



SREE SAKTHI ENGINEERING COLLEGE (AUTONOMOUS)

OOTY MAIN ROAD, KARAMADAI,
COIMBATORE - 641 104

MOB : +91 92445 04444, 92445 02222
Web : www.sreesakthi.edu.in

Affiliated to Anna University & Approved by AICTE, Accredited by NAAC

Circular

Ref.No: SSEC/RDC/2025-26/01

Date: 12.07.2025

Constitution of Research and Development (R&D) Cell

In recognition of the importance of research, innovation, and knowledge creation in higher education, the Research and Development (R&D) Cell is hereby constituted to promote, coordinate, and monitor research activities among students and faculty in alignment with institutional objectives and national higher education quality frameworks.

Sl. No	Name	Designation / Department	Role
1	Dr.G.Jayaprakash	Principal	Patron
2	Dr.E.Nandakumar	Head – Research & Development	Chairperson
3	Mrs.P.Malarvizhi	Dean	Member
4	Dr. Jeya S Shemona	Senior Faculty	Member
5	Mrs.T.Poornashree	IQAC Coordinator	Member
6	Mr.N.Sathyanarayanan	Industry Expert	External Member (Invitee)

This circular is effective immediately.




Principal
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CIRCULAR

Ref. No: SSEC/RDC/2025-26/02

Date: 16.08.2025

Sub: Notice for R&D Cell Meeting

All members of the **Research and Development Cell (R&D Cell)** are hereby informed that a meeting will be held as per the following schedule:

Date: 21.08.2025

Time: 3.00.P.M

Venue: COE Conference Hall

Agenda:

1. Review of on-going research projects.
2. Discussion on upcoming proposals and funding opportunities.
3. Review of publications, patents, and consultancy projects.
4. Planning workshops, seminars, and FDPs.
5. Any other matter with the permission of the Chairperson.

All members are requested to make it convenient to attend and actively participate in the discussions.




Chairperson, R&D Cell



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Minutes Of Meeting – Research And Development Cell

Meeting. No: 01

Date: 21.08.2025

Time: 3.00.P.M

Venue: COE Conference Hall

Points discussed:

- ❖ The Principal welcomed all members and emphasized enhancing institutional research visibility, citation impact, and funded project outcomes.
- ❖ Reviewed the institutional research policy, publication standards, and compliance requirements as per regulatory and accreditation frameworks.
- ❖ Approved the implementation of a structured research roadmap with department-wise annual research action plans.
- ❖ Discussed setting minimum publication benchmarks in indexed journals (Scopus/Web of Science/UGC-CARE) for faculty performance evaluation.
- ❖ Resolved to implement strict plagiarism screening (maximum permissible limit as per policy) with mandatory similarity reports prior to submission.
- ❖ Emphasized promotion of patent filing, technology transfer, and commercialization of research outputs.
- ❖ Discussed strategies to improve NIRF ranking parameters related to research and professional practice.
- ❖ Approved incentives for high-impact publications, funded projects, patents, and consultancy revenue generation.
- ❖ Directed all departments to maintain updated records of publications, citations, h-index, funded grants, and collaborative research.
- ❖ Finalized a bi-annual research audit mechanism to monitor quality, ethics compliance, and progress of research initiatives.
- ❖ The Dean – R&D concluded the meeting by encouraging faculty to focus on impactful, ethical, and socially relevant research aligned with institutional vision.




Principal

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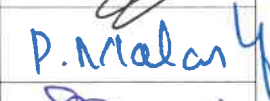
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Action Taken Report – Research and Development Cell

Meeting, No: 01

Date: 21.08.2025

Time: 3.00.P.M

Venue: COE Conference Hall

ACTION TAKEN:

- ❖ The research roadmap was prepared and department-wise annual research action plans were collected and consolidated.
- ❖ Revised research policy guidelines and publication standards were circulated to all departments for strict compliance.
- ❖ Minimum publication benchmarks in indexed journals were communicated to faculty members and incorporated into performance review criteria.
- ❖ Mandatory plagiarism screening procedures were implemented, and similarity reports are being verified prior to submission of manuscripts.
- ❖ Workshops on patent filing, IPR awareness, and research commercialization were scheduled to promote innovation and technology transfer.
- ❖ Strategies to improve research-related NIRF parameters were initiated, including enhanced documentation of publications, citations, and funded projects.
- ❖ Incentive schemes for high-impact publications, funded research projects, patents, and consultancy activities were approved and notified.
- ❖ Departments were instructed to maintain updated records of Scopus/Web of Science publications, h-index, citations, and collaborative activities.
- ❖ Continuous monitoring of research quality, ethics compliance, and output metrics is being carried out by the Research and Development Cell.




