Department of Research and Development
Minutes of Meeting

Date of Meeting: 11.01.2025   **Time:** 10:30 am - 11:30 am   **Venue:** R&D Department

Agenda:

1. *Research Publications*
2. *Faculty Research Audit and assessment*
3. *Faculty Appraisal and Incentives Schemes*
4. *Research Funding Proposals*
5. *Faculty Research Portals Updation*
6. *Updation in R&D Notice Boards in Departments*

Members Present:

Dr. Revathi V, Dean R&D
Dr. Vinoth Kumar K, Professor & Associate Head R&D

Coordinators Present:

1.	Dr. Rajesh G	Associate Professor – ECE
2.	Dr. Arvind S Kapse	Professor – ISE
3.	Dr. Priyameet Kaur	Professor – MBA
4.	Dr. Ashok K	Associate Professor – CSE 1
5.	Dr. Suganya R	Associate Professor – CSE (DS)
6.	Ms. Sangeetha C N	Assistant Professor – EEE
7.	Dr. Hemanth Raju T	Associate Professor – ME
8.	Dr. A B Madhu Mohana Raju	Associate Professor – MATHEMATICS
9.	Dr. M S Raghu	Associate Professor – CHEMISTRY
10.	Dr. Ramachandra Naik	Associate Professor – PHYSICS
11.	Dr. Nithya Ramesh B	Associate Professor – MCA
12.	Mr. Ramesh Prasad R	Sr. Assistant Professor – AIML
13.	Dr. A B Gurulakshmi	Professor – ECE

The meeting started with Opening remarks by Dean R&D

1. Dean - R&D mentioned, as we step into CY 2025, I want to take a moment to reflect on the remarkable progress we've made together over the past year 2024. Our collective commitment to Research has led to groundbreaking advancements, and I am excited for the opportunities the new year holds. This year, let's continue pushing the boundaries of knowledge, embrace challenges as opportunities, and inspire one another to reach new heights. May we continue to foster a collaborative environment where creativity thrives and where every idea, big or small, can spark the next great breakthrough.

2. Dean - R&D thanked all the coordinators for the continuous support towards R&D activities during December 2024.

3. Faculty Research review and assessment is completed for all the departments and detailed Comments of audit to be send to the Heads of Departments on or before 20.01.2025.

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. Monthly R&D Review is mandatory to all the faculty members.

8. Calender of Events for the AY 2024-25 Even Semester is circulated on 11.01.2025.

9. All the R&D activities and events will be scheduled as per the R&D Calender of Events.

10. It is mandatory that faculty members must have Scopus ID, VIDWAN ID, ORCID, Web of Science ID but frequent updates needed in all the research portals.

11. Faculty Research Portals Updation review is scheduled as per the R&D Calender of Events.

12. Research Paper Publications of all the faculty members which require more improvement as per Target Goal of Department for the AY 2024-25.

13. It is informed that faculty members should avoid publishing the research paper in Journal special issues.

14. 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.

15. 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.

16. There will be separate notice board of R&D should be available in all the departments. These notice board ideas help keep the students and faculty members for motivation and engaged with ongoing projects, updates, and publication about the department R&D work. The purpose of R&D notice boards in a department is to serve as a central communication hub that keeps everyone informed, organized, and motivated. Here are some key purposes and functions of an R&D notice board: Information Sharing; Updates on Ongoing Projects; Display progress reports, upcoming milestones, and deadlines for various research projects. Also Important Announcements to share department-wide news, such as new hires, policy changes, or upcoming events.

17. In essence, the R&D notice board acts as a dynamic, interactive tool to keep the department engaged, informed, and aligned with common goals. It supports communication flow, enhances transparency, fosters a positive work environment, and encourages a sense of community among team members.

18. It is informed that, Research Publications should be showcase in the notice boards regularly.

19. The meeting ended with High Tea.

Encls: Attendance Sheet

NEW HORIZON
COLLEGE OF ENGINEERING

Department of Research and Development

Attendance of R&D Coordinators meeting for the January 2025

Date : 11.01.2025

S. No	Name of the faculty member	Designation	Department	Signature
1.	Dr. Hemanth Ragu T	Assoc. Prof	MECH	
2	Sangeetha. C.N	Asst. Prof.	EEE	
3	Dr. Ashok. K	Asso. Prof.	CSE	
4	Dr. B. Nithya Ramesh	Assoc. Prof.	MCA	
5.	Dr. Priyameet kaur	Professor	MBA	17/1/25
6	Ramesh Prasad R	Sr. Asst. Prof	AIML	
7	Raghu MS	Assoc. Prof	AS	
8	Dr. Ramachandra Naik	Assoc. Prof	AS	
9	Dr. Madhumohana Raga	Assoc. Prof	AS	
10	Dr. Rajesh. G	ASP	ECE	GGy
11.	Dr. R. Suganya	Asso. Prof	CSE (DS)	
12	Dr. Arvind S. Kapse	Professor	ISE	
13.	Dr. A. B Gurulakshmi	Professor	ECE	

11/1/25

Dean
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