



NEW HORIZON COLLEGE OF ENGINEERING

Autonomous College, Affiliated to VTU | Approved by AICTE New Delhi & UGC
Accredited by NAAC with 'A' Grade & Accredited by NBA

DEPARTMENT OF RESEARCH AND DEVELOPMENT

Tel: 080 66297777, Extn: 3009

dean_research@newhorizonindia.edu

MINUTES OF MEETING

MOM NO: 002

DATE: 13.06.2026

TIME: 9:30 am - 11:00 am

VENUE / MODE: Discussion Room, IDEA Lab (Offline)

DEPARTMENT COMMITTEE: R&D

MEETING CATEGORY: Department R&D Coordinators meeting

CHAIRPERSON: Dr. Revathi V

COORDINATOR / CONVENER: Dr. Vinoth Kumar K

RECORDED BY: Dr. Vinoth Kumar K

PARTICIPANTS

Members 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. Sujoy Das | Sr. Assistant Professor - EEE |
| 6. Ms. Priya | Sr. Assistant Professor - ISE |
| 7. Dr. Hemanth Raju | Associate Professor - ME |
| 8. Dr. Ramachandra Naik | Associate Professor - PHYSICS (AS) |
| 9. Dr. Nithya Ramesh | Associate Professor – MCA |
| 10. Dr. Neelima | Assistant Professor – MBA |

Members Absent

- | | |
|------------------|--|
| 1. Dr. M S Raghu | Associate Professor - CHEMISTRY (AS) |
| 2. Dr. Baskar P | Associate Professor - MATHEMATICS (AS) |

AGENDA

1. Faculty Research review and assessments
2. Claim norms of Research Promotion Policy
3. Status of Incentive Forms and Supporting Document
4. Research Grants
5. ICEMCSI 2026
6. R&D IIC Activities Status



NEW HORIZON COLLEGE OF ENGINEERING

Autonomous College, Affiliated to VTU | Approved by AICTE New Delhi & UGC
Accredited by NAAC with 'A' Grade & Accredited by NBA

DEPARTMENT OF RESEARCH AND DEVELOPMENT

Tel: 080 66297777, Extn: 3009

dean_research@newhorizonindia.edu

1. OPENING REMARKS

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 May 2026.

2. DISCUSSION POINTS

Agenda Item 1: Faculty research review and assessments:

Discussion:

The Dean – R&D informed the members that several research and innovation activities are being organized as part of the institution's Silver Jubilee Celebrations. In view of the ongoing R&D events and associated commitments, it was proposed to conduct the Faculty Research Review and Assessment during July 2026. Faculty members were advised to update and maintain records of their research contributions, including publications, funded projects, patents, consultancy, book chapters, Conference participation (Faculty and Students certificates separate files), and Research Centre files including Research Supervisor and Scholar details in line with VTU Research Supervisorship (Discipline wise). Departments were requested to ensure that the necessary documentation and evidence of research outcomes are compiled before the review.

Key Observations:

The detailed schedule and assessment guidelines will be communicated to all departments in due course. 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*
- 6. Conference participation (Faculty and Students certificates separate files)*



NEW HORIZON COLLEGE OF ENGINEERING

Autonomous College, Affiliated to VTU | Approved by AICTE New Delhi & UGC
Accredited by NAAC with 'A' Grade & Accredited by NBA

DEPARTMENT OF RESEARCH AND DEVELOPMENT

Tel: 080 66297777, Extn: 3009

dean_research@newhorizonindia.edu

Agenda Item 2: Claim norms of Research Promotion Policy:

Discussion:

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.

Key Observations:

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 Item 3: Status of Incentive Forms and Supporting Documents:

Discussion:

The Dean reviewed the status of faculty incentive claim forms and the submission of supporting documents. It was emphasized that all claims should be accompanied by complete and valid documentary evidence, including publication proofs and relevant supporting records, as prescribed in the Self Appraisal Policy. Department R&D Coordinators were instructed to verify the authenticity and completeness of the documents before forwarding them through the respective Heads of Departments to the R&D Department. Any incomplete or unsupported claims will not be processed and may be returned for rectification.

Key Observations:

- Faculty members must submit incentive claim forms along with all mandatory supporting documents.
- Supporting evidence should comply with the guidelines specified in the Self Appraisal Policy.
- Department R&D Coordinators are responsible for verifying the completeness and authenticity of the submitted documents.
- Claims should be forwarded through the concerned HoDs after due scrutiny.
- Incomplete applications or insufficient documentation will be returned for correction and resubmission.
- Departments should maintain proper records of submitted claims and supporting documents for future reference and audit purposes.
- Timely submission and verification will facilitate the efficient processing of faculty incentive claims.