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CIRCULAR

Ref. No: SSEC/RDC/2025-26/03

Date: 18.11.2025

Sub: Notice for R&D Cell Meeting

All members of the **Research and Development Cell (R&D Cell)** are hereby informed that a meeting will be held as per the following schedule:

Date: 21.11.2025

Time: 2.00.P.M

Venue: COE Conference Hall

Agenda:

1. Review of on-going research projects.
2. Discussion on upcoming proposals and funding opportunities.
3. Review of publications, patents, and consultancy projects.
4. Planning workshops, seminars, and FDPs.
5. Any other matter with the permission of the Chairperson.

All members are requested to make it convenient to attend and actively participate in the discussions.




Chairperson, R&D Cell
Sree Sakthi Engineering College



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Minutes Of Meeting – Research And Development Cell

Meeting. No: 02

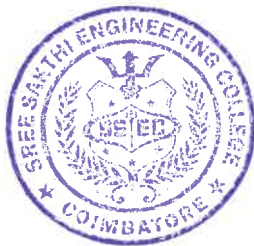
Date: 21.11.2025

Time: 2.00.P.M

Venue: COE Conference Hall

Points discussed:

- ❖ The Principal welcomed the members and emphasized strengthening research culture with measurable outcomes in publications, patents, and funded projects.
- ❖ Reviewed the current research performance indicators including publication count, citation metrics, and funded proposals submitted, and sanctioned grants.
- ❖ Discussed the need to enhance quality publications in high-impact indexed journals and reduce dependency on low-visibility journals.
- ❖ Emphasized promoting interdisciplinary and industry-collaborative research projects to address societal and technological challenges.
- ❖ Discussed organizing advanced workshops on data analytics tools, research writing, systematic review methods, and grant proposal drafting.
- ❖ Resolved to strengthen the Institutional Ethics Committee processes for research involving human participants and data confidentiality.
- ❖ Encouraged faculty members to apply for national fellowships, research awards, and international collaborative programs.
- ❖ The Dean – R&D thanked all members and urged faculty to focus on impactful, ethical, and innovation-driven research initiatives.




Principal
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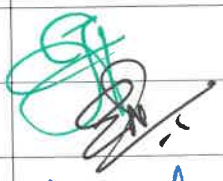
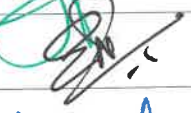
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3	Mrs.P.Malarvizhi	Dean	
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Action Taken Report – Research and Development Cell

Meeting. No: 02

Date: 21.11.2025

Time: 2.00.P.M

Venue: COE Conference Hall

ACTION TAKEN:

- ❖ Department-wise research targets were communicated to faculty members to enhance measurable outcomes in publications, patents, and funded projects.
- ❖ Consolidated data on publications, citation metrics, funded proposals, and sanctioned grants were compiled and reviewed for performance monitoring.
- ❖ Faculty members were advised to publish in high-impact indexed journals, and guidelines were circulated to ensure quality and avoid low-visibility journals.
- ❖ Interdisciplinary research groups were constituted, and initial discussions were initiated with industry partners to promote collaborative research projects.
- ❖ Workshops on data analytics tools, research writing, systematic review methodology, and grant proposal preparation were planned and included in the academic calendar.
- ❖ Institutional Ethics Committee procedures were reviewed and strengthened to ensure compliance in research involving human participants and data confidentiality.
- ❖ Notifications regarding national fellowships, research awards, and international collaboration opportunities were circulated to all departments.
- ❖ Continuous monitoring and mentoring support are being provided by the Research and Development Cell to promote impactful, ethical, and innovation-driven research activities




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CIRCULAR

Ref. No: SSEC/RDC/2025-26/04

Date: 23.12.2025

Sub: Notice for R&D Cell Meeting

All members of the **Research and Development Cell (R&D Cell)** are hereby informed that a meeting will be held as per the following schedule:

Date: 26.12.2025

Time: 3.00.P.M

Venue: COE Conference Hall

Agenda:

1. Review of on-going research projects.
2. Discussion on upcoming proposals and funding opportunities.
3. Review of publications, patents, and consultancy projects.
4. Planning workshops, seminars, and FDPs.
5. Any other matter with the permission of the Chairperson.

