



Department of Research and Development

Minutes of Meeting

Date of Meeting: 14.03.2026

Time: 2:00 pm - 03:00 pm

Venue: Discussion Room, IDEA Lab

Agenda:

1. *Faculty Research review and assessments*
2. *Claim norms of Research Promotion Policy*
3. *Status of Incentive Forms and Supporting Document*
4. *Research Publication*
5. *Research Grants*
6. *Consultancy*
7. *R&D IIC Activities*

Members Present:

Dr. Revathi V, Dean - R&D

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

Dr. Sujin Jose A, Associate Professor & IIC President - R&D

R&D Coordinators Present:

- | | |
|-----------------------------|--|
| 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. Mohan Das R | Associate Professor - EEE |
| 6. Dr. J Karthiyayini | Associate Professor - ISE |
| 7. Dr. Gopal K | Associate Professor - ME |
| 8. Dr. M S Raghu | Associate Professor - CHEMISTRY (AS) |
| 9. Dr. Baskar P | Associate Professor - MATHEMATICS (AS) |
| 10. Dr. Ramachandra Naik | Associate Professor - PHYSICS (AS) |
| 11. Dr. Nithya Ramesh | Associate Professor – MCA |
| 12. Dr. Neelima | Assistant Professor – MBA |

R&D Coordinator Absent:

1. Dr. Gurulakshmi A B Professor & Associate Head (QA) - ECE

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 February 2026.

Agenda 1: Faculty research review and assessments:

The Faculty Research Review and Assessment for all departments is scheduled by the R&D Department starting from 16th March 2026 as per the email circulated on 09.03.2026. 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 2: 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 3: 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.

Agenda 4: 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 5: 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 6: 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.

Agenda 7: R&D IIC Activities:

Dr. Vinoth Kumar K briefed the members on the R&D–IIC activities planned for the Academic Year 2025–26, in accordance with the guidelines and instructions provided by the IIC. The details are presented below.

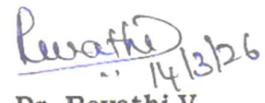
S.No	Activity Theme	Prescribe Activity	Proposed Month to be Conducted	Events allocated to Coordinators for the Conduction and Report Preparation
1	R&D Awareness and Capacitive Building	Annual Research Conclave / Symposium	June 2026	R&D
2		Training on Technology Readiness Level (TRL) and Manufacturing Readiness Level (MRL)	May 2026	Dr. K Gopal, ME
3		Training on Technology Commercialisation, Licensing and Transfer Practices & Strategy	April 2026	Dr. Neelima Ravindran, MBA
4	Cross Disciplinary Thematic Research and Output Enhancement	Thematic Research based Hackathon/Ideathon in Campus	May 2026	Dr. Roja Ramani D, CSE1
5		Sponsored/Seed Grant Proposal Writing Workshops	March 2026	R&D
6	Intellectual Property (IP) Generation and Commercialization	IP Awareness and Patent Filing Workshops	March 2026	IIC & Dr. Sunil Kumar Vengalil, CSE (DS)
7		Innovation to Commercialization Boot Camps	April 2026	IDEA Lab & Dr. Kavitha T, CSE2
8	Promotion of Deep-Tech based Research & Innovation	Deep-Tech Innovation Challenge	April 2026	Mr. Syam Dev R S, AIML
9		Prototype Development & Validation Clinic	May 2026	Dr. Karthiyayini J, ISE & Dr. B Nithya Ramesh, MCA
10	Strengthening Industry-Academic for R&D Collaboration	Industry R&D Roundtables/Meetups	April 2026	Dr. Gurulakshmi A B, ECE & Dr. Mohan Das R, EEE
11	Research Publication and Dissemination	Research Paper Writing and Journal Publication Support Workshops	March 2026	R&D
12		Publish of R&D Newsletter or Research Digest	June 2026	R&D
13	Monitoring, Evaluation, and Recognition of Research	Celebrate Annual Research Awards and Recognition Ceremony	September 2025	R&D
14		Regular R&D Review Meetings & Progress Tracking	March 2026	R&D

The Dean of R&D informed that all R&D Coordinators must organize the R&D–IIC events as per the allocated schedule on or before August 2026. Coordinators are also required to work in close coordination with the IIC Coordinators to ensure smooth execution of the activities. All necessary procedures, including obtaining approvals and preparing brochures, should be carried out in accordance with the guidelines prescribed for IIC activities.

The Dean of R&D informed that the R&D Committee has been reconstituted with the inclusion of external industry professionals and academic experts. The updated committee details are available at the following link: <https://researchnhce.newhorizoncollegeofengineering.in/r-d-committee/>




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


Dr. Revathi V
Dean - R&D



Dean
Department of Research and Development
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New Horizon Knowledge Park, Bellandur Main Road,
Near Marathalli, Bengaluru – 560 103

Date: 14.03.2026

Encls: Attendance Sheet



Department of Research and Development

Attendance of R&D Coordinators meeting for the March 2026

Date : 14.03.2026

S. No	Name of the faculty member	Designation	Department	Signature
1.	Dr. D. Raja Ramani	Assoc Prof	CSE I	<i>[Signature]</i> 14/3/2026
2.	Dr. K. Gopal	ASSO. PROF	MIECH	<i>[Signature]</i> 14/3/26
3.	Dr. J. Karthiyayini	Assoc. Prof.	ISE	<i>[Signature]</i> 14/3/26
4.	Dr. T. Kanthi	Prof.	CSE II	<i>[Signature]</i>
5.	Dr. B. Nitya Ramesh	Assoc. Prof.	MCA	<i>[Signature]</i>
6.	R.S. Syam Dev	St. Asst. Prof	AIML	<i>[Signature]</i>
7.	M S Rajan	ASSOC. Prof.	AS.	<i>[Signature]</i>
8.	Ramachandra Nails	ASSOC. Prof	AS	<i>[Signature]</i>
9.	Dr. A. Sujin Jose	ASSOC. Prof	R&D	<i>[Signature]</i>
10.	Dr. Sujoy Das	St. AP	EEE	<i>[Signature]</i>
11.	DR P BASKARI	ASSO. PROF	AS (maths)	<i>[Signature]</i>
12.	Dr. Sunilkumar V	Prof.	CSE (DS)	<i>[Signature]</i>
13.	Dr. R. Mohan Das	ASSO. Prof	EEE	<i>[Signature]</i>

[Signature]
14/3/26



[Signature]
Dean
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