



Department of Research and Development

Minutes of Meeting

Date of Meeting: 12.01.2026

Time: 12:00 pm - 01:00 pm

Venue: Discussion Room, IDEA Lab

Agenda:

1. *New Year Greetings*
2. *Faculty Research review and assessments*
3. *Claim norms of Research Promotion Policy*
4. *Status of Incentive Forms and Supporting Document*
5. *Research Publication*
6. *Research Grants*
7. *Consultancy*

Members Present:

Dr. Revathi V, Dean - R&D

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

R&D Coordinators Present:

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| 1. Mr. Syam Dev R S | Sr. Assistant Professor - AIML |
| 2. Dr. Roja Ramani D | Associate Professor - CSE 1 |
| 3. Dr. Kavitha T | Professor - CSE 2 |
| 4. Dr. Sunil Kumar Vengalil | Professor - CSE (DS) |
| 5. Dr. Gurulakshmi A B | Professor & Associate Head (QA) - ECE |
| 6. Dr. Mohan Das R | Associate Professor - EEE |
| 7. Dr. J Karthiyayini | Associate Professor - ISE |
| 8. Dr. Hemanth Raju T | Associate Professor - ME |
| 9. Dr. M S Raghu | Associate Professor - CHEMISTRY (AS) |
| 10. Dr. Baskar P | Associate Professor - MATHEMATICS (AS) |
| 11. Dr. Ramachandra Naik | Associate Professor - PHYSICS (AS) |
| 12. Dr. Neelima | Assistant Professor - MBA |

R&D Coordinator Absent:

- | | |
|-----------------|---------------------------|
| 1. Dr. Nithya B | Associate Professor - MCA |
|-----------------|---------------------------|

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 December 2025.

Agenda 1: New Year Greetings:

Dean - R&D mentioned, as we step into CY 2026, we want to take a moment to reflect on the remarkable progress we've made together over the past year 2025. Our collective commitment to Research has led to groundbreaking advancements, and we are 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.

Agenda 2: Faculty research review and assessments:

The Faculty Research Review and Assessment for all departments is scheduled by the R&D Department starting from 12th January 2026 as per the email circulated on 07.01.2026. In accordance with institutional norms, participation in the Monthly R&D Review is mandatory for all faculty members. The review sessions will be conducted in the presence of the respective Heads of Departments (HoDs) and the Department R&D Coordinators. The Dean has also instructed that each department must maintain a consultancy file, which shall be regularly monitored by the R&D Department.

The R&D team will be reviewing the below mentioned files along with supporting documents. The details of files are mentioned below.

1. *Department Publication (Only Scopus Indexed Journal / Conference / Book Chapter) File - Summary Sheet is required for all academic year wise*
2. *Sanctioned Sponsored Research Projects(Grants) File along with UC for completed projects & Progress report for on-going projects - Summary Sheet is required for all academic year wise*
3. *Patent (Filed / Published / Granted) File - Summary Sheet is required for all academic year wise*
4. *Consultancy File*
5. *VTU Research Centre File*

Agenda 3: Claim norms of Research Promotion Policy:

The Dean has informed that faculty members should submit the Additional Incentive Claim (Form 2) only after fulfilling the mandatory publication requirements specified in the Self Appraisal Policy for the Academic Year 2025-26. In this regard, all incentive claim forms must be properly verified by the respective Department R&D Coordinators and forwarded through the concerned Heads of Departments to the R&D Department on or before the 10th of every month.

Agenda 4: Status of Incentive Forms and Supporting Documents:

Dean - R&D mentioned that the incentive claim forms for research publications of the AY 2025-26 is processed by the R&D Department during first week of January 2026.

Agenda 5: Research Publications:

Dean R&D informed that, for the Academic Year 2025-26, only Q-Rated with Scopus-indexed / Web of Science (WoS) indexed journals will be considered for research publication claims as per SAP. Further, only publications where the faculty member holds Author Position 1 to 4 or serves as the Corresponding Author will be eligible for consideration under the Research Incentive and SAP Scheme and faculty members are encouraged to ensure that the publisher and indexing details are verifiable through Scopus before submission or publication.

Agenda 6: Research Grants:

Dean informed, R&D department will facilitate the NOC / Endorsement etc of Funding (Grants) proposal submission proformas for VGST and other funding agencies 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.

Agenda 7: Consultancy:

Dean R&D highlighted the importance of Consultancy, it plays a vital role in strengthening the Research and Development (R&D) ecosystem of the institution and serves as an effective bridge between academic expertise and industrial application, enabling faculty members to translate their knowledge into practical, real-world solutions.

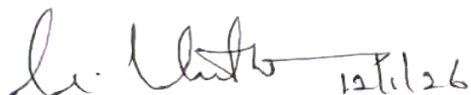
Through consultancy activities, faculty members can:

- Enhance industry-academia collaboration and promote innovation-driven partnerships.
- Generate additional research funding that supports departmental and institutional R&D initiatives.
- Contribute to capacity building by engaging students in live industrial projects.
- Improve institutional visibility and ranking through applied research outcomes and societal impact.

All departments are therefore encouraged to actively identify and undertake consultancy projects in their respective areas of specialization. Each department should maintain a consultancy file, which will be monitored periodically by the R&D Department to ensure effective documentation and compliance with institutional norms. Faculty members are informed that consultancy incentives may be claimed only after the submission of the Utilization Certificate (UC) related to the completed consultancy project. For any clarification or assistance regarding consultancy activities, faculty members may contact Dr. Vinoth Kumar K, Professor and Associate Head - R&D. All departments are requested to report the progress of ongoing consultancy projects to the R&D Department on a regular basis to ensure proper monitoring and documentation.

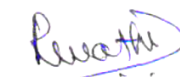
The meeting is ended with High Tea.




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

Date: 12.01.2026

















Dr. Revathi V
Dean - R&D

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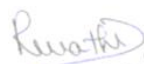
Department of Research and Development

Attendance of R&D Coordinators meeting for the January 2026

Date: 12.01.2026

S. No	Name of the faculty member	Designation	Department	Signature
1.	Dr. R. Mohan Das	ASSOCIATE PROFESSOR	FEE	
2.	Dr. T. Kavitha	Professor	CSE - II	
3.	Dr. A. B. Gurukulashmi	Professor	ECE	
4.	R. S. Syam Dev	Sr. Asst. Prof.	AIML	
5.	Dr. Sunil Kumar V	Prof.	CSE (DS)	
6.	Dr. Neelima	Asst. Prof.	MBA	
7.	Dr. P. BASKAR	Associate prof	Mathematics	
8.	M. S. Raghu	ASSOC. Prof.	AS	
9.	Dr. D. Raja Ramani	Associate Prof	CSE 1	
10.	Dr. J. Karthikeyini	Assoc. Prof.	ISE	
11.	Dr. Ramachandras Naik	Assoc. Prof	AS	
12.	Dr. Hemant Ragu T	Assoc. prof	MECH	
13.	Dr. Vinitha Kumar K	Prof. Asst. Head	R&D	





 12/1/26

Dean

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