



# **KURIAKOSE ELIAS COLLEGE MANNANAM**

Affiliated to Mahatma Gandhi University, Kottayam  
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## **Criterion - VI**

### **Governance, Leadership and Management**

#### **6.2: Strategy Development and Deployment**

##### **6.2.1.**

### **Research and Development Cell Minutes**



# RESEARCH AND DEVELOPMENT CELL MINUTES

23

Minutes of the meeting.

Notice

There will be a meeting of the Research and Development cell tomorrow 15/7/2022 at 2:30 pm in the IGAC office. The Research Advisory Council members and the committee coordinators are requested to present for the meeting.

Agenda

1. Research and Development activities for the academic year 2022-2023.
2. Promotion of research activities.
3. Review the role of R&D cell sub-committees.
4. Other promotional targets.

The presence of the following members are expected:

Dr. (Dr.) Xavia E.S	
Dr. Sujarani Mathew	
Dr. Jini Thomas	
Dr. Jesty Thomas	
Dr. Mathew T. Thelji	
Dr. Smitha S	
Dr. Mercy Mathews	
Dr. Lily Joseph	

Dr. J. V. Vardaparambil  
(Principal)

An executive committee meeting of the R&D cell was held on 13/07/2022 at 2:30 pm in the IGAC office. Principal Prof. Dr. J. V. Vardaparambil presided the meeting. Research Director Dr. Sujarani Mathew welcomed the gatherings. She gave a detailed explanation of various clubs assigned to each sub-committees. Discussion was conducted on R&D activities for the academic year 2022-2023, promotion of research activities and other promotional targets. Principal advised R&D cell to promote a research culture in the college. All teachers expressed a positive response in this regard. Formal meeting was dispersed at 4:30 pm.

