



## Department of Research and Development

### Minutes of Meeting

**Date of Meeting:** 24.06.2025

**Time:** 10:00 am - 11:00 am

**Venue:** IDEA LAB Conference Room

#### Agenda:

1. *Faculty Research review and assessments*
2. *Department Monthly R&D Reports*
3. *Claim norms of Research Promotion Policy*
4. *Submission of Incentive Forms and Supporting Document*
5. *Annual Self Appraisal and Performance Appraisal for AY 2024-25*
6. *Research Publication Affiliation details*
7. *Reimbursement for KSCST Funded Sanctioned Projects*
8. *Research Grants Submission Details*

#### Members Present:

Dr. Revathi V, Dean R&D

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

#### Coordinators Present:

- |                             |  |
|-----------------------------|--|
| 1. Mr. Syam Dev R S         | Sr. Assistant Professor - AIML         |
| 2. Dr. Santhosh Krishna B V | Associate Professor - CSE 1            |
| 3. Dr. Kavitha T            | Professor - CSE 2                      |
| 4. Dr. M S Raghu            | Associate Professor - CHEMISTRY (AS)   |
| 5. Dr. Monika Gupta         | Associate Professor - ECE              |
| 6. Dr. Sujoy Das            | Sr. Assistant Professor - EEE          |
| 7. Ms. Sweet Subhashree     | Sr. Assistant Professor - ISE          |
| 8. Dr. Gopal K              | Associate Professor - ME               |
| 9. Dr. Madhumohana Raju A B | Associate Professor - MATHEMATICS (AS) |
| 10. Dr. Ramachandra Naik    | Associate Professor - PHYSICS (AS)     |
| 11. Dr. Priyameet Kaur Keer | Professor - MBA                        |
| 12. Dr. Priya Thomas        | Sr. Assistant Professor - MCA          |

#### Coordinators Absent:

- |                             |                      |
|-----------------------------|----------------------|
| 1. Dr. Sunil Kumar Vengalil | Professor - CSE (DS) |
|-----------------------------|----------------------|

#### The meeting started with Opening remarks by Dean - R&D

Dean - R&D thanked all the coordinators for the continuous support towards R&D activities during June 2025.

### **Agenda 1: Faculty research review and assessments:**

The Faculty Research Review and Assessment for all departments is scheduled by the R&D department as per the circular dated on 02.06.2025. In alignment with the Institution Norms, participation in the Monthly R&D Review is mandatory for all faculty members. The assessment and review process are scheduled from 23.06.2025 to 27.06.2025. Please note that due to maintenance work in Block A, the department files for CSE 1, CSE 2, and MBA departments will be verified during the July 2025 Assessment Review. All concerned departments are requested to ensure their documentation is complete and available for review during this period.

### **Agenda 2: Department Monthly R&D Reports:**

The Dean has informed that the department's monthly R&D reports no longer need to be submitted separately. The R&D Department will instead extract the necessary data from the Monthly Faculty R&D Review and Assessment Reports, as this provides more clarity and consistency.

### **Agenda 3: Claim norms of Research Promotion Policy:**

The Dean of R&D has informed that faculty members should submit the Additional Incentives Claim (Form 2) only after fulfilling the requirements outlined in the Self Appraisal Policy for the Academic Year 2024–25.

Additionally, coordinators have suggested increasing the claim amount for Q-Rated journal publications where the faculty member is listed beyond the 3rd author position, to better reflect their contribution.

### **Agenda 4: Submission of Incentive Forms and Supporting Documents:**

All faculty members are requested to ensure that their **Incentive Forms** are properly verified and submitted through their respective **Heads of Departments (HoDs)** to the **R&D Department on or before the 5th of every month**.

Faculty members claiming incentives must:

- i. Ensure that the **full paper** of the publication is submitted to the **Department R&D Coordinator** through the HoD.
- ii. Confirm that the publication is recorded and **approved by the HoD** under the **HRMS Portal**.

The department should verify and maintain **all supporting documents** in the departmental file before forwarding any incentive claims to the R&D Department.

Additionally, all faculty members are requested to provide valid **research publications, patents, project grants, or any other relevant documents** to the **R&D Coordinator and the R&D Department** as and when required.

### **Agenda 5: Annual Self Appraisal and Performance Appraisal for AY 2024-25:**

As per the HR Department's email communication dated 24.05.2025, all faculty members are required to submit the details of their Scopus-Indexed research papers to their respective departments, and ensure the same information is uploaded on the HRMS portal.

Additionally, For the Academic Year 2024–25 Self appraisal, a request letter to be submitted through the proper channel along with valid proof of “***Journal acceptance***” and “***Completed Conference Presentation along with Signed Copyright forms***”.

