



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: 004

DATE: 08.08.2026

TIME: 11:00 am - 12:00 pm

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. Ms. Thanu Deepu George | Sr. Assistant Professor - AIML |
| 2. Dr. Roja Ramani D | Associate Professor - CSE FF |
| 3. Dr. Sunil Kumar V | Professor - CSE GF |
| 4. Dr. Kavitha T | Professor – CSE SF |
| 5. Dr. Mohan Das R | Associate Professor - EEE |
| 6. Dr. Bhakti Shashikant Kamate | Assistant Professor - ISE |
| 7. Dr. Gopal K | Associate Professor - ME |
| 8. Dr. Shashisdar S | Associate Professor - CHEMISTRY |
| 9. Dr. Baskar P | Associate Professor - MATHEMATICS (AS) |
| 10. Dr. Nithya Ramesh | Associate Professor - MCA |
| 11. Dr. Neelima | Assistant Professor - MBA |

Members Absent:

- | | |
|-------------------------|---|
| 1. Dr. Ramachandra Naik | Associate Professor - PHYSICS (AS) : Vacation Leave |
| 2. Dr. Baskar P | Associate Professor - MATHEMATICS (AS) : Vacation Leave |
| 3. Dr. Gurulakshmi A B | Professor & Associate Head – IQAC : ON DUTY |

AGENDA

1. *Silver Summit: R&D Events - Silver Jubilee Celebrations*
2. *Faculty Research Review and Assessments*
3. *Annual R&D Review*
4. *Research Grants and Consultancy*
5. *R&D IIC Activities Status*
- 6.



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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 July 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. The proceedings were subsequently published in the IEEE Xplore Digital Library on 15 July 2026, marking the successful and timely completion of a major research milestone under the Silver Summit initiatives.

Key Observations:

1. The ICEMCSI 2026 proceedings were subsequently published in the IEEE Xplore Digital Library on 15 July 2026, marking a significant research achievement for the institution.
2. The successful publication of the conference proceedings and indexed in scopus which demonstrates the timely completion of a major research milestone under the Silver Summit initiatives.
3. The Dean acknowledged the R&D team's contribution toward enhancing the institution's research visibility, scholarly output, and academic reputation.



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2. DISCUSSION POINTS

Agenda Item 2: Faculty research review and assessments:

Discussion:

A circular regarding the Faculty Research Review and Assessment was issued on 30.07.2026.

The review and assessment process is intended to monitor and evaluate faculty members' research progress, publications, patents, funded projects, consultancy, and other research activities.

The initiative aims to assess progress against the institution's Research Performance Goals and strengthen compliance with the Research Self-Appraisal Policy.

The review will also facilitate systematic documentation, monitoring, and continuous improvement of departmental research activities.

The process will help identify research gaps, provide necessary support, and improve overall research performance of faculty members and departments.

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: Annual R&D Review:

Discussion:

Dean has circulated the Annual R&D Review schedule and verification requirements for AY 2025–26. The review covers both individual faculty research files and department-level R&D documentation, with the respective HoD and R&D Coordinator present.

The NHCE R&D Team will audit the following:

- **Individual Faculty Research Files (Hard Copy)** along with supporting documents for:
 - Research papers submitted, published, or under review (Journals/Conferences)
 - Funded projects
 - Other relevant research activities

In addition, the following departmental R&D files for the **Academic Year 2025–26** will be verified:

- Department Funded Project File (Submitted / Ongoing / Completed Projects)
- KSCST File
- Patent File
- Consultancy File
- Publication File
- Faculty Conference Presentation File
- Student Conference Presentation File
- Research Centre File
- Faculty Research Credentials Files

The review will be conducted in the presence of the respective **Head of the Department** and the **Department R&D Coordinator**.



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Key Observations:

Departments should follow a **uniform sequence and format** for maintaining R&D records to facilitate effective auditing and verification.

Agenda Item 4: 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 5: 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	Completed
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	Completed
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	Completed
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 September 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 Fourth 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

- All R&D activities shall be planned and executed according to the approved academic calendar and timelines.
- Faculty research records shall be updated regularly and maintained in a systematic manner.
- Departments shall ensure readiness of all documents required for the Annual R&D Review.
- Faculty members shall actively pursue external research grants and consultancy opportunities.
- R&D–IIC activities shall be strengthened with measurable outcomes and proper documentation.
- R&D Coordinators shall monitor the progress of the above activities and submit periodic status updates to the Dean – R&D.

6. NEXT MEETING / REVIEW SCHEDULE

Proposed Date: First week of September 2026

Tentative Focus Areas:

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

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.



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SIGNATURES

Role	Name	Signature	Date
Prepared By	Dr. Vinoth Kumar K		08.08.2026
Reviewed By	Dr. Revathi V		08.08.2026
Chairperson	Dr. Revathi V		08.08.2026

Copy to:

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



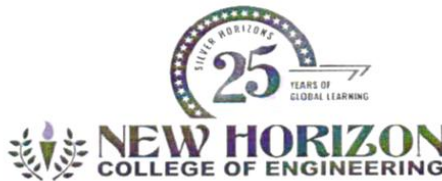
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Department of Research and Development

Attendance of R&D Coordinators meeting for the August 2026

AY 2026-27

Date : 08.08.2026

S. No	Name of the faculty member	Designation	Department	Signature
1.	Dr. R. Mohan Das	Assoc. Prof.	EEE	[Signature]
2.	Dr. D. Raja Ramani	Assoc. Prof.	CSE	[Signature]
3.	Dr. T. Kanth	Prof.	CSE	[Signature]
4.	Dr. Neelima	Asst. Prof.	MBA	[Signature]
5.	Dr. B. Nithya Ramesh	Assoc. Prof.	MCA	[Signature]
6.	Dr. Sunil Kumar V	Prof.	CSE (OS)	[Signature]
7.	Dr. Chakraborty	Sr. Asst. Prof.	A.P	[Signature]
8.	Dr. K. Koppa	Assoc. Prof.	MECH	[Signature]
9.	Thannu Deepu George	Sr. AP	AIML	[Signature]
10.	Bhathi Kamath	Asst. Prof.	ISE	[Signature]

[Signature]
Dr. Vinodh Kumar K
Professor & Associate Head - R&D

[Signature]
Dr. Revathi V
Dean R&D



Dean
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