Department of Computer Science and Engineering
National Institute of Technology Calicut

NIT Campus (PO), Calicut-673601, India

DCC Meeting Minutes

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

Agenda Items:

1. Ratification of the minutes of the DCC meeting held on 27/09/2022
2. Action Taken Action Pending Report of the last DCC meeting
3. New Slot System
4. Requirement of Technical Staff
5. Draft Academic Calendar
6. Biometric Attendance System

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 27/09/2022

The DCC ratified the confirmation of the minutes of the DCC meeting dated 27/09/2022.

Agenda Item 2: Action Taken Action Pending Report.

There are no actions pending and no actions to be taken, as per last DCC meeting.

Agenda Item 3: New Slot System

The new slot system was proposed by the Dean Academic to overcome the issues related to classroom availability while dividing the BTech classes into more batches with a class strength of around 50 students per batch. The proposed slot system consists of two slots (first and second slots) for each course for theory sessions. For the first slot, the theory sessions will be in the forenoon (FN) session and lab sessions during the AN (afternoon) session, and the second slot will be having lab sessions during FN and theory sessions in the AN. Three slots have been identified as common institute slots where courses like open electives should be floated. The proposed new slot system was discussed in detail in the DCC meeting. The department exam cell suggested that a single course should run in a single slot (e.g, A1, A2) to the extent possible in order to avoid any further conflicts while scheduling exams. DCC approved the proposed slot system.

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25/10/22

Agenda Item 4: Requirement of Technical Staff

HOD, CSED has presented the mail from Assistant Registrar (Administration) asking for specific qualifications for the different positions of non teaching staff in the department of CSE. A proposal (Annexure I) on the specific qualifications for the different positions of non teaching staff from CSE is presented by the HOD to the DCC members. DCC has approved the proposal and suggested that the number of positions is requested to be finalized as per a common and transparent policy across all departments, as suggested earlier from the department through the suggestions submitted for manpower distribution. DCC also recommended an official communication from the department seeking a meeting of HoDs with the authorities so that the concerns raised in the DCC meeting regarding this matter can be addressed.

Agenda Item 5: Draft Academic Calendar

HoD, CSED has presented the draft academic calendar 2022-23 for comments and suggestions. DCC has commented that the date of pre-registration is missing in the Academic_Calendar_Winter_2022-23 Draft.

Agenda Item 6: Biometric Attendance System

HoD, CSED has proposed the following points to the DCC regarding biometric attendance system and DCC has approved it.

(i) One biometric system for faculty and staff is placed in front of CSE 103 and it will be used from 12th Oct 2022 onwards.
(ii) Arrangements will be made to move the biometric system kept in the CSED office to outside.
(iii) Attendance registers will continue to be used.
(iv) Exemption registers for biometric attendance system will be placed in the CSED office as decided in the DCC meeting dated 31/08/22
(v) Record of attendance may be made in the biometric system twice a day between 7:30 AM and 9:00 PM, ensuring eight hours of duty in between.

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

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Name of Department/ Centre: Department of Computer Science and Engineering

Requirement of Technical staff

Designation	Numbers required *	Specific Qualification proposed from CSED	Remarks (any other information)
Technical Assistant [Rs.9300-34800/- GP Rs.4200/-]		First class /equivalent grade in B.E / B.Tech Computer Science and Engineering/ Computer Engineering **OR** First Class/ equivalent grade in Diploma in Computer Engineering or Computer Hardware Maintenance or Computer Networking or Computer hardware engineering or Computer Science and Engineering from a recognized Polytechnic / Institute.	* to be decided as per a uniform and transparent policy across all departments
Senior Technician[R s. 5200-20200/-, GP Rs.2400/-]		First Class/ equivalent grade in Diploma in Computer Engineering or Computer Hardware Maintenance or Computer Networking or Computer hardware engineering or Computer Science and Engineering from a recognized Polytechnic / Institute.. **Desirable:** Bachelor's degree in Computer Science & Engg or Computer Engineering.	* to be decided as per a uniform and transparent policy across all departments

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Technician [Rs.5200-20200/-, GP Rs.2000/]		First