

**Department of Computer Science and Engineering
National Institute of Technology Calicut**

NIT Campus (PO), Calicut-673601, India

DCC Meeting Minutes

Date: 12/04/2022

Time: 12:20 PM to 1:00 PM

Venue/Mode: Online

Agenda Items:

1. Ratification of the minutes of the DCC meeting held on 05/04/2022
2. Action Taken Action Pending Report of the last DCC meetings
3. Discussion on the proposed new Ph.D admission regulations.
4. Discussion on the revised Slot system proposed, and the introduction of additional batches for B.Tech Classes.
5. UGC draft guidelines for transforming Higher Education Institutions - discussion Reg.

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 on 05/04/2022

The DCC ratified the confirmation of the minutes of the DCC meeting dated 05/04/2022

Agenda Item 2: Action Taken Action Pending Report.

Action items in the DCC meeting dated 05/04/2022

Item	Status
Brochure for M.Tech Programmes	Committee constituted on 05-04-2022, Brochure. Brochure preparation is ongoing. Action Pending.
Multidisciplinary B.Tech projects	The DCC decision was communicated to the committee on 06/04/2022.
Requests from S6 MCA students to join for internship in industry	The DCC decision was communicated to the MCA Project Coordinator on 11/04/2022. Submission to Dean Academic is pending.

Agenda Item 3: Revised Ph.D admission regulations

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The DCC discussed the agenda item. The consolidated comments and suggestions from DCC are attached in *Annexure I*.

Agenda Item 4: Revised Slot system and introduction of additional batches for B.Tech Classes.

Three slot systems are proposed by the Institute for the consideration of the Department, for feedback and recommendations. A meeting convened by the Department Time Table Committee to discuss the proposed slot systems was held on 11/04/2022. All faculty members and Adhoc Faculty, DCC Ph. D representatives, M. Tech, MCA and B. Tech Class Representatives were invited to the meeting. The decisions of the meeting were minuted and presented to the DCC (*Annexure II*) for approval. The DCC unanimously approved the minutes proposed (*Annexure II*).

Agenda Item 5: Draft UGC Policy for transforming Higher Education Institutions.

The policy document circulated to the Department by the Dean Academic was noted by the DCC.

The meeting started on 12/04/2022 at 12:20 PM and closed at 12:50 PM.

Annexure I

Draft Revised Regulations for the PhD Programme of the Institute: Feedback from CSED

R. 1.1 Present version:

R.1.1. The admission to the PhD programme is available in four schemes detailed as follows.

Scheme I: Full-time registration with Institute Fellowship or other Govt. Fellowships like CSIR-UGC JRF/KSCSTE/INSPIRE/QIP etc.

Scheme II: Full-time candidates under the self-sponsored category

Scheme III: Full-time (Sponsored) / External Registration for candidates from Industry or other organisations including Educational Institutions

Scheme IV: Internal Registrants – regular staff employed at NITC /research staff employed in funded projects at NITC

Comment:

1. It is better to keep Full time (Sponsored) and External Registration (under Scheme III) as two different schemes instead of a single one.


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2. Only regular employees or externally funded research/consultancy project staff registering for PhD in the institute may be considered as internal registrants. Any person on other temporary or contract tenure at NIT Calicut pursuing PhD may be treated as an external registrant.
3. A student seeking employment elsewhere, before joining the job might be required to obtain a certificate from the department that she/he has converted her/his PhD registration part-time (and is not engaged in a full time position in NITC) before joining the position. Hence, dispensing with the well accepted terminology of "part time" completely in switching to the term "External Registration" may cause unintended difficulties for students.

Suggestion:

Scheme I: Full-time registration with Institute Fellowship or other Govt. Fellowships like CSIR-UGC JRF/KSCSTE/INSPIRE/QIP etc.