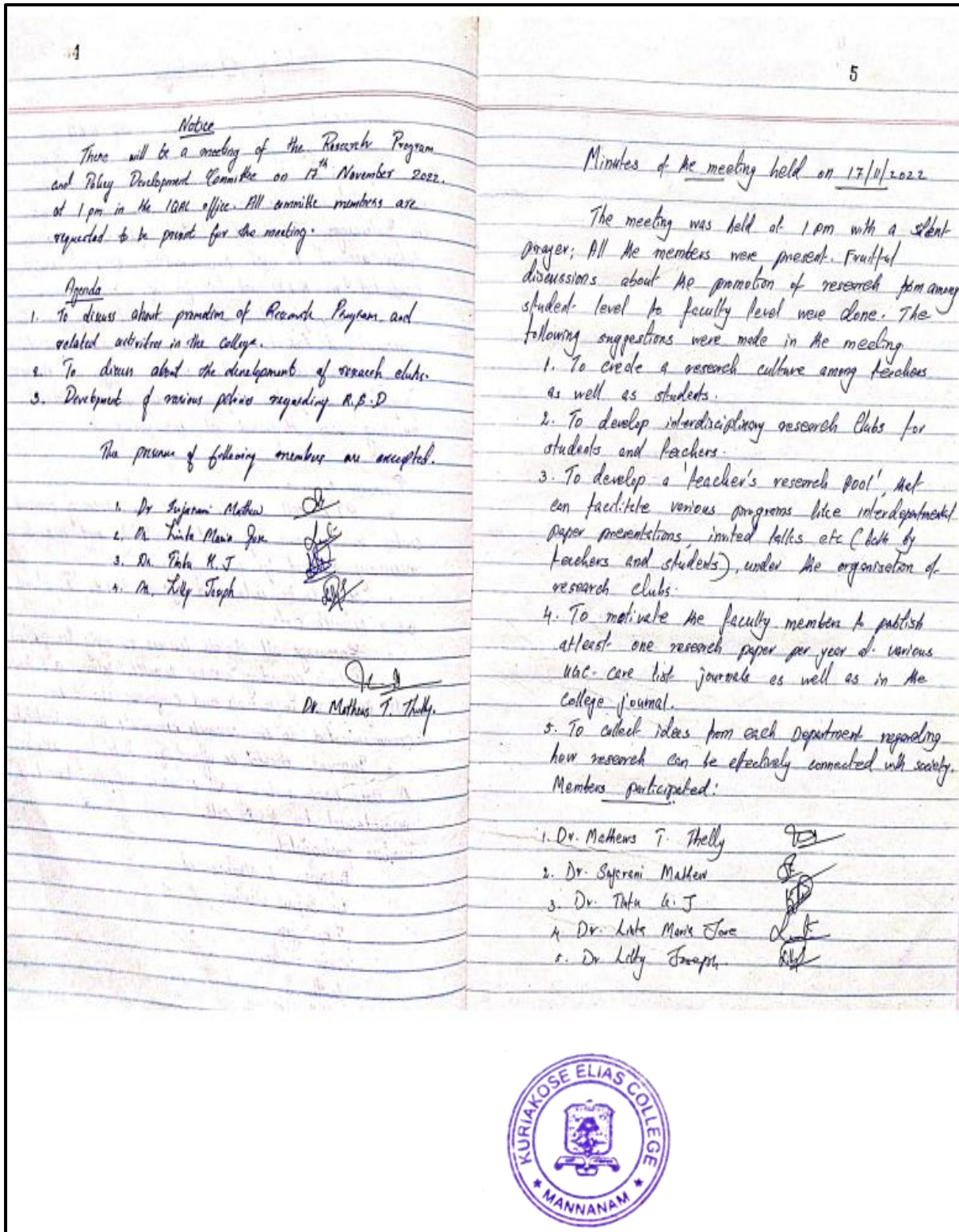
Decisions taken:-

- \* R&D cell has to review the status of research centre in Economics Department immediately and provide necessary support for retaining it.
- \* Steps to be initiated to upgrade Statistic Department as a research centre.
- \* Encourage all eligible teachers to apply for guideship
- \* Details regarding various research schemes and funding call for papers in journals and conferences should be communicated to the research community in our institute.
- \* Support should be offered for publishing articles. A Data bank including all research activities have to be maintained by R&D cell.

Members participated.

Prof. Dr. J. V. Vardaparambil.	
Dr. Sujarani Mathew	
Jesty Jose	
Mercy Mathews	
Smitha S	
Mathew T. Thelji	
Jesty Thomas	
Lily Joseph	

KURIAKOSE ELIAS COLLEGE  
MANNANAM



Notice

There will be a meeting of the Research Program and Policy Development Committee on 17<sup>th</sup> November 2022, at 1 pm in the IQAC office. All committee members are requested to be present for the meeting.

Agenda

1. To discuss about promotion of Research Program and related activities in the college.
2. To discuss about the development of research clubs.
3. Development of various plans regarding R.P.D

The presence of following members are accepted.

1. Dr. Sujarani Mathew
2. Dr. Lata Maria Jose
3. Dr. Taha K. J
4. Dr. Lily Joseph

*[Signature]*  
Dr. Mathews T. Thelley

Minutes of the meeting held on 17/11/2022

The meeting was held at 1 pm with a short prayer; All the members were present. Fruitful discussions about the promotion of research from among student level to faculty level were done. The following suggestions were made in the meeting.

1. To create a research culture among teachers as well as students.
2. To develop interdisciplinary research clubs for students and teachers.
3. To develop a 'teacher's research pool', which can facilitate various programs like interdepartmental paper presentations, invited talks etc (both by teachers and students), under the organization of research clubs.
4. To motivate the faculty members to publish atleast one research paper per year in various UAC care list journals as well as in the college journal.
5. To collect ideas from each department regarding how research can be effectively connected with society.

Members participated:

1. Dr. Mathews T. Thelley
2. Dr. Sujarani Mathew
3. Dr. Taha K. J
4. Dr. Lata Maria Jose
5. Dr. Lily Joseph





6

Notice

There will be a meeting of the Product Development, Monitoring and Commercialization Committee on 28-11-2022 at 1 pm in Dept of Physics. All the members are cordially invited for the meeting.

Agenda:

- (1) How do we identify valid ideas and products developed by students & teachers.
- (2) To discuss about converting patents of teachers to products.
- (3) Products like solar panel, inverter bulbs and blood donation app should be developed.

The presence of the following members are expected:

- (1) Dr. Anju Augustine *[Signature]*
- (2) Dr. Jessy Joseph *[Signature]*
- (3) Dr. Ranjini Radhakrishnan *[Signature]*
- (4) Dr. Mercy Mathews *[Signature]*