NEW HORIZON COLLEGE OF ENGINEERING

Autonomous College, Affiliated to VTU | Approved by AICTE New Delhi & UGC
Accredited by NAAC with 'A' Grade & Accredited by NBA

DEPARTMENT OF RESEARCH AND DEVELOPMENT

Tel: 080 66297777, Extn: 3009

dean_research@newhorizonindia.edu

Agenda Item 4: Research Grants:

Discussion:

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.

Key Observations:

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 Item 5: ICEMCSI 2026:

Discussion:

The Dean – R&D informed all the R&D Coordinators that the successful conduct of ICEMCSI 2026 requires the active involvement and support of every department.

Key Observations:

All Coordinators were instructed to extend full cooperation in planning, organizing, and executing conference-related activities and to ensure timely completion of assigned responsibilities.

Agenda Item 6: R&D IIC Activities Status:

Discussion:

Dr. Vinoth Kumar K updated the status 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	Status
1	R&D Awareness and Capacitive Building	Annual Research Conclave / Symposium	June 2026	R&D	Planned, to be executed shortly
2		Training on Technology Readiness Level (TRL) and Manufacturing Readiness Level (MRL)	May 2026	Dr. K Gopal, ME	Planned, to be executed shortly
3		Training on Technology Commercialisation, Licensing and Transfer Practices & Strategy	April 2026	Dr. Neelima Ravindran, MBA	Completed
4	Cross Disciplinary Thematic Research and Output Enhancement	Thematic Research based Hackathon/Ideathon in Campus	May 2026	Dr. Roja Ramani D, CSE1	Planned, to be executed shortly
5		Sponsored/Seed Grant Proposal Writing Workshops	March 2026	R&D	Completed
6	Intellectual Property (IP) Generation and Commercialization	IP Awareness and Patent Filing Workshops	March 2026	IIC & Dr. Sunil Kumar Vengalil, CSE (DS)	Completed
7		Innovation to Commercialization Boot Camps	April 2026	IDEA Lab & Dr. Kavitha T, CSE2	Completed
8	Promotion of Deep-Tech based Research & Innovation	Deep-Tech Innovation Challenge	April 2026	Mr. Syam Dev R S, AIML	Completed
9		Prototype Development & Validation Clinic	May 2026	Dr. Karthiyayini J, ISE & Dr. B Nithya Ramesh, MCA	Completed
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	Completed
11	Research Publication and Dissemination	Research Paper Writing and Journal Publication Support Workshops	March 2026	R&D	Completed
12		Publish of R&D Newsletter or Research Digest	June 2026	R&D	Planned, to be executed shortly
13	Monitoring, Evaluation, and Recognition of Research	Celebrate Annual Research Awards and Recognition Ceremony	September 2025	R&D	Planned, to be executed shortly
14		Regular R&D Review Meetings & Progress Tracking	March 2026	R&D	Completed



NEW HORIZON COLLEGE OF ENGINEERING

Autonomous College, Affiliated to VTU | Approved by AICTE New Delhi & UGC
Accredited by NAAC with 'A' Grade & Accredited by NBA

DEPARTMENT OF RESEARCH AND DEVELOPMENT

Tel: 080 66297777, Extn: 3009

dean_research@newhorizonindia.edu

Key Observations:

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.

3. DECISIONS TAKEN

Sl. No.	Decision / Resolution	Approved By
1	R&D Review July 2026	Dean
2	R&D IIC Activities	Dean

4. ACTION ITEMS / FOLLOW-UP PLAN

Sl. No.	Action Item	Responsibility	Timeline / Deadline	Status
1	Summary and Compiling Department R&D related files	R&D Coordinators	Before first week of July 2026	Ongoing
2	R&D IIC Activities	R&D Coordinators	As per approved Calendar of events	Ongoing

