



Department of Research and Development

Minutes of Meeting

Date of Meeting: 25.10.2025

Time: 10:30 am - 11:30 am

Venue: Discussion Room, IDEA Lab

Agenda:

1. *Introduction about IEEE*
2. *IEEE SBCs Allotment Details*
3. *Membership Details*
4. *Procedures in IEEE SBCs*
5. *Completed Event Reports*
6. *Reimbursement of IEEE Dues to Faculty Advisors*
7. *IEEE Grants for funding*
8. *IEEE Student Scholarships and Travel Grants*
9. *Creation of IEEE Gmail ID for event management*
10. *Closing Remarks*

Members Present:

Dr. Revathi V, Dean - R&D

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

IEEE Faculty Advisors Present:

- | | |
|-------------------------|--------------------------------------|
| 1. Dr. N V Uma Reddy | Professor and HoD - AIML |
| 2. Dr. Sujitha S | Professor and HoD - EEE |
| 3. Dr. Asha Joseph | Professor and HoD - CSE 2 |
| 4. Dr. Rajesh G | Associate Professor - ECE |
| 5. Dr. Mohan Das R | Associate Professor - EEE |
| 6. Dr. Srinath M K | Associate Professor - ME |
| 7. Dr. Sreejith S | Associate Professor - AIML |
| 8. Dr. M S Raghu | Associate Professor - CHEMISTRY (AS) |
| 9. Dr. Ramachandra Naik | Associate Professor - PHYSICS (AS) |

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

Dean R&D thanked all the faculty advisors for the continuous support towards IEEE under R&D activities during AY 2024-25.

Agenda 1: Introduction about IEEE:

The Dean emphasized the importance of IEEE as a premier global professional organization that fosters innovation, research collaboration, and technological advancement. IEEE provides a valuable platform for faculty members and students to enhance their technical knowledge, participate in international conferences, publish research papers in reputed journals, and engage with experts across diverse engineering disciplines.

The Dean also highlighted that active involvement in IEEE activities contributes to professional growth, interdisciplinary learning, and institutional visibility at the global level, aligning with the vision of promoting research excellence and innovation culture within the institution.

Agenda 2: IEEE SBCs Allotment Details:

The Dean mentioned the details of the IEEE Student Branch Chapters (SBCs) as presented in Table 1, highlighting their active involvement in promoting technical activities, research engagement, and professional development among students and faculty members. Each SBC plays a vital role in organizing workshops, seminars, and conferences aligned with the respective IEEE society's focus area, thereby contributing to the overall growth of the institution's research and innovation ecosystem.

Table.1 Allotment SBCs to Departments

Name of the IEEE SBCs and affinity	Establishment Year	SBC Details	Faculty Advisors & Dept
IEEE Student Chapter	2017	New Horizon College of Engineering (STB66131)	Dr. Rajesh G, ECE
IEEE Women in Engineering	2022	New Horizon College of Engineering, WIE (SBA66131)	Dr. N V Uma Reddy, AIML
IEEE Power Electronics Society	2020	New Horizon College of Engineering, PEL35 (SBC66131)	Dr. Vinoth Kumar K, EEE
IEEE Robotics and Automation Society	2022	New Horizon College of Engineering, RA24, SBC66131A)	Dr. Srinath M K, ME
IEEE Industrial Electronics Society	2022	New Horizon College of Engineering, IE13 SBC66131B)	Dr. Vinoth Kumar K, EEE
IEEE Computer Society	2023	New Horizon College of Engineering, C16, SBC66131C)	Dr. Asha Joseph, CSE2
IEEE Power and Energy Society	2023	New Horizon College of Engineering, PE31 (SBC66131D)	Dr. Karthika M, EEE
IEEE Microwave Theory and Technology Society	2023	New Horizon College of Engineering, MTT17 (SBC66131E)	Dr. Rajesh G, ECE
IEEE Dielectrics and Electrical Insulation Society	2025	New Horizon College of Engineering, DEI32 (SBC66131F)	Dr. Sujitha S, EEE
IEEE Systems, Man and Cybernetics Society	2025	New Horizon College of Engineering, SMC28 (SBC66131K)	Dr. Sreejith S, AIML
IEEE Circuits and Systems Society	2025	New Horizon College of Engineering, CAS04 (SBC66131L)	Dr. Aravinda K, ECE
IEEE Sensor Council	2023	New Horizon College of Engineering, SEN39 (SBC66131C)	Dr. Rajesh G, ECE
IEEE Transportation Electrification Council	2025	New Horizon College of Engineering, TEC802 (SBC66131G)	Dr. Gunapriya B, EEE
IEEE Council on Superconductivity	2025	New Horizon College of Engineering, CSC41 (SBC66131H)	Dr. Ramachandra Naik, AS
IEEE Biometrics Council	2025	New Horizon College of Engineering, BIO46 (SBC66131I)	Dr. Baswaraju Swathi, CSE(DS)
IEEE Nanotechnology Council	2025	New Horizon College of Engineering, NANO42 (SBC66131J)	Dr. Raghu M S, AS

Agenda 3: Membership Details:

The Associate Head – R&D informed that the IEEE Membership renewal and enrolment are currently open with a 50% discount on membership fees. Faculty members and students were encouraged to utilize this opportunity to become IEEE members and actively participate in professional and technical activities. It was also mentioned that the membership process should be completed before October, ensuring timely access to IEEE resources, networking platforms, and society benefits.