7

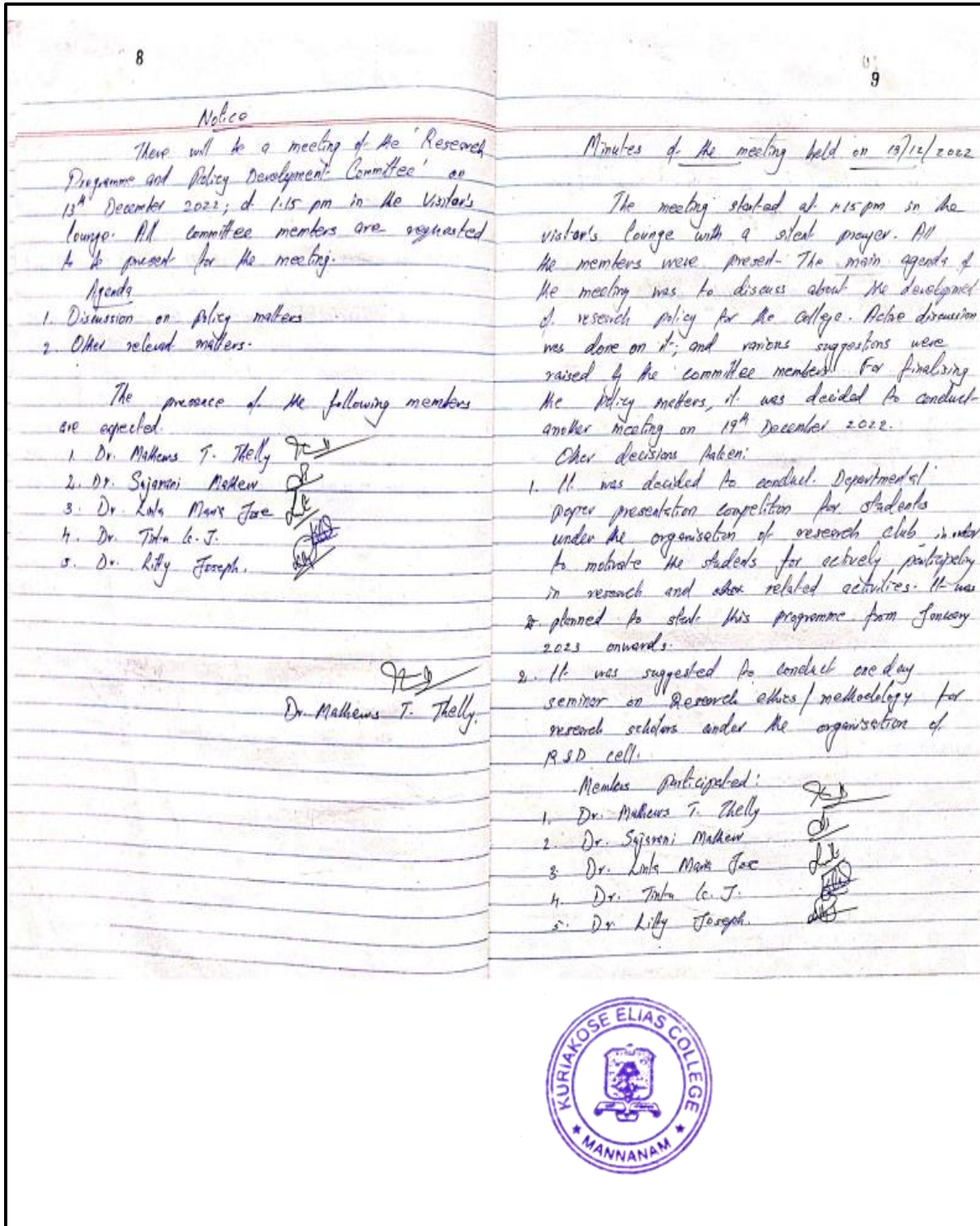
Minutes of the Meeting:

The meeting started at 1 pm with a silent prayer and all the members have contributed their ideas in the meet discussion about product development and commercialization. Patents by Dr. Isora V Varghese can be converted to a product, ~~or not~~ whether it is possible to apply for new patents by other teachers. These matters were discussed in the meeting. It is decided to encourage students in each class to come up with new ideas. Products like Solar panel, inverter bulbs, and blood donation apps are planned to be developed by different depts of the college.

Members Participated:

- (1) Dr. Anju Augustine *[Signature]*
- (2) Dr. Jessy Joseph *[Signature]*
- (3) Dr. Ranjini Radhakrishnan *[Signature]*
- (4) Dr. Mercy Mathews *[Signature]*





Notice

There will be a meeting of the 'Research Programme and Policy Development Committee' on 13<sup>th</sup> December 2022, at 1.15 pm in the Visitor's lounge. All committee members are requested to be present for the meeting.

Agenda

1. Discussion on policy matters
2. Other relevant matters.

The presence of the following members are expected.

