To create awareness about issues and problems related to mental health of students.
5. Diagnose the learning difficulties of students and help them to overcome the same.
6. Solve personal problems of student by conducting individual counselling session and Boost self-esteem of weaker /physically challenged students.

Signature of the Committee Head

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Sri Devaraj Urs Educational Trust (R.), Tamaka, Kolar
R.L. JALAPPA INSTITUTE OF TECHNOLOGY
[Affiliated to VTU, Approved by AICTE, Recognized by Govt. of Karnataka]
Kodigehalli, Doddaballapur - 561203, Bangalore Rural District.,

Date: 01/06/2023

Circular

A meeting of counseling cell is convened on 03/06/2023 at 10.30 AM in the ECE Seminar Hall. All the committee members are informed to attend the same without fail.

Agenda:

1. Nominating Student Counselors in each Department.
2. Discussion with LG Counseling Committee.


Chairperson

(Counseling cell)

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Office of the Principal

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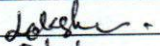


PROCEEDINGS OF THE COUNSELING CELL COMMITTEE MEETING

Meeting Name:	Minutes of Counseling Cell Committee Meeting		
Date of Meeting:	03/06/2023(Saturday)	Meeting Reference number:	RLJIT/2023/04
		Time:	10:30AM to 11:00 AM
Meeting Facilitator:	Harish R S Assistant Professor	Location:	ECE Seminar Hall

1. Meeting Agenda

1. Nominating Student Counselors in each Department.
2. Discussion with LG Counseling Committee.

2. Attendees list

S.L	Name	Designation	Present / Absent
1.	Prof. Harish R S	Assistant Professor	Present
2.	Prof. Lokesh R	Associate Professor	Present 
3.	Prof. Rekha M S	Assistant Professor	Present 
4.	Prof. Hemalatha B R	Assistant Professor	Present 



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3.Points discussed during the Meeting			
S.L	Points discussed	Actions Taken	Time Stamp
1.	Nominating Student Counselors in each Department.	Assigned to Committee faculties to identify in their respective Departments.	10:30 AM
.	Discussion with LG Counseling Committee.	Discussed with LG Counseling Committee Chairperson Prof. Rekha M S	10:45 AM

Place :Doddaballapur

Date: 03-06-2023


Committee Chairperson

Copy to:-

- i. The Vice Chairman, RLJGI
- ii. The CEO, RLJGI
- iii. Director – HRD
- iv. Director – Admin., & R&D
- v. Vice Principal
- vi. All the HoDs to circulate among the staff
- vii. Placement Officer, Librarian, Student Welfare Officer & PED
- viii. Admission Incharge
- ix. All Superintendents (Office, Accounts, Exam)
- x. Hostel Wardens (Boys & Girls Hostel)
- xi. PA to Principal
- xii. o/c



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Date: 12/05/2023

Circular

A meeting of counseling cell is convened on 16/05/2023 at 02.30 P.M in the Mechanical Seminar Hall. All the committee members are informed to attend the same without fail.

Agenda:

1. Induction program for first year students on personality Development.
2. Class session for students on Time Management.


Chairperson

(Counseling cell)

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PROCEEDINGS OF THE COUNSELING CELL COMMITTEE MEETING

Meeting Name:	Minutes of Counseling Cell Committee Meeting		
Date of Meeting:	16/05/2023(Tuesday)	Meeting Reference number:	RLJIT/2023/03
		Time:	02:30P.M to 03:00 PM
Meeting Facilitator:	Harish R S Assistant Professor	Location:	Mechanical Seminar Hall

1. Meeting Agenda

1. Induction program for first year students on personality Development.
2. Class session for students on Time Management.

2. Attendees list

S.L	Name	Designation	Present / Absent
1.	Prof. Harish R S	Assistant Professor	Present
2.	Prof. Lokesh R	Associate Professor	Present
3.	Prof. Rekha M S	Assistant Professor	Present
4.	Prof. Hemalatha B R	Assistant Professor	Present



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3.Points discussed during the Meeting

S.L	Points discussed	Actions Taken	Time Stamp
1.	Induction program for first year students on personality Development.	To Conduct one Session on personality Development on 25/05/2023	2:30 PM
2.	Class session for students on Time Management.	To Conduct one Session on Time Management on 26/05/2023	2:45 PM

Place : Doddaballapur

Date: 126-05-2022


Committee Chairperson

Copy to:-

- i. The Vice Chairman, RLJGI
- ii. The CEO, RLJGI
- iii. Director – HRD
- iv. Director – Admin., & R&D
- v. Vice Principal
- vi. All the HoDs to circulate among the staff
- vii. Placement Officer, Librarian, Student Welfare Officer & PED
- viii. Admission Incharge
- ix. All Superintendents (Office, Accounts, Exam)
- x. Hostel Wardens (Boys & Girls Hostel)
- xi. PA to Principal
- xii. o/c



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Date: 10/02/2023

Circular

A meeting of counseling cell is convened on 15/02/2023 at 2.00 PM in the Mechanical Seminar Hall. All the committee members are informed to attend the same without fail.