It is decided that all the Faculty Advisors are encouraged to join IEEE Professional Membership before October 2025. Membership can be obtained under either the Electronic (online) or Traditional (offline) mode. Active membership will enable faculty advisors to guide student activities effectively, access IEEE resources through IEEE vTools portal, and participate in professional development opportunities.

Agenda 4: Procedures in IEEE SBCs:

The Dean highlighted the operating procedure of IEEE Student Branch Chapters (SBCs) under the R&D Department, emphasizing the structured coordination and alignment of activities with the institution's research and innovation objectives. The Dean stated that all IEEE SBCs should function in close association with the R&D Department to ensure effective planning, monitoring, and reporting of technical events, publications, and outreach initiatives. This integrated approach aims to enhance visibility, promote interdisciplinary collaboration, and strengthen the research culture within the institution.

Agenda 5: Completed Event Reports:

The Dean emphasized that all IEEE Student Branch and Student Branch Chapter events must be reported through IEEE vTools portal, the official platform for event documentation and activity reporting. Proper and timely submission of event details in IEEE vTools ensures institutional compliance with IEEE guidelines, enhances visibility of chapter activities at the regional and global levels, and facilitates accurate record-keeping for annual performance evaluation and recognition.

Agenda 6: Reimbursement of IEEE Dues to Faculty Advisors

The Dean informed that the IEEE membership dues of Faculty Advisors will be reimbursed by the institution (Proposed Research Promotion Policy – Waiting for Approval) as part of the support extended towards strengthening IEEE Student Branch and Chapter activities. This initiative encourages faculty members to maintain active IEEE membership, enabling them to guide students effectively, participate in professional development programs, and contribute to the growth of research and innovation initiatives under the R&D Department.

Agenda 7: IEEE Grants:

The Dean informed that research grant proposals can be effectively submitted through various IEEE Societies to leverage their specialized funding opportunities, technical collaborations, and global research networks. Faculty members were encouraged to identify suitable IEEE societies aligned with their research domains and submit proposals for funding support. This approach will enhance the institution's research visibility, interdisciplinary engagement, and access to international collaborations under the guidance of the R&D Department.

Agenda 8: IEEE Student Scholarships and Travel Grants:

Dr. Rajesh, IEEE NHCE Student Branch Counsellor, highlighted the availability of IEEE Student Scholarships, including those offered by the Women in Engineering Society, as well as travel grants for students presenting at international conferences. These opportunities support and recognize outstanding student members who demonstrate academic excellence, leadership, and active participation in IEEE activities. Students were encouraged to apply through the official IEEE platforms and utilize resources provided by various IEEE Societies, Regions, and Sections. Such scholarships and grants aim to motivate students toward research, innovation, and professional growth within the IEEE community.

Agenda 9: Creation of IEEE Gmail ID for event management:

Dr. Asha Joseph, Professor and HoD of CSE 2 Department, highlighted the importance of creating a dedicated IEEE Gmail ID after obtaining IEEE membership. This Gmail ID will be used as the official platform for conducting online events, allowing participation of up to 1,000 users. The practice ensures efficient management of webinars, workshops, and other virtual activities organized by IEEE Student Branches and Chapters, while maintaining proper documentation and adherence to IEEE guidelines.

Agenda 10: Closing Remarks:

The Dean concluded the meeting by emphasizing the significance of IEEE in fostering a culture of research, innovation, and professional development among students and faculty members. She encouraged active participation in IEEE Student Branches, Chapters, and Society activities, timely renewal of IEEE memberships, and utilization of opportunities such as scholarships, travel grants, and research collaborations. The Dean R&D reiterated the importance of coordinated efforts under the R&D Department to enhance the institution's visibility in the global IEEE community and to promote excellence in technical and professional endeavors.



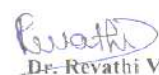

Dr. Vinodh Kumar K

Professor & Associate Head - R&D

Date: 25.10.2025

Encls: Attendance Sheet




Dr. Revathi V

Dean - R&D

Dean
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Department of Research and Development



Attendance of IEEE SBC Faculty Advisors meeting on 25.10.2025

S. No	Name of the faculty member	Designation	Department	Signature
1.	Dr. Revathi V	Dean-R&D	R&D	Revathi
2.	Dr. N.V. Uma Raby	HOD, ASML	AJML	N.V. Uma Raby
3.	Dr. S. SUSITHA	HOD, EEE	EEE	S. Susitha
4.	Dr. Asha Joseph	HOD, CSE	CSE	Asha Joseph
5.	Dr. Rajitha	ASP	EEE	Rajitha
6.	Dr. Sreetha S	ASP	AJML	Sreetha S
7.	Dr. Ramachandra Nair	Assoc. Prof	AS	Ramachandra Nair
8.	M.S. Raghu	Assoc. Prof	AS	M.S. Raghu
9.	R. Mohan Das	Assoc. Prof	EEE	R. Mohan Das
10.	Dr. SRINATH M.K	Assoc. Prof.	Mechanical	Srinath M.K
11.	Dr. VINODH KUMAR K	Prof A.A. Head	R&D	Vinodh Kumar K


 Associate Head - R&D 25/10/25


 Dean R&D



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