1. Dr. Mathews T. Thelly
2. Dr. Sijomni Mathew
3. Dr. Lita Maria Jose
4. Dr. Taha G. J.
5. Dr. Lily Joseph.

Dr. Mathews T. Thelly

Minutes of the meeting held on 13/12/2022

The meeting started at 1.15 pm in the visitor's lounge with a silent prayer. All the members were present. The main agenda of the meeting was to discuss about the development of research policy for the college. A lot of discussion was done on it; and various suggestions were raised by the committee members. For finalising the policy matters, it was decided to conduct another meeting on 19<sup>th</sup> December 2022.

Other decisions taken:

1. It was decided to conduct 'Departmental' paper presentation competition for students under the organisation of research club in order to motivate the students for actively participating in research and other related activities. It was planned to start this programme from January 2023 onwards.
2. It was suggested to conduct one day seminar on Research ethics/methodology for research scholars under the organisation of R.S.D cell.

Members participated:

1. Dr. Mathews T. Thelly
2. Dr. Sijomni Mathew
3. Dr. Lita Maria Jose
4. Dr. Taha G. J.
5. Dr. Lily Joseph.





Notice

There will be a meeting of the Research and Development cell on 13/03/2023 at 11.30 pm in the visitors lounge.

Agenda

1. Organize Research methodology workshop.
2. Other relevant matters.

The presence of following members are expected.

- 1) Dr. Jerry Thomas
- 2) Faby Jose
- 3) Mathews T. Thelley
- 4) Smith S
- 5) Dharmiya P. Joseph
- 6) Dr. Sr. Gully Joseph
- 7) Rina Jose
- 8) Aparna Raj
- 9) Dr. Tintu K.J.
- 10) Merry Mathews
- 11) Dr. Lila Maria Jose
- 12) Dr. Syreani Mathew

Minutes of the meeting

The meeting started at 12.30 pm in the visitors lounge and discussed about Research methodology workshop for research scholars. Members present.

- 1) Dr. Jerry Thomas
- 2) Dr. Jerry Thomas
- 3) Faby Jose
- 4) Mathews T. Thelley
- 5) Merry Mathews
- 6) Dr. Tintu K.J.
- 7) Aparna Raj
- 8) Rina Jose
- 9) Dr. Sr. Gully Joseph
- 10) Dr. Dharmiya P. Joseph
- 11) Dr. Smith S
- 12) Dr. Syreani Mathew

Research director Dr. Syreani Mathew welcomed all participants and introduced the agenda for the meeting. She briefly discussed the importance of organizing a workshop on research methodology and publication ethics. A detailed discussion on date, time, resource persons and target audiences took place. Finally decided to conduct workshop on 21<sup>st</sup> March 2023. Dr. Mathews T. Thelley and Dr. Syreani Mathew <sup>respectively</sup> took charge of seminar coordinator and convenor of workshop. Estimating the budget for the seminar, potential funding source was identified as registration fee. Decided to collect Rs 200/- as registration fee. Identified action and items and assigned responsibilities to various members. The meeting chair thanked all attendees, summarized the key decisions and decided to conduct a meeting in upcoming week.





Notice

There will be a meeting of the IPR, legal and Ethical matters committee on 14<sup>th</sup> March 2023 at 3:30pm in the IQAC Office. All committee members are requested to attend the meeting.

Agenda

To discuss about the activities of the cell in the current academic year.

To discuss about motivating faculty to apply for patents

The presence of the following members are requested.

- 1. Dr. Sujarani Mathew
- 2. Dr. Jasby Thomas
- 3. Dr. Vinu J George
- 4. Dr. Jasby Joseph

Apurva Raj

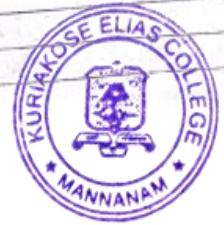
Minutes of the meeting held on 14/3/2023

The meeting started at 3:30pm with a silent prayer. All the members of the committee were present. Fruitful discussions were made by the members during the meeting. The following decisions were taken during the meeting.

- 1. It was decided to conduct a 2 day national conference on the topic intellectual property rights in the beginning of the next academic year 2023-2024. Dr. Vinu J George has taken the initiative to invite speakers to the above said meeting.
- 2. It was decided to conduct various awareness programs for students and faculty regarding IPR.
- 3. It was also decided to motivate those faculty who is actively conducting research activities to apply for patents.

Members participated.

- 1. Dr. Sujarani Mathew
- 2. Dr. Jasby Thomas
- 3. Dr. Vinu J George
- 4. Dr. Jasby Joseph
- 5. Apurva Raj





14

Notice

15/3/23.

