



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: 003

DATE: 11.07.2026

TIME: 10:00 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
3. Dr. G Shanmugapriya	Professor - CSE (DS)
4. Dr. Kavitha T	Professor - CSE
5. Dr. Mohan Das R	Associate Professor - EEE
6. Dr. Sujoy Das	Sr. Assistant Professor - EEE
7. Mr. A Narayana Kiran	Sr. Assistant Professor - ECE
8. Mr. Harish R Hanchinal	Sr. Assistant Professor - ECE
9. Dr. Kalaivani D	Associate Professor - ISE
10. Dr. Gopal K	Associate Professor - ME
11. Dr. Ramachandra Naik	Associate Professor - PHYSICS (AS)
12. Dr. Baskar P	Associate Professor - MATHEMATICS (AS)
13. Dr. Nithya Ramesh	Associate Professor – MCA
14. Dr. Neelima	Assistant Professor – MBA

AGENDA

1. *Silver Summit: R&D Events - Silver Jubilee Celebrations*
2. *Faculty Research Review and Assessments*
3. *Claim norms of Research Promotion Policy*
4. *Self Appraisal Policy for AY 2025-26*
5. *Research Grants and Consultancy*
6. *R&D IIC Activities Status*



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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 June 2026.

2. DISCUSSION POINTS

Agenda Item 1: Silver Summit: R&D Events - Silver Jubilee Celebrations:

Discussion:

Dean expressed sincere gratitude to all the R&D Coordinators for their unwavering commitment, meticulous planning, and excellent coordination in ensuring the success of every event conducted during the Silver Summit. The Dean appreciated their continuous support in fostering a vibrant research culture and acknowledged their valuable contributions toward making the Silver Jubilee celebrations a memorable milestone in the institution's journey of academic and research excellence. The Dean further informed the committee that the proceedings of the International Conference on Emerging Trends in Mobile Computing and Sustainable Informatics (ICEMCSI 2026) had been successfully finalized and submitted to IEEE Xplore on 25 June 2026 for publication, marking the timely completion of a major research milestone under the Silver Summit initiatives.

Key Observations:

1. The Dean, R&D, appreciated all R&D Coordinators for their dedicated efforts, meticulous planning, and effective coordination in successfully organizing the events under the Silver Summit – Silver Jubilee Celebrations.
2. The contributions of the R&D Coordinators were recognized for fostering a vibrant research culture and ensuring the success of the institution's Silver Jubilee initiatives.
3. The Dean informed the committee that the proceedings of the International Conference on Emerging Trends in Mobile Computing and Sustainable Informatics (ICEMCSI 2026) were successfully finalized and submitted to IEEE Xplore on 25 June 2026 for publication.
4. The timely submission of the ICEMCSI 2026 proceedings reflects the institution's commitment to maintaining high standards in research dissemination and academic excellence.



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2. DISCUSSION POINTS

Agenda Item 2: 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 first week of August 2026. R&D Coordinators 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), Faculty Pursuing Ph.D in other Universities file. Departments were requested to ensure that the necessary documentation and evidence of research outcomes are compiled before the August 2026 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)*
7. *Faculty Pursuing Ph.D in other Universities*



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Agenda Item 3: Claim norms of Research Promotion Policy:

Discussion:

The Dean informed that faculty members are eligible to 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. The Dean further informed that the incentive claim forms received from eligible faculty members had already been processed by the R&D Department on 08.07.2026 for further necessary action. The Dean informed that, under the Research Promotion Policy, faculty members are eligible to claim incentives for Scopus-indexed book chapters (Claim Form 3) only after successfully fulfilling all the mandatory publication requirements specified in the policy. Incentive claims will be processed only upon meeting these eligibility criteria. The Dean informed that publications pertaining to the Academic Year 2026–27 should be submitted for incentive claims only from August 2026 onwards, in accordance with the commencement of AY 2026-27.