All members are requested to make it convenient to attend and actively participate in the discussions.




Chairperson, R&D Cell
Sree Sakthi Engineering College



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Minutes Of Meeting – Research And Development Cell

Meeting. No: 03

Date: 26.12.2025

Time: 3.00.P.M

Venue: COE Conference Hall

Points discussed:

- ❖ The Principal welcomed the members and emphasized strengthening research output, quality publications, and funded project activities.
- ❖ The current status of publications, funded proposals, patents, and consultancy activities was reviewed and discussed.
- ❖ The Committee stressed publishing in indexed journals and ensuring strict adherence to research ethics and plagiarism norms.
- ❖ It was resolved to promote interdisciplinary research and enhance industry collaboration for applied research projects.
- ❖ The Dean – R&D thanked the members and encouraged consistent efforts toward impactful and innovation-driven research.




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Members Present:

Sl. No	Name	Designation / Role	Signature
1	Dr.G.Jayaprakash	Patron	
2	Dr.A.Loganathan	Chairperson	
3	Dr.S.Thangarasu	Member	
4	Dr.Jeya S shemona	Member	
5	Mrs.T.Poornashree	Member (IQAC Coordinator)	
6	Mr.N.Sathyanarayanan	External Member (Invitee)	



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Action Taken Report – Research and Development Cell

Meeting. No: 03

Date: 26.12.2025

Time: 3.00.P.M

Venue: COE Conference Hall

ACTION TAKEN:

- ❖ Department-wise research targets were communicated to strengthen research output, quality publications, and funded project activities.
- ❖ Consolidated data on publications, funded proposals, patents, and consultancy work were compiled and reviewed for performance monitoring.
- ❖ Faculty members were instructed to publish in indexed journals, and plagiarism screening procedures were reinforced to ensure research ethics compliance.
- ❖ Interdisciplinary research groups were initiated, and steps were taken to explore collaborations with industry partners for applied research projects.




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CIRCULAR

Ref. No: SSEC/RDC/2025-26/05

Date: 10.02.2026

Sub: Notice for R&D Cell Meeting

All members of the **Research and Development Cell (R&D Cell)** are hereby informed that a meeting will be held as per the following schedule:

Date: 13.02.2026

Time: 2.00.P.M

Venue: COE Conference Hall

Agenda:

1. Review of on-going research projects.
2. Discussion on upcoming proposals and funding opportunities.
3. Review of publications, patents, and consultancy projects.
4. Planning workshops, seminars, and FDPs.
5. Any other matter with the permission of the Chairperson.

All members are requested to make it convenient to attend and actively participate in the discussions.




Chairperson, R&D Cell



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Minutes Of Meeting – Research And Development Cell

Meeting. No: 04

Date: 13.02.2026

Time: 2.00.P.M

Venue: COE Conference Hall

Points discussed:

- ❖ The Principal welcomed the members and highlighted the importance of improving research quality, citation impact, and institutional research rankings.
- ❖ The Committee reviewed department-wise research contributions including publications, funded projects, patents, and consultancy initiatives.
- ❖ It was discussed to strengthen proposal submission strategies to increase success rates in securing external research funding.
- ❖ The need to enhance research visibility through indexed journals, conferences, and academic networking platforms was emphasized.
- ❖ The Committee resolved to conduct periodic internal reviews to monitor research progress and ensure compliance with ethical standards.
- ❖ The Dean – R&D concluded the meeting by encouraging faculty to focus on collaborative, socially relevant, and outcome-oriented research.




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Action Taken Report – Research and Development Cell

Meeting. No: 04

Date: 13.02.2026

Time: 2.00.P.M

Venue: COE Conference Hall

ACTION TAKEN:

- ❖ Research performance data were consolidated and shared with departments for improvement planning and benchmarking.
- ❖ Faculty members were encouraged to submit more proposals to national and international funding agencies, and guidance support was provided.
- ❖ Awareness was created regarding publication in reputed indexed journals and participation in quality conferences.
- ❖ Internal monitoring formats were developed for tracking publications, funding status, and patent progress.
- ❖ A schedule for periodic research review meetings was finalized to ensure continuous monitoring and ethical compliance.
- ❖ Follow-up actions are in progress to strengthen institutional research performance and visibility.




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