There will be a meeting of the finance and infrastructure committee on 15<sup>th</sup> March 2023 at 1:30 pm in the DGAC office. All committee members are requested to attend the meeting without fail.

Agenda:

1. Discussion on finance related matters.
2. Other relevant matters.

1. Dr. Suresami Mathew
2. Dr. Smitha S
3. Dr. Sandhya C
4. Dr. Sindhu E S
5. Dr. Dhanya P Joseph

15

Minutes of the meeting held on 15/3/23.

The meeting started at 1:30 pm with a silent prayer. All the committee members were present. The following decisions were taken during the meeting.

1. Decided to discuss with the finance administrator Fr. Biju Thekkakkutti about requesting finance assistance from the college administration.
2. Decided to request the Principal for financial support so that research scholars might attend workshops and seminars pertaining to their field of study.
3. Decided to apply for projects offered by several agencies in order to raise money for improving research facilities.

Members present:

1. Dr. Suresami Mathew
2. Dr. Smitha S
3. Dr. Sandhya C
4. Dr. Sindhu E S
5. Dr. Dhanya P Joseph







16

Notice:

There will be a meeting of the Collaborations of Community Committee on 17-03-2023 at 1.30 pm in the LKAC room. All members are expected to be present for the same.

Agenda: Planning and review of the collaborations activities.

1. Dr. Jimi Thomas. *JT*
2. Dr. Rini Jose. *RJ*
3. Dr. Feby Jose. *FJ*
4. Dr. Gracykutok V. *GV*

17

Minutes of the meeting:

Meeting started with a silent prayer. Dr. Jimi Thomas presided over the meeting.

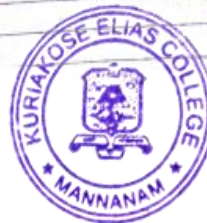
1) The meeting discussed the progress of previously conducted collaborative research activities in the college.

2) It was decided to conduct workshops and various training programmes in collaboration with research institutions and industry.

3) Decision was taken to conduct activities in collaboration with community so that research outcome may become beneficial to the society.

The meeting was concluded at 2 pm. The following members were present.

- (1) Dr. Jimi Thomas. *JT*
- (2) Dr. Rini Jose. *RJ*
- (3) Dr. Feby Jose. *FJ*
- (4) Dr. Gracykutok V. *GV*





18

Notice

There will be a meeting of the Research Advisory Committee on 27<sup>th</sup> July 2023 at 11 am in the IQAC office at K.E. College Mannanam. Kindly attend the same.

Agenda

Co-guide requirement of scholar (Chemistry)

The presence of following members are requested.

- Dr. Fr. Xavier C.S.
- Dr. Sujin Ravi Mathew
- Dr. Jilly Thomas
- Dr. Jini Thomas
- Dr. Mercy Mathew
- Dr. Sr. Jassy Joseph

Dr. Lilly Joseph

**Kuriakose Elias College, Mannanam**

**Minutes of Research Advisory Committee Meeting**

Date: 27/7/2023

A meeting of the Research Advisory Committee was held on 27/7/2023 at 11.00 am in the IQAC office at K.E. College Mannanam.

**Members Present**

1. Prof (Dr.) Ison V. Vanchipurackal (Principal)
2. Fr. Dr. Xavier C. S. (Vice Principal)
3. Dr Sujarani Mathew
4. Dr Jini Thomas
5. Dr Jesty Thomas
6. Dr Mercy Mathews
7. Dr Lilly Joseph

**Agenda**

1. Co-Guide Requirement for the Research work of Ms. Jaisy Joy, part-time research scholar

**Decisions**

After careful consideration the committee unanimously concurred that there is no objection to Dr. Beena Mathew, Senior Professor, School of Chemical Science, M.G. University being the Co-Guide for the research work of Ms. Jaisy Joy. The committee members recommend Dr. Beena Mathew's appointment as Co-guide (provided the co-guideship follows the rules and regulations of the university and the scholar has obtained the consent letter from Dr Beena Mathew). Her extensive expertise in the field of nanomaterials combined with her research acumen, will undoubtedly provide valuable guidance and support to Ms. Jaisy Joy.

**Adjournment**

The meeting was adjourned at 11.30 am. with a closing remark of the Secretary.





20

Notice

There will be a meeting of Research & Development all members in the Principal's office at 1pm on 17/10/2023 kindly attend the same.

Agenda  
Plan activities for the academic year 2023-2024

The presence of following members are expected.