5. IMPORTANT OBSERVATIONS / RECOMMENDATIONS

- **Strict Compliance:** Faculty members should submit incentive claims only after fulfilling all eligibility criteria and mandatory publication requirements under the Self Appraisal Policy for AY 2025–26.
- **Complete Documentation:** All claim forms must be supported by the required documentary evidence. Incomplete submissions should not be forwarded for processing.
- **Multi-level Verification:** Department R&D Coordinators and HoDs should thoroughly verify the accuracy, authenticity, and completeness of claims before forwarding them to the R&D Department.
- **Adherence to Timelines:** Departments should ensure that verified incentive claims reach the R&D Department on or before the **10th of every month** to avoid delays in processing.
- **Departmental Monitoring:** R&D Coordinators should maintain a tracking mechanism for pending and submitted incentive claims and supporting documents.
- **Faculty Awareness:** Departments should periodically inform faculty members about the incentive policy, eligibility criteria, and documentation requirements to minimize errors and resubmissions.
- **Quality Assurance:** Only publications and achievements that comply with institutional guidelines and approved indexing/quality norms should be considered for incentive claims.



NEW HORIZON COLLEGE OF ENGINEERING

Autonomous College, Affiliated to VTU | Approved by AICTE New Delhi & UGC
Accredited by NAAC with 'A' Grade & Accredited by NBA

DEPARTMENT OF RESEARCH AND DEVELOPMENT

Tel: 080 66297777, Extn: 3009

dean_research@newhorizonindia.edu

- **Record Maintenance:** Proper departmental records of incentive claims and supporting documents should be maintained for audit, accreditation, and future reference purposes.
- **Prompt Rectification:** Any discrepancies identified during verification should be communicated to the concerned faculty members for immediate correction.
- **Coordinated Processing:** Effective coordination among faculty members, R&D Coordinators, HoDs, and the R&D Department is essential for the timely and transparent processing of incentive claims.

6. NEXT MEETING / REVIEW SCHEDULE

Proposed Date: First week of July 2026

Tentative Focus Areas:

1. R&D Review
2. Department R&D Files
3. Research Grants

7. SUPPORTING DOCUMENTS / ANNEXURES





NEW HORIZON COLLEGE OF ENGINEERING

Autonomous College, Affiliated to VTU | Approved by AICTE New Delhi & UGC
Accredited by NAAC with 'A' Grade & Accredited by NBA

DEPARTMENT OF RESEARCH AND DEVELOPMENT

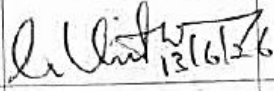
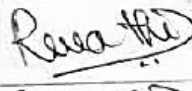
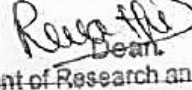
Tel: 080 66297777, Extn: 3009

dean_research@newhorizonindia.edu

8. CONCLUSION

The meeting concluded with a vote of thanks by Dr. Revathi V, Dean R&D emphasizing the importance of timely implementation, institutional coordination, and continuous quality improvement practices.

SIGNATURES

Role	Name	Signature	Date
Prepared By	Dr. Vinoth Kumar K		13.06.2026
Reviewed By	Dr. Revathi V		15.06.2026
Chairperson	Dr. Revathi V		16.06.2026

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

Copy to:

- Principal
- Concerned Deans
- HoDs
- Committee Members
- File Copy





NEW HORIZON COLLEGE OF ENGINEERING

Autonomous College, Affiliated to VTU | Approved by AICTE New Delhi & UGC
Accredited by NAAC with 'A' Grade & Accredited by NBA

DEPARTMENT OF RESEARCH AND DEVELOPMENT

Tel: 080 66297777, Extn: 3009

dean_research@newhorizonindia.edu

Attendance of R&D Coordinators meeting for the June 2026

Date : 13.06.2026

S. No	Name of the faculty member	Designation	Department	Signature
1.	R. S. Syam Dev	Sr. Asst. Prof.	AIML	
2	B. Nithya Ramesh	Assoc. Prof.	MCA	
3.	PRIYA. N	Sr. Asst. Prof.	ISE	
4.	Dr. A. B. Girulakshmi	Prof & AH-Jac	ECE	
5.	Dr. Sujoz Das	St. Assistant Prof	EEE	
6.	Dr. Rameshchandra Nair	Assoc. Prof	AS	
7.	Dr. T. Kamitha	Prof	CSE-II	
8.	Dr. G. Shanmugepriya	Professor	CSE-DS	
9	Dr. Neelima	Asst. Prof	MBA	
10	Mohan Kumar AR	Asst. prof	ME	
11	Dr. Soja Rani S	Associate Prof	ESE-I	
12	Dr. Joshua. D. Rj	Assoc Prof	CSE(CS)	
13.	Dr. Revathy Krishnamthy	Professor	CSE(CS)	

13/6/26

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

13/6/26

Dr. Revathi V
Dean R&D



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