Department of Computer Science and Engineering
National Institute of Technology Calicut

NIT Campus (PO), Calicut-673601, India

DCC Meeting Minutes

Date: 10/08/2022   **Time: 12:20 PM to 1:00 PM**   **Venue/Mode: Online**

Agenda Items:

1. Ratification of the minutes of the DCC meeting held on 11/07/2022
2. Action Taken Action Pending Report of the last DCC meeting
3. Duty List for 2022-23
4. Constitution of Department Undergraduate Committee (DUGC), and Department PostGraduate Committee (DPGC).
5. DST FIST Proposal
6. Co-Teaching in elective courses
7. External Co-guide for Ms. Akhila V H
8. (i) General Guidelines for waiving prerequisites for elective courses.
   (ii) Ratification for recommendation regarding CS 4050 including additional list of students received.
9. AOB: (i) Introduction of biometric attendance system as per institute directive.
   (ii) Charge Hand Over of HOD CSED.

The DCC meeting started online at 12:20 PM. The Chairperson welcomed all members to the meeting.

Agenda Item 1:   Ratification of the minutes of the DCC meeting held on11/07/2022

The DCC ratified the confirmation of the minutes of the DCC meeting dated 11/07/2022

Agenda Item 2: Action Taken Action Pending Report.

Action items in the DCC meeting dated 11/07/2022

Item	Status
DCC recommendation regarding representations from students who face probation/discontinuation due to failure in first/second level courses.	Submitted to Dean Academic on 12/07/2022
Recommendation for the request for permission for leaving HQ to participate in an international conference - Dr. K. Murali Krishnan	Submitted to Dean F/W on 1 03/07/2022
CSEA Best Project Award. Constitution of Committee	Action initiated by B.Tech Project Coordinator, Dr. Arun Raj P. on 11/08/2022.

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Preparation DST FIST proposal from the Department	Placed for DCC approval in the meeting dated 11/07/2022.

Agenda Item 3: Duty List for 2022-23

The duty list 2022-2023 (Annexure I) was approved by the DCC. The DCC authorized HOD CSED to make necessary updates on the duty list based on requirements from time to time.

Agenda Item 4: Constitution of Department Undergraduate Committee (DUGC) and Department PostGraduate Committee (DPGC).

The item was presented by the HOD. The DCC approved the following constitution of the DPGC and DUGC committees proposed by the HOD.

DPGC Constitution

Position	Office holder in 2022-2023
M.Tech CSE Coordinator (Chairperson)	Prof. Priya Chandran
M.tech CSE (IS) Coordinator	Prof. S . D Madhu Kumar
M.Tech CSE AI & DA (Proposed) Coordinator	Prof. K. A Abdul Nazeer
PhD Coordinator	Prof. Vineeth Paleri
MCA Coordinator	Dr. P Arun Raj Kumar

DUGC Constitution

Position	Office holder in 2022-2023
B.Tech Coordinator (Chairperson)	Dr. Vinod Pathari
Coordinating Faculty Advisor of B.Tech final year	Dr. Lijiya A
Coordinating Faculty Advisor of B.Tech third year	Mr. Sumesh T. A
Coordinating Faculty Advisor of B.Tech second year	Dr. Saidalavi Kalady
Coordinating Faculty Advisor of B.Tech first year	Dr. Gopakumar G

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Agenda Item 5: DST FIST Proposal

The item was prepared and presented by the R&C Coordinator, CSED. The DCC approved the proposal and entrusted the HOD and R&C Coordinator to submit the same.

Agenda Item 6: Co-Teaching in elective courses

The item was presented by Dr. Anu Mary Chako. Offering collaborative electives for UG and PG courses in collaboration with scientists / SMEs is an initiative taken by the Center for Industry Institutional Relationship (CIIR) and subsequently proposals were requested from the faculty members through email. The DCC noted that interested faculty members may recommend co-teaching proposal details.

Agenda Item 7: External Co-guide for Ms. Akhila V H

The item *(Annexure II)* was presented by Dr. Anu Mary Chako. The DCC approved the request, noting that no additional financial commitments are involved from the Department/Institute.

Further, the DCC resolved that the recommendation of the Doctoral Committees of the PhD students of CSED regarding academic matters such as external interactions, co-guideships and other matters pertaining to Ph.D students of the department, without any financial implications from the Institute/Department, may be approved/recommended by the HOD without further placing the matter in DCC, and that this minutes of the present agenda item may be considered as the endorsement of the DCC on all such matters in the future.

Agenda Item 8: (i) General Guidelines for waiving prerequisites for elective courses.
(ii) Ratification for recommendation regarding CS 4050 including additional list of students received.

DCC resolved to recommend the list of students (Annexure III) recommended by Dr. Sheerazuddin for enrolment to the elective CS 4050.

Further, the DCC resolved to authorize the HOD to recommend and forward any such future cases of requests from students for wavering prerequisites for course enrolments to Dean Academic without further placing the matter in DCC, provided that the course faculty recommends the case after verifying the background of the students and recommends their enrolment. The DCC resolved that the minutes of the present agenda item may be considered as the endorsement of the DCC on all similar cases in the future.

Agenda Item 9: AOB: (i) Introduction of biometric attendance system as per institute directive.

HOD CSED informed the DCC that a biometric attendance system will be introduced in CSED. The biometric system for Research Scholars, PG students, Contract/Adhoc Staff/faculty will be placed in the CSED Office and for permanent staff and faculty will be placed in a location accessible throughout the day, including the time outside office hours.

(ii) Charge Hand Over of HOD CSED.

DCC noted the handing over of charge of HOD CSED as per OM No. F. No. P1/3414/87/-246 Vol IV. Dr. Murali Krishnan thanked all members of the faculty and staff for their support for the functioning of the department through the last two years.

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The meeting started on 10/08/2022 at 12:20 PM and closed at 1:00 PM. .

Annexure I
Duty List-CSED-2022-2023

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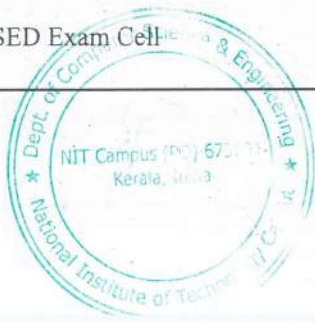### 2022 August - 2023 July

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Department of Computer Science and Engineering
NIT Calicut
Academic/Administrative Additional Responsibilities at the Department-Level

Sl. No.	Duty	Faculty in charge	
		Programme Coordinators	
1.	Ph. D	Vineeth Paleri	
2.	M. Tech (CS)	Priya Chandran	
3.	M. Tech (IS)	S. D. Madhu Kumar	
4.	M.Tech (AI &DA) - (To start next year)	K. A. Abdul Nazeer	
5.	MCA	P. Arun Raj Kumar	
6.	B. Tech	Vinod Pathari	
		Faculty Advisers	
1.	MCA 2021 Admission	Jay Prakash	
2.	MCA 2020 Admission	Prabu Mohandas	
3.	B. Tech 2021 Admission	**Saidalavi Kalady**, Srinivasa T. M., Anil Pinapati Anu Mary Chacko, S. Sheerazuddin	
4.	B.Tech 2022 Admission	**Gopakumar G**, Manusha K, Hiran V. Nath, T Veni, Renjith P	
5.	B. Tech 2019 Admission	**Vinod Pathari**, Jimmy Jose, Lijiya A, Vasudevan A. R	
6.	B. Tech 2020 Admission	**Sumesh T. A.**, Jayaraj P. B. Pranesh Das, Raju Hazari, Saleena N.	
		Class Committee Chairpersons	
1.	B. Tech 2019 Admission	Vineeth Paleri	
2.	B. Tech 2020 Admission	S. D. Madhu Kumar	
3.	B. Tech 2021 Admission	Priya Chandran	
4.	B. Tech 2022 Admission	HoD	
5.	MCA 2020 Admission	Saidalavi Kalady	
6.	MCA 2021 Admission	Jimmy Jose	
7.	M.Tech 2022 Admission	K A Abdul Nazeer	
	Academic Committees / Representatives / Coordinators		
	Duty	Staff in charge	Faculty in charge
1.	Department Academic Calendar	Sreeja V.	Priya Chandran
2.	CSED Exam Cell	Biju Francis	Vineeth Paleri Saidalavi Kalady

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3.	Time Table, DSS/IMS entries, Adhoc Faculty Selection Process, Representative to Institute TT Committee.	Sreeja V.	Jimmy Jose, Sumesh T A, Vasudevan A. R., Pournami P N, T Veni
4.	DTTC - CSE Dept. Time Table Coordinator	Sreeja V	Jimmy Jose
5.	CSE representative to First Year Coordinator.		Hiran V Nath
6.	Academic Quality Monitoring Committee (AQMC) and Internal Quality Assurance Committee (IQAC) - Swayam Coordinatorship		Lijiya A. (Chairperson) , Saidalavi Kalady, Murali Krishnan K, Vasudevan A R, Pranesh Das
7.	NBA Coordination Committee	Sreeja V.	Subashini R (Chairperson) AQMC and IQAC members, Program Coordinators, Manjusha K, Exam Cell Representative (Saidalavi Kalady)
8.	Coordinator for Computer Programming ZZ1004D		Hiran V Nath
9.	Department Postgraduate Committee		Priya Chandran, S. D. Madhu Kumar, Abdul Nazeer K A, Vineeth Paleri, Arun Raj Kumar
10.	Department Undergraduate Committee		Vinod Pathari, Lijiya A, Sumesh T A, Saidalavi Kalady, Gopakumar G

Laboratories for UG and PG laboratory courses & Departmental Facilities

1	Software Systems Lab (SSL) - All Systems	V. R. Ajayachandran	Jimmy Jose, Hiran V. Nath
2	Network Systems Lab (NSL) - All Systems	Biju Francis	Jayaraj P. B., Sumesh T. A
3	Big Data & Bio-computing Lab - Common Area	Biju Francis	K. A. Abdul Nazeer, Gopakumar G
4	ITL Server Room	V. R. Ajayachandran	Jayaraj P. B, Gopakumar G
5	CSED UPS and Records Room	V. M. Abdul Sathar	T. A. Sumesh, Hiran V. Nath.

Research Groups and Associated Laboratories

1	Algorithms and Formal Methods (ITL 306)	V. R. Ajayachandran	Subashini R., **Subhasree M.**, Sheerazuddin S.
2	Bioinformatics, AI, and Data Analytics (BDBL)	Biju Francis	**K A Abdul Nazeer** , Gopakumar G
3	Hardware and Security (HES Lab 1)	Sreeja V	Hiran V. Nath, Jimmy Jose, Srinivasa T. M., **Vasudevan A. R**.
4	Systems and Verification (HES Lab 2)	Sreeja V	K. Murali Krishnan, **Saidalavi Kalady**, Sheerazuddin S. Veni T.
5	Social Media Analytics and Cloud Security (Secure Computing Lab)	V. R. Ajayachandran	Anu Mary Chacko, **Lijiya A.**, S. D. Madhu Kumar, Priya Chandran.
6	Secure Communication Systems (Cloud Computing Lab)	V. M. Abdul Sathar	Anil Pinapati, **Arun Raj Kumar**, Priya Chandran, Vinod Pathari.
7	Intelligent Computing (IP Lab)	V. M. Abdul Sathar	**Pournami N. P.**, Prabu M., Jayaraj P. B., Gopakumar G.
8	Machine Learning and Computational Intelligence (ML Lab)	V. M. Abdul Sathar	Jay Prakash, S. D. Madhu Kumar, Pranesh Das, **Raju Hazari**

Administrative Committees

1.	DCC Secretary		A Sudarshan Chakravarthy
2.	DCC Staff Representative	V. R. Ajayachandran	
3.	CSE Association	V. R. Ajayachandran	S. D. Madhu Kumar Jayaraj P. B.
4.	Dept. PTA Coordination	Sreeja V.	Priya Chandran, Pranesh Das
5.	Dept. Information Cell / RTI / Ranking	Sreeja V.	Murali Krishnan K M. Prabu Veni T

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