

**Department of Research and Development
R&D Meeting of Minutes**

Date of Meeting: 05.10.2024

Time: 03:45 pm - 04:30 pm

The meeting started with Opening remarks by Dean R&D

1. Dean - R&D thanked all the coordinators for the continuous support towards R&D activities during September 2024.
2. Monthly R&D audit is mandatory to all the faculty members as per Institution guidelines and Research Audit will start from 14th October 2024 onwards as per the schedule circular dated on 01.10.2024.
3. It is decided that Faculty R & D file will be verified with supporting documents (Soft Copy) as per R&D Audit Form 1 Proforma. This will be checked during the October month audit as per the circular dated on 01.10.2024.
4. Information provided related to mandatory and Additional Incentive schemes.
5. In this connection, all the Incentive forms should be properly verified by department R&D coordinators and send it through respective HoDs to the R&D department on or before 05th of every month.
6. Department R&D Coordinators are requested to provide guidance and support to the department faculty members to achieve the target for the AY 2024-25.
7. Department R&D Coordinators are requested to maintain the consolidated publication details (Excel Sheet) of the department faculty members for the AY 2024-25 as per the formats sent from R&D Office dated on 31.07.2024.
8. As per the Principal Office Circular Dated on 03.10.2024, all the department project coordinators are requested to submit the Paper Publication from Student Phase I project (final year) in the International Conference on Data Science, Machine Learning & Applications (ICDSMLA - 2024) and for registration process, the project coordinators are requested to meet Dr. Aravinda, HOD – ECE or Dr. Vinoth Kumar K, Associate Head R&D (for validating the quality of the paper). This will help R&D Department to keep a track on the papers submitted from our institution.
9. To facilitate the faculty members the NHCE Scopus Publication data for the CY 2022 to CY 2025 is sent to all the department dated on 20.09.2024 and 23.09.2024. In this regard, the faculty members are informed to cite NHCE papers in their individual papers based on the research title, paper title etc. It is mandatory to cite relevant NHCE Papers (Minimum 20 citations / Year) and also requested to avoid self-citations.

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10. R&D department will facilitate the NOC / Endorsement etc of Funding (Grants) proposal submission proformas from Principal Office. In continuation to that, it is informed that all the faculty members should submit NOC / Endorsement forms etc related to Research Grants to R&D department.
11. Attendance is mandatory to all the faculty members for attending training programmes conducting by R&D department.
12. The meeting is ended with High Tea.



Rusathi
7/10/24

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Encls: Attendance Sheet



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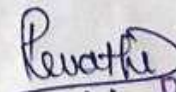
Department of Research and Development

Attendance of R&D Co coordinators Meeting for the October 2024

Date of Meeting: 04.10.2024

S.No	Name of the faculty member	Department	Designation	Signature
1	Dr. Ramachandra Nobile	AS	Sr. Asst. Prof	
2	Dr. T. Kantha	CSE - II	Prof	
3	Dr. Mausri Bhuyan	EEE	Asst Prof	
4	Dr. Arvind S. Kapse	ISE	Professor	
5	Dr. Sarathesh Krishna	CSE - I	Asso Prof	
6	Dr. Madhumohana Raju	AS	Associate Prof.	
7	Dr. Prityameel Kulkarni	MBA	Associate Prof	
8	Dr. B. Nitya	MCA	Associate Prof	
9	Dr. Joshua. D. Raj	CSE CDS	Assoc Prof	
10	Dr. Raghu ms	AS	Assoc Prof	
11	R.S. Syam Dev	AIML	Sr. Asst. Prof	
12	Dr. A.B. Gurusahani	ECE	Prof	
13	Dr. VINOTH KUMAR K	R&D	Prof & Ass. head	
14	Dr. K. GOPAL	MECH	Associate prof	




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