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 4: Self Appraisal Policy for AY 2025-26:

Discussion:

The Dean appreciated the faculty members for their commendable progress in research, noting that more than 40% of the faculty have successfully completed the research publication requirement under the Research Publication category. The Dean acknowledged their sincere efforts and encouraged the remaining faculty members to complete the required publication targets within the stipulated timeline. The Dean informed the faculty members about the publication criteria applicable for the Self Appraisal Policy for the Academic Year 2025–26. The following points were emphasized:

- Book Chapters will not be considered for self-appraisal.
- Conference acceptance proofs or acceptance emails will not be considered as valid evidence for appraisal.
- Q-Rated Journal acceptance letters will be considered for appraisal only when accompanied by the required publication payment proof (where applicable).
- Faculty members were advised to ensure that all publications and supporting documents strictly comply with the Self Appraisal Policy before submitting their appraisal claims.



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Key Observations:

The Dean appreciated that more than 40% of the faculty members have successfully completed the Research Publication category under the Self Appraisal Policy and encouraged the remaining faculty members to achieve the required targets within the stipulated timeline.

Agenda Item 5: Research Grants and Consultancy:

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. The Dean informed that all consultancy-related communications from industry must be exchanged only through official institutional or company email IDs. Consultancy requests received from personal email accounts (e.g., Gmail) will not be considered. Official communications should be sent from the industry's official email ID to the concerned faculty member's official institutional email ID to ensure authenticity, transparency, and proper documentation of consultancy activities. The Dean emphasized that faculty members should actively identify and submit high-quality research proposals under ANRF (Anusandhan National Research Foundation), MSME, and Unnat Bharat Abhiyan (UBA) funding schemes to enhance sponsored research, industry collaboration, and societal impact. Faculty members are encouraged to prepare competitive proposals aligned with the objectives of these funding agencies and ensure timely submission as per the respective call deadlines.

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.
- ✓ Faculty members are advised to maintain all consultancy correspondence through official email channels for institutional records and compliance.

Agenda Item 6: R&D IIC Activities Status:

Discussion:

Dean informed about the R&D IIC Activities of ME and CSE Department should be completed before 30.07.2026 and also status on the R&D-IIC activities planned for the Academic Year 2025–26 is discussed, in accordance with the guidelines and instructions provided by the IIC.



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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		Deep-Tech Innovation Challenge	April 2026	Mr. Syam Dev R S, AIML	Completed
9	Promotion of Deep-Tech based Research & Innovation	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

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. Dean informed about the R&D IIC Activities of ME and CSE Department should be completed before 30.07.2026.

3. DECISIONS TAKEN

Sl. No.	Decision / Resolution	Approved By
1	R&D Review August 2026	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 August 2026	Ongoing
2	R&D IIC Activities	R&D Coordinators	As per approved Calender of events	Ongoing



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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.
- **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 August 2026

Tentative Focus Areas:

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



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7. SUPPORTING DOCUMENTS / ANNEXURES



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		11.07.2026
Reviewed By	Dr. Revathi V		11.07.2026
Chairperson	Dr. Revathi V		11.07.2026

Copy to:

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



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Attendance of R&D Coordinators meeting for the July 2026

Date: 11.07.2026

S. No	Name of the faculty member	Designation	Department	Signature
1.	Dr. R. Mohan Das	Assoc Prof	EEE	[Signature]
2.	Dr. Sujoc Das	Sr. Asst Prof	EEE	[Signature]
3.	Dr. D. Raja Ramani	Associate Prof	CSE	[Signature]
4.	R. S. Syam Dev	Sr. Asst. Prof.	A2ML	[Signature]
5.	Dr. K. Gopal	Associate Prof	MECH	[Signature]
6.	HARISH R. HANCHINAL	Sr. Asst. Prof.	ECE	[Signature]
7.	A. Narayana Kiran	Sr. Asst. prof.	ECE	[Signature]
8.	Ramachandra Naik	Assoc. Prof.	AS	[Signature]
9.	Dr. Neelima	Asst Prof	MBA	[Signature]
10.	Dr. Kalavane D	Assoc. Prof	ISE	[Signature]
11.	Dr. B. Nithya	Assoc. Prof.	MCA	[Signature]
12.	Dr P BASHAK	Associate prof	AS	[Signature]
13.	Dr. G. Shanmugapriya	Professor	CSE-DS	[Signature]

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

Dr. Revathi V
Dean R&D



Dean
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