1. Dr. Xavier C.S
2. Dr. Sujani Mathew
3. Dr. Mathew T. Kelly
4. Dr. Smith S
5. Dr. Jesly Thomas
6. Dr. Jincy Thomas
7. Dr. Rima Jose
8. Dr. Lily Joseph

21

Minutes of the meeting on 17/10/2023


A meeting of Research advisory committee (RAC) under the guidance of the external expert Dr. P.R. Raja Nataraj, MA university was held on 17/10/23.

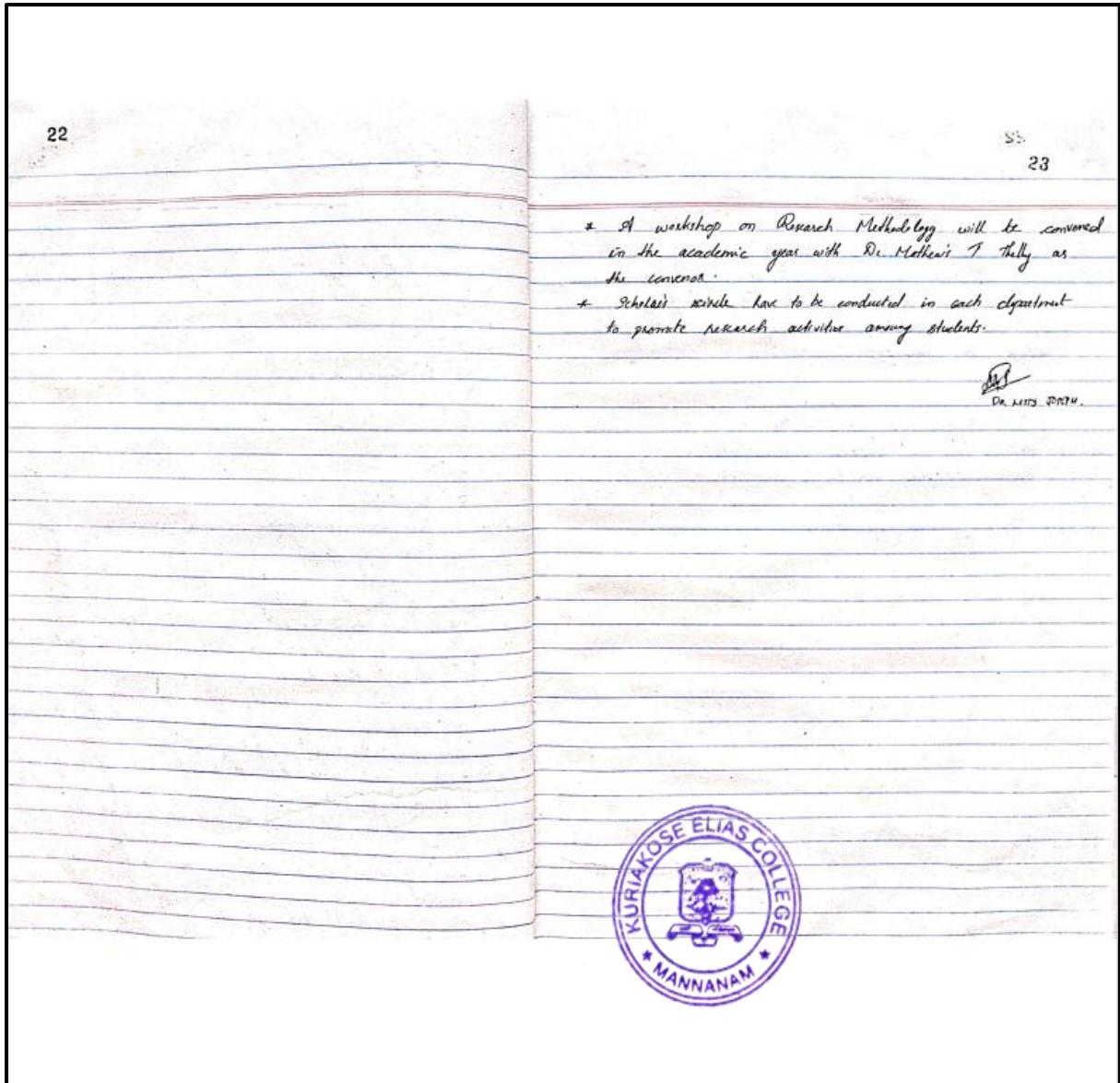
Following Members were Present:

1. Dr. Jomon V. Vamalingapurackal
2. Dr. P.R. Raja Nataraj, Professor, SPAP MA University
3. Dr. Xavier C.S
4. Dr. Jincy Mathew
5. Dr. Smith S
6. Dr. Jesly Thomas
7. Dr. Mercy Mathew
8. Dr. Mathew T. Kelly
9. Dr. Sujani Mathew
10. Dr. Lily Joseph

Decision of the RAC meeting

- \* There will be a periodic review of the progress in research work of faculty by the RSD cell which includes District Program and Research Publication.
- \* The research centres should inform the scholars that a semester fee cumulatively of Rs 2500/- should be remitted at the college after benefactor. New registrations will have admission fee too.
- \* RAC's should note that all research and development activities of all departments should be informed to the RSD cell and the report should be sent through the mail id kende@kecollege.ac.in
- \* Teachers in charge of section in all departments should send the data of 21-22 and 22-23 to the kende@kecollege.ac.in as soon as possible.
- \* The faculty should take particular interest in acquiring research publications particularly in quality journals such as those in eaz/scopus/web of know led.
- \* Each department should include an activity which focuses on community collaboration in their yearly plan of action.







Notice

There will be a meeting of all the Research and Development Cell Committee members tomorrow at 2.30 pm in the Fabian Hall. All delectate holders of the college are expected to attend the meeting.

Agenda

1. Review of the academic year activities.
2. Convening of the constituent committees.

Presence of following members are expected

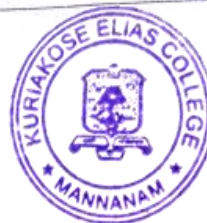
(Principal)  
Prof. Dr. Isom V. Vanchiperackal

Minutes of the meeting held on.

The meeting of Research and development cell started with a silent prayer. Dr. Sujarini Mathas welcomed all. A comprehensive overview of activities conducted throughout the previous year was presented. Convening of constituent committees for the academic year 23-24 was discussed and finalized. Most each committee to hold meetings.

1. Dr. Isom V. Vanchiperackal
2. Fr. (C.O.) Sobhy Joseph
3. Mr. Venu S. George
4. Dr. Tintu K.S
5. Dr. Mathias S. Thekkil
6. Dr. Lilly Joseph
7. Dr. Senthil C.
8. Dr. Siji Rani Mathas
9. Dr. Rina Jose
10. Dr. Hema Narayanan

13. Dr. Anja Augustina Raju
14. Dr. Linta Maria Jose
15. Dr. Bong X. John
16. Dr. Sr. Sussy Joseph
17. Dr. Jesty Thomas
18. Fr. Merry Mathias
19. Dr. Bridhu E.S
20. Dr. Editha Rani Mathas
21. Dr. Soumya Das
22. Dr. Mithila Baby
23. Dr. Binny Lukose V
24. Dr. Saiby Joseph
25. Dr. Rajini Radhakrishnan
26. Dr. Dhanya P. Joseph





Notice

A meeting of finance & infrastructure committee of R & D cell of the college is scheduled on 11-12-2023 in IQAC room at 02:00 p.m. All members are expected to attend the meeting.

Agenda:

1. Discussion on finance & infrastructure related matters.

Dr. Sandhya C *S.H.C.*  
 Fr. Dr. Joby Joseph *J.P.*  
 Dr. Sindhu E.S *S.H.*  
 Dr. Dhanya P. Joseph *D.P.J.*  
 Dr. Prajod Sunny *P.S.*

Minutes of the meeting held on 11/12/2023

The meeting commenced with a discussion on the progress of infrastructure renovation and the submission of proposals to DBT and RUSA for infrastructure development. The members appreciated the efforts of management for the fast implementation of renovation works and for submission of proposals to DBT and get sanctioned an amount of Rs. 1.27 lakhs.

Decisions:

1. Sign boards have to be positioned in proper places in and around the campus
2. Waste bins ~~will~~ be placed wherever necessary on the campus.
3. Indoor plants ~~will~~ be placed in the administrative wing
4. Plug points have to be provided in the reading area of the library for research scholars
5. Internet connectivity throughout the campus has to be ensured without interruption.

Members Present

Dr. Sandhya C *S.H.C.*  
 Fr. Dr. Joby Joseph *J.P.*  
 Dr. Sindhu E.S *S.H.*  
 Dr. Dhanya P Joseph *D.P.J.*  
 Dr. Prajod Sunny *P.S.*










Notice

A meeting of finance & infrastructure committee of R & D cell of the college is scheduled on 11-12-2023 in IPAC room at 02:00 p.m. All members are expected to attend the meeting.

Agenda:

1. Discussion on finance & infrastructure related matters.

Dr. Sandhya C   
 Fr. Dr. Boby Joseph   
 Dr. Sindhu E.S   
 Dr. Dhanya P. Joseph   
 Dr. Prajod Sunny 






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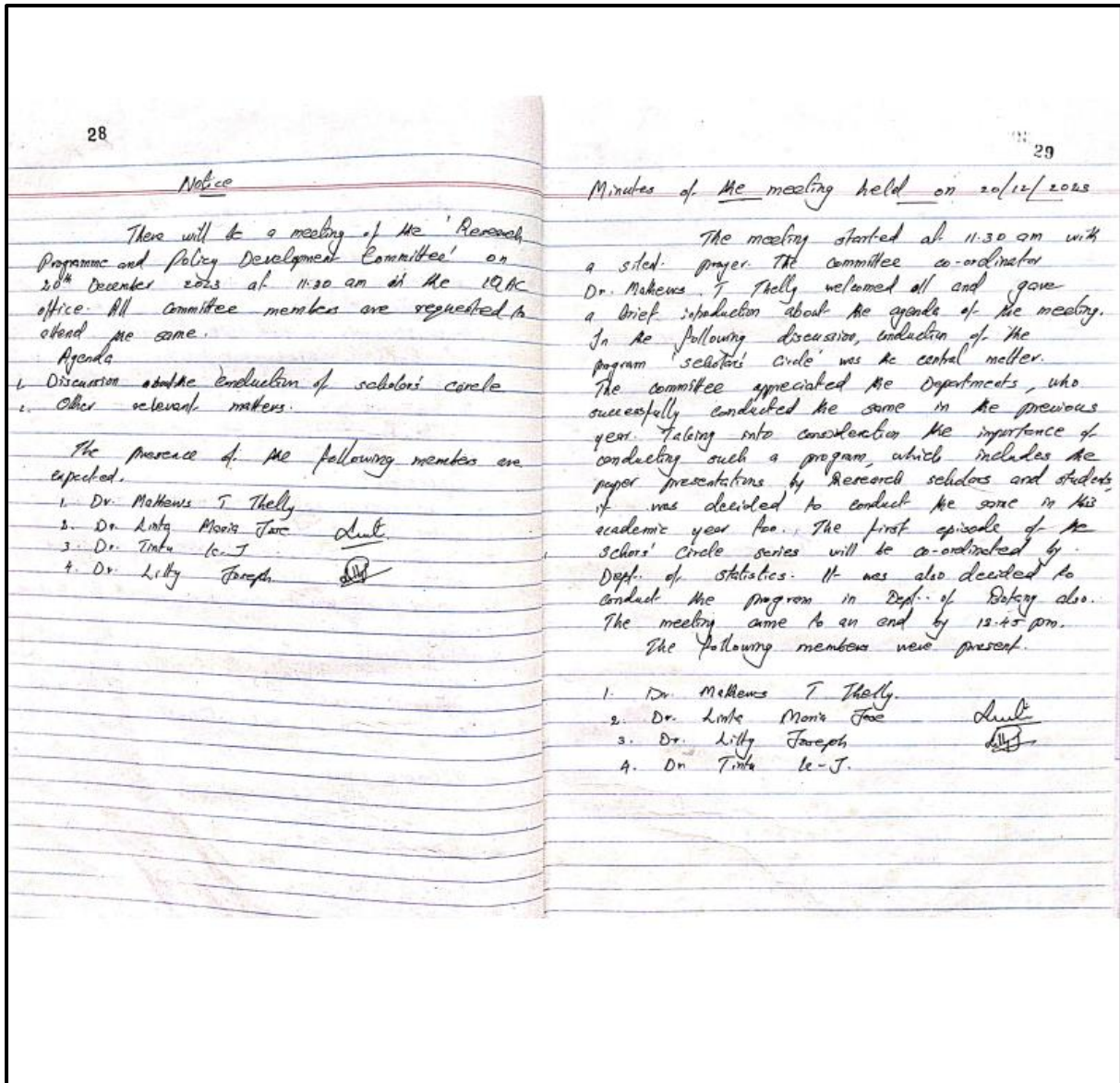
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5. Internet connectivity throughout the campus has to be ensured without interruptions.

Members Present

Dr. Sandhya C   
 Fr. Dr. Boby Joseph   
 Dr. Sindhu E.S   
 Dr. Dhanya P Joseph   
 Dr. Prajod Sunny 





Dr. Ison V. Vanchipurackal

PRINCIPAL  
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