

Department of Computer Science and Engineering
National Institute of Technology Calicut

NIT Campus (PO), Calicut-673601, India

DCC Meeting Minutes

Date: 11/08/2021 and 17/08/2021

Time: 12:15 PM

Venue/Mode: Online

Agenda Items:

1. Ratification of the minutes of the DCC meetings held on 08/06/2021
2. Welcoming the new student DCC members by the Chairman
3. Additional duty allocation for faculty and staff, 2021-2022, presented by the HOD
4. General discussion on academic matters at the beginning of the academic year, presented by the HOD
5. Evaluation panel of M.Tech projects, proposed by Dr. Pournami P.N

The DCC meeting started online at 12:16 PM. The Chairperson welcomed all members to the meeting.

Agenda Item 1: Ratification of the minutes of the DCC meeting held on 08/06/2021

The DCC ratified the confirmation of the minutes of the DCC meeting dated 08/06/2021.

Agenda Item 2: Welcoming the new student DCC members

The following new members were extended a warm welcome to the CSED - DCC

- 1) Abhishek Tiwari (M.Tech student representative)
- 2) Shiva Umesh Hegde (MCA student representative)
- 3) Sattiraju Shriram (B.Tech student representative)


Agenda Item 3: Additional duty allocation for faculty and staff, 2021-2022

The item was presented by the HOD and approved by DCC. The duty details shall be circulated through mail.

Agenda Item 4: General discussion on academic matters at the beginning of the academic year

The item was presented by the HOD. The following points are discussed:

- a) Faculty may please ensure that the roll list of students in DSS matches with Eduserver list
- b) Faculty may please consider favourably the suggestion that came up from the recent PTA meeting, that exams of each course (except centrally scheduled Mid/Final exams and surprise quizzes) may be scheduled on a fixed day of the week, decided in consultation with the class representatives.


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- c) B.Tech 3rd semester classes may be slow paced during the first week of the semester, to give a little relaxation time for the students after the recently concluded first year classes, as per the suggestions from the parents in the recent PTA meeting.

Agenda Item 5: Evaluation panel of M.Tech projects

The agenda item proposed by Dr. Pournami P.N was presented by the Chairman. The proposal was that for an M.Tech project, the faculty guide may suggest 3 evaluation panel members from which the coordinator may nominate two members to form the final evaluation panel.

The DCC discussed the matter and noted the following:

According to 2018 M.Tech Rules and Regulations, R18.2, the Programme Co-ordinator or Programme Coordinator's nominee is the Chair of the committee. In accordance with that, the evaluation panel may include three/four members, namely

1. The Chairperson (Program Coordinator of the M.Tech Program concerned OR his/her nominee)
2. One or two panel members nominated by the guide and approved by HOD.
3. The guide.

DCC also resolved that all the evaluation panels will be formed with members related to the area of the project, to the extent possible, within the constraints of the department.

The meeting started on 11/08/2021 at 12:15 PM till 1:00 PM and was continued on 17/08/2021 from 12:20 PM to close at 1:00 PM.


K. Murali Prasad