#### **Agenda 6: Research Publication Affiliation details:**

Dean R&D mentioned about some faculty members are listing their institutional affiliations in published research papers. Variations such as “New Horizon College of Engineering is an Autonomous college affiliated to Visvesvaraya Technological University (VTU), Karnataka, Bangalore, India”, “NHCE”, or “Nhce” or “horizon college of engineering” have been noted. Additionally, some affiliations include spelling errors in the name of the state, or omit crucial details such as the department name.

To ensure consistency and accurate indexing in databases such as Scopus, it is imperative that all faculty members use the following standardized format when listing their affiliation in any research publication:

**“Department of [Department Name], New Horizon College of Engineering, Bengaluru 560103, Karnataka, India”**

Dean informed to all the R&D Coordinators should inform to faculty members and students in department to strictly follow this format. Failure to do so may result in the publication not being indexed correctly, which in turn will affect the institution’s visibility in research databases and eligibility for related academic benefits. The Dean of R&D has informed that if a published research paper contains incorrect affiliation details, a memo will be issued to the concerned faculty member. Faculty members are therefore advised to carefully verify and ensure accurate institutional affiliation information in all research publications prior to submission.

**(Note: Faculty member is individually responsible for ensuring the accuracy of their publication details)**

#### **Agenda 7: Reimbursement for KSCST Funded Sanctioned Projects:**

The Dean of R&D has informed reimbursement for “sanctioned 48th Series of KSCST SPP (2024 - 2025)” funded projects to the R&D Department sent to Principal Office for further processing.

#### **Agenda 8: Research Grants Submission Details:**

IREC securitized the proposals and recommended for submission to AICTE ATAL FDP, the details of the are mentioned in Table 1.

*Table 1. IREC Recommendation of Research Funding Proposals Submission details*

S.No	Name of the Coordinators	Department	Title of the FDP	Funding Agency	Application Number and Date of Submission (DOS)	Funding Amount in Rs.
1	Dr. Karthika M Ms. Anitha A	EEE	Smart Mobility Solutions: Enhancing Electric Vehicle Performance with A	AICTE ATAL (Online FDP)	1749569832 DOS: 11.06.2025	Rs. 1 Lakh
2	Dr. Ishani Mishra Dr. Monika Gupta	ECE	AI and Robotics: Transforming Modern Manufacturing Processes in Industry	AICTE ATAL (Online FDP)	1749628158 DOS: 11.06.2025	Rs. 1 Lakh
3	Dr. Monika Gupta Dr. Ishani Mishra	ECE	Next-Gen VLSI Fabrication in India: Technological challenges, and AI Integration	AICTE ATAL (Online FDP)	1749627690 DOS: 11.06.2025	Rs. 1 Lakh



*L. Unith*  
Associate Head - R&D 24/6/2025  
(Research Publication and Grants)

*R. R. R.*  
Dean R&D 24/6/25

Dean  
Department of Research and Development  
NEW HORIZON COLLEGE OF ENGINEERING  
New Horizon Knowledge Park, Bellandur Main Road,  
Near Marattalli, Bengaluru - 560 103

Date: 24.06.2025

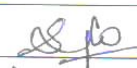








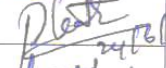
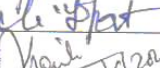
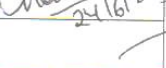


Encls: Attendance

## Department of Research and Development

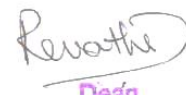
### Attendance of R&D Coordinators meeting for the June 2025

Date : 24.06.2025

S. No	Name of the faculty member	Designation	Department	Signature
1.	R.S. Syam Dev	Sr. Asst. Prof.	AIML	
2.	Dr. Madhumohanakumar	Associate Prof.	AS-math	
3.	Dr. Syjor Das	Sr. Asst. Prof.	EEE	
4.	Dr. T. Kanitha.	Professor	CSE-A	
5.	Raghu MS	Assoc. Prof.	AS	
6.	Ramachandra Naile	Assoc. Prof.	AS	
7.	Dr. Sanmosh Kumar	Asso. Prof.	CSE-I	
8.	Sweet Subhashkumar	Sr. Assistant Prof.	LSE	
9.	Dr. Priya Thomas	Sr. Asst. Prof.	MCA	
10.	Dr. Priyameet	Professor	MBA	
11.	Dr. K. Koppa	Asso. Prof.	MIECH	
12.	Dr. Manika Gupta	Asso. Prof.	ECE	

  
24/6/25



  
Revathi

Dean  
Department of Research and Development  
NEW HORIZON COLLEGE OF ENGINEERING  
New Horizon Knowledge Park, Bellandur Main Road,  
Near Marathalli, Bengaluru - 560 103