Scheme II: Full-time candidates under the self-sponsored category

Scheme III: Full-time (Sponsored) category for candidates from Industry or other organisations including R&D and Educational Institutions

Scheme IV: Internal Registrants – regular employees at NITC or Staff working in externally funded Research and Consultancy Projects in the institute, registering part-time for PhD at NIT Calicut.

Scheme V: External Registrants - candidates working in Industry or other organisations, including Educational and R&D Institutions, or employed in NIT Calicut on contract/ad hoc/ temporary positions, registering part-time for PhD at NIT Calicut.

R. 2.3 *Present version:*

"The full-time registrants admitted through scheme II and III will work on full-time basis at the institute and are not eligible to receive financial assistance in the form of institute fellowship. However, the candidates admitted through scheme II can avail financial assistance from other agencies by applying through proper channel."

R.4.3. *Present version:*

"If an employee who has registered as an internal research scholar resigns from the job or is terminated upon completion of the contract/project period and leaves the Institute before successfully completing the course work, the registration shall stand automatically cancelled. However, if the course work is completed the scholar can be allowed to continue the research work provided the Doctoral Committee (DC) recommends the same based on the application for conversion to external registration."

R.17 *Present form:* Relief from PhD programme to take up a job


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PhD scholars who get a job offer and express the desire to carry forward the research, can get relief from the Programme by keeping registration alive by paying fees on the following conditions:

i) The scholar, who takes up job in any organisation, will be relieved on request along with a detailed plan for completion of the work and recommendations of DC, if the scholar has:

(i) completed course works prescribed, (ii) sufficient quantum of research work that is adjudged as satisfactory by DC based on the presentation given and the report submitted by the scholar.

The registration will be continued in the external category. Along with the application, scholars shall submit a no objection certificate from the competent authority of the organisation, in which the scholar is going to join, granting permission to continue the research.

ii) Minimum contact hours as decided by the guide shall be ensured by the scholars in any semester even after they are relieved from the full-time programme. The renewal of their registration for every semester/year will be considered only if the guide/DC finds the progress to be satisfactory and recommend continuance of registration.

iii) No financial assistance will be available from the Institute to the scholars once they are relieved as above.

Comment:

1. Any candidate who works on a full time registration in the institute under Scheme I, Scheme II or Scheme III may convert to Scheme IV (if receiving a permanent employment in NIT Calicut) or Scheme V (if the employment/funding is from elsewhere).
2. A candidate under any Scheme except Scheme I and Scheme IV may be permitted to take any financial support /employment from the institute or from an external funding agency to make the scheme attractive and sustainable.
3. The mention of coursework in R.4.3 is an unnecessary complication. For instance, the student may resign from one project/position and join another in one month's time, but the rules in the present form will cause technical issues.
4. The student is required to complete the coursework as per institute rules; however this need not be made a precondition for converting registration to other schemes.
5. R2.3, R4.3 and R.17 may be merged and simplified.

Suggested modification:

The full-time registrants admitted through scheme II and III will work on full-time basis at the institute and are not eligible to receive financial assistance in the form of institute fellowship.

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A Ph.D scholar of any scheme, upon receipt of employment (regular, contract or Ad-hoc) at NIT Calicut or elsewhere may convert their registration to Scheme IV or Scheme V as may be appropriate, provided that the doctoral committee recommends such conversion, upon considering a detailed work plan submitted by the student for completion of the PhD work.

Financial assistance (if any) will cease to exist to the student after such conversion.

R.5.2. Present version:

Provisional selection of the candidates will be conducted by a selection committee, which is constituted by the Dean (Academic). The selection committee will consist of:

- Head of Department (HoD) / a Professor within the Institute as Chairperson (to be decided and nominated by Dean (Academic))
- Department PhD Coordinator (s)
- All prospective guides from the Department/School/Centre
- Dean (Academic) or nominee

Comment: (On the first bullet point only): For Centres, the Chairperson may replace the Head of the Department. The Dean (Academic) may appoint a Professor as the Chairperson of the Committee only based on the nomination from the Centre Chairperson/HOD.