Agenda:

1. "Refresh and come alive" session for Staff.
2. Class session on the topic "Stress and Coping Strategies for students.


Chairperson

(Counseling cell)

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PROCEEDINGS OF THE COUNSELING CELL COMMITTEE MEETING

Meeting Name:	Minutes of Counseling Cell Committee Meeting		
Date of Meeting:	15/02/2023(Wednesday)	Meeting Reference number:	RLJIT/2023/02
		Time:	02:30P.M to 03:00 PM
Meeting Facilitator:	Harish R S Assistant Professor	Location:	Mechanical Seminar Hall

1. Meeting Agenda

1. "Refresh and come alive" session for Staff.
2. Class session on the topic "Stress and Coping Strategies" for students.

2. Attendees list

S.L	Name	Designation	Present / Absent
1.	Prof. Harish R S	Assistant Professor	Present
2.	Prof. Lokesh R	Associate Professor	Present
3.	Prof. Rekha M S	Assistant Professor	Present
4.	Prof. Hemalatha B R	Assistant Professor	Present



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3.Points discussed during the Meeting			
S.L	Points discussed	Actions Taken	Time Stamp
1.	"Refresh and come alive" session for Staff.	To Conduct one day Games for Staff.	2:30 PM
2.	Class session on the topic "Stress and Coping Strategies" for students.	To Conduct one Session Stress and Coping Strategies"Before Exams.	2:45 PM

Place :Doddaballapur

Date: 15-02-2023


Committee Chairperson

Copy to:-

- i. The Vice Chairman, RLJGI
- ii. The CEO, RLJGI
- iii. Director – HRD
- iv. Director – Admin., & R&D
- v. Vice Principal
- vi. All the HoDs to circulate among the staff
- vii. Placement Officer, Librarian, Student Welfare Officer & PED
- viii. Admission Incharge
- ix. All Superintendents (Office, Accounts, Exam)
- x. Hostel Wardens (Boys & Girls Hostel)
- xi. PA to Principal
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Date: 16/11/2022

Circular

A meeting of counseling cell is convened on 23/11/2022 at 02.30 P.M. in the conference Hall. All the committee members are informed to attend the same without fail.

Agenda:

1. Academic Counseling.
2. CIE
3. Others if any.


Chairperson

(Counseling cell)

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PROCEEDINGS OF THE COUNSELING CELL COMMITTEE MEETING

Meeting Name:	Minutes of Counseling Cell Committee Meeting		
Date of Meeting:	23/11/2022(Wednesday)	Meeting Reference number:	RLJIT/2023/01
		Time:	02:30P.M to 03:00 PM
Meeting Facilitator:	Harish R S Assistant Professor	Location:	Conference Hall

1. Meeting Agenda

1. Academic Counseling.
2. CIE
3. Others if any.

2. Attendees list

S.L	Name	Designation	Present / Absent
1.	Prof. Harish R S	Assistant Professor	Present
2.	Prof. Lokesh R	Associate Professor	Present
3.	Prof. Rekha M S	Assistant Professor	Present
4.	Prof. Hemalatha B R	Assistant Professor	Present



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3.Points discussed during the Meeting			
S.L	Points discussed	Actions Taken	Time Stamp
1.	Academic Counseling.	To give Brief introduction about course and vertical progression during Induction classes	2:30 PM
2.	CIE	To tell importance of CIE Marks during Induction classes	2:45 PM
3.	Conduct any refreshment games	Inform to PED	2:55 PM

Place :Doddaballapur
Date: 23-11-2022


Committee Chairperson



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Date: 04/02/2021

Circular

A meeting of counseling cell is convened on 08/02/2021 at 10.30 AM in ECE Seminar Hall. All the committee members are informed to attend the same without fail.

Agenda:

1. Academic Counseling.
2. CIE Counseling.


Chairperson

(Counseling cell)

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PROCEEDINGS OF THE COUNSELING CELL COMMITTEE MEETING

Meeting Name:	Minutes of Counseling Cell Committee Meeting		
Date of Meeting:	08/02/2021 (Monday)	Meeting Reference number:	RLJIT/2021
Meeting Facilitator:	Harish R S Assistant Professor	Time:	10:30 AM to 11:00 AM
		Location:	ECE Seminar Hall

1. Meeting Agenda

1. Academic Counseling.
2. CIE Counseling

2. Attendees list

S.L	Name	Designation	Present / Absent
1.	Prof. Harish R S	Assistant Professor	Present
2.	Prof. Lokesh R	Associate Professor	Present
3.	Prof. Rekha M S	Assistant Professor	Present
4.	Prof. Hemalatha B R	Assistant Professor	Present



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3. Points discussed during the Meeting

S.L	Points discussed	Actions Taken	Time Stamp
1.	Discussion on Counseling students who got back logs.	Informed to LG Committee to update the same with LG Counselors to complete it.	10:30 AM
2.	Discussion on Counseling students who got less marks in CIE	Informed to LG Committee to complete it.	10:45 AM

Place : Doddaballapur
Date: 08-02-2021


Chairperson