RESEARCH CATALYST MEETING – SCHOLAR

1. Constitution of the Research Catalyst Panel

Each Research Catalyst Meeting shall be conducted by a panel comprising the following **mandatory members:**

1. **Research Supervisor (Guide) & HoD** – The concerned research supervisor (Anna University) and HoD of the scholar.
2. **Two Senior Faculty Members with Recognized Research Guideship** – To provide expert academic evaluation, critical feedback and research guidance.
3. **Research Coordinator** – To coordinate the meeting, maintain documentation, monitor action points and ensure follow-up.
4. **Research Dean** – To review the overall research quality & progress.

Mandatory Instructions

- All five/six members must be present during the Research Catalyst Meeting.
- The concerned Research Supervisor and HoD must present the scholar's research progress and provide specific comments and recommendations.
- The two senior faculty members with recognized guideship must critically evaluate the research work and suggest improvements.
- The Research Dean shall provide strategic guidance to improve research quality, publications, patents and research outcomes.
- The Research Coordinator shall record the panel's observations, recommendations, action points and target completion dates.
- The Research Supervisor and HoD must sign the meeting record along with the scholar, acknowledging the feedback and agreed targets.
- The panel must ensure that the scholar demonstrates measurable improvement before the next review.

The Research Catalyst Meeting should function as a structured research mentoring and evaluation mechanism, with collective accountability of the supervisor, HoD, senior research faculty, Research Coordinator and Research Dean.

RESEARCH CATALYST MEETING – SCHOLAR EVALUATION RECORD

Research Monitoring, Mentoring and Performance Enhancement

Objective: To improve the research quality, scholarly publications, innovation, research productivity and overall research capabilities of research scholars through structured evaluation, expert mentoring and continuous monitoring.

1. MEETING DETAILS

Particulars	Details
Department	
Date and Time	
Venue	
Meeting No.	
Research Scholar Name	
Registration Number	
Research Topic / Title	
Date of Registration	
Research Supervisor Name	

2. PANEL MEMBERS – ATTENDANCE

The following five members shall constitute the Research Catalyst Panel.

S.No.	Panel Member	Name	Signature
1	Research Supervisor (Anna university)		
2	Senior Faculty Member – Guide 1		
3	Senior Faculty Member – Guide 2		
4	HoD of the Scholar		
5	Research Coordinator		
6	Research Dean		

3. RESEARCH PROGRESS PRESENTATION BY THE SCHOLAR

S.No.	Research Parameters	Progress / Details
1	Research Problem and Objectives	
2	Literature Review and Research Gap	
3	Novelty and Original Contribution	
4	Research Methodology	

5	Experimental / Implementation Progress	
6	Results and Analysis	
7	Publications – Scopus / WoS	
8	Conference Publications	
9	Patents / IPR	
10	Research Grants / Projects	
11	Collaborations / Industry Engagement	
12	Overall Research Progress	

4. REVIEW OF PREVIOUS MEETING ACTION POINTS

S.No.	Previous Target / Action Item	Target Date	Achievement / Status	Remarks
1				
2				
3				

5. OBSERVATIONS AND COMMENTS BY THE PANEL

Panel Member	Comments / Suggestions / Recommendations
Research Supervisor	
Senior Faculty Member – 1	
Senior Faculty Member – 2	
HoD of the Scholar	
Research Coordinator	
Research Dean	

6. RESEARCH SUPERVISOR'S and HoD DETAILED ASSESSMENT

Assessment Parameters	Supervisor's Comments by Guide	Supervisor's Comments by HoD
Research quality and originality		
Depth of literature review		
Technical competency and methodology		
Quality of research outcomes		
Publication readiness		

Areas requiring improvement		
Additional support required		

Overall Assessment:

☐ Excellent Progress

☐ Good Progress

☐ Satisfactory Progress

☐ Needs Significant Improvement

7. TARGETS AND ACTION PLAN FOR THE NEXT REVIEW

S.No.	Specific Action / Deliverable	Responsibility	Target Date	Expected Outcome
1				
2				
3				
4				

8. PANEL'S FINAL RECOMMENDATIONS

Key recommendations and corrective measures:

Specific research outcomes expected before the next meeting:

Next Review Meeting Date: _____

9. ACKNOWLEDGEMENT AND SIGNATURES

I acknowledge that my research progress has been reviewed by the Research Catalyst Panel. I have understood the suggestions, recommendations and targets prescribed and shall work towards achieving the expected outcomes within the stipulated timeline.

Member	Name	Signature
Research Scholar		
Research Supervisor		
Senior Faculty Member – 1		
Senior Faculty Member – 2		
HoD of the Scholar		
Research Coordinator		
Research Dean		