Suggestion: (on the first bullet point only)

Head of Department /Chairperson of the Centre / A professor of the Institute nominated by the HoD/Chairperson of the Centre, with the permission of the Dean (Academic).

R.7.2. Present version:

All regular faculty members of the institute possessing Ph.D. degree who are not likely to retire from the services of the Institute or leave the Institute within 3 years are eligible to become guides or co-guides for Ph.D. level research work in the Institute.

R.7.3. Present version:

A permanent faculty member of the institute possessing Ph.D. degree is likely to retire from the services of the Institute or leave the Institute within 3 years can only serve as co-guide

Comment (R.7.2 and 7.3 together): The notion of "likely to" is ambiguous. Hence, the following is suggested:

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Suggestion (R.7.2 and 7.3 together): All regular faculty members of the institute possessing PhD degree who are superannuating from the institute within 3 years, are required to have a co-guide for each student registering under them as the guide.

R.9.1. Present form: The allotted guide, will propose to the Dean (Academic) through HoD the area of research, name(s) of the Guide(s) and a panel of members (4 from the department out of which 2 at the level of Professor/Associate Prof., preferably in the same/related area and 3 from allied departments / outside the institute in essential situations) satisfying R. 7 criteria for constitution of the DC. Dean (Academic) shall constitute the DC as per composition given in R.9.2.

Comment: With more students, the size of the doctoral committee needs to be reduced. Moreover, the above proposal may result in professors and associate professors, who are often much smaller in number than assistant professors in many departments, being members of too many committees and effective attention on any student's work will be diminished.

Suggested DC constitution:

1. Guide(s)
2. Two subject experts, at least one from outside the department, from a panel of at least four experts recommended by the guide(s). The panel should contain at least two subject experts from outside the department.
3. Chairperson, appointed by the Dean (Academic) from a panel of at least three nominees at Associate Professor/Professor level, recommended by the HOD/PhD Coordinator of the concerned Department. The person who makes the nomination shall not be the guide of the student.

The quorum for the committee may be three members including the Chairperson.

R.10.2 Present form: "The scholar joined under direct PhD scheme should successfully complete courses for a minimum total of 21 credits as prescribed by the DC within stipulated time."

Comment: Excessive coursework at the PhD level is not recommended, considering the fact that the student cannot be given stipend for more than five years, and the publication requirements remain the same.

Suggestion: The scholar joined under direct PhD scheme should successfully complete courses for a minimum total of 15 credits as prescribed by the DC within the stipulated time.

R.10.6 and 10.7 Present form of 10.6: A direct PhD scholar graduated from an institute of national importance may be granted exemption upto 3 credits from the minimum course credit requirements, by the DC.

Comment: A candidate with good academic background may be initiated to research as early as possible.

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Suggestion: The doctoral committee may be permitted to relax additional course requirements for a direct PhD scholar whose qualifying degree is from an institute of national importance to a minimum of 12 credits.

R.19.2. Present form: A scholar admitted to the internal registration category supported by any external funding agency may be eligible for financial support from the Institute at the time of exhausting the fellowship from the funding agency provided the scholar has one paper publication in a journal from the Web of Science core collection in the respective subject area. The financial support shall be provided as per the availability of scholarship in the Institute at that time. In any case, a scholar shall not be eligible to receive financial assistance / scholarship for more than five years.

Comment: It may be better to specifically mention the Scheme of admission.

Suggestion: A scholar who is not an employee of the institute, whose initial admission is under Scheme IV and supported by any external funding agency, may be eligible for financial support from the Institute at the time of exhausting the fellowship from the funding agency provided the scholar has one paper publication in a journal from the Web of Science core collection in the respective subject area. The financial support shall be provided as per the availability of scholarship in the Institute at that time. In any case, a scholar shall not be eligible to receive financial assistance / scholarship for more than five years.

R.20.5. Present form: Duty leave up to 60 days in a year may be granted by HoD on recommendation of guide for data collection, testing/measurements (if facility not available within the Institute), presenting research papers in conferences, attending workshops/conferences and other similar academic activities required for research work.

Comment: In order to facilitate more collaboration with other institutes, it is suggested that a student may be provided an opportunity to visit other premiere academic institutions and research laboratories for a period up to one year. This has positives and negatives - the student will not be available for TAship for one year. On the positive side, this will open opportunities for more collaborative research work. There may be a provision to retain the scholarship (if any), provided that no scholarship is provided by the visiting institution.

Suggestion: The following additional provision may be considered for appending with R.20.5.

Additionally, a student may be permitted to visit other premiere academic institutions in India or abroad up to a maximum duration of one year. The student may be considered for scholarship (if eligible otherwise) if she/he is not supported by any funding from the visiting institution. For grant of scholarship in such cases, permission from the Dean (Academic) based on a written justification for the merit for the collaborative work and benefit to the Institute may be presented to the DC by the guide and the recommendation of the DC thereof.


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R.25.1. Present form: The following is the composition of the Oral Examination Board (OEB):

i) Chairperson: Chairperson DC or a Senior Professor or HoD

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Comment: The term Senior Professor may cause confusion with Professor (HAG).

Suggestion: The following is the composition of the Oral Examination Board (OEB):

i) Chairperson: DC Chairperson or a Professor nominated by the DC Chairperson

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Annexure II

Minutes of the Meeting on the finalization of the new Time Table slot system

The meeting for discussing the new timetable slot systems was conducted online on 11, April 2022 (Monday) between 12:15 noon and 1:00 pm. The faculty members (including adhoc faculty members), CSED Ph. D. representatives, First yr. M. Tech. CRs, Second yr. MCA CRs, Second, and Third year B. Tech. CRs were present in the meeting.

Dr. Lijiya A, Assistant Professor and CSED TT Faculty-in-charge detailed out the need for the new slot system and the proposed three options for the slot system forwarded by the DAO as discussed in the Deans-HoDs meeting. Dr. Lijiya also briefed about the advantages and disadvantages of each proposed slot system and also presented the views/opinion of the CSED-TT-Committee who have gone through each proposal in detail.

The CSED faculty members and the Student Representatives were invited for their views/opinions on the proposed slot system. After due deliberation, the attendees of the meeting unanimously agreed to the slot system in the following preferential order:

- 1) Option-1
- 2) Option-2

CSED does not prefer Option-3 due to the reduction of laboratory courses to two hours which the department perceives as detrimental to the lab courses in the long run.

However, the following are the concerns from CSED for Option-2:

- 1) Some batches will have all the courses during AN.
- 2) For F, G, and H slots all hours are either at 8:00 a.m. or at 5:00 p.m. If a faculty member or a student has a combination of any two of these three slots, their working time extends from 8 am to 6 pm. This schedule for elective courses is quite unfortunate. F, G, and H slots have three hours only, but all our electives are 4 credit courses.
- 3) There is no common lunch break. So, the department will not be able to find a free slot for all faculty members which is necessary for conducting DCC, and other common meetings meant for the department/institute.


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- 4) Similarly, we cannot have a session common for all batches of UG of same year students, or schedule a webinar/lecture, where for example, all third year CSE students are expected to attend.
- 5) It is extremely difficult to fit in theory electives and laboratory electives. This is expected to be a serious problem for our department where already we have many laboratory and theory electives in the curriculum. With the new curriculum revision, if we are moving towards more elective contents, the problem will be faced by all departments. The solution of offering the same electives in both forenoon & afternoon sessions will be an additional burden on faculty.

The CSED TT Committee in-charge thanked the members for their participation in the decision making process and the meeting was officially disbursed at 1:00 pm.



Handwritten signature and date: 22/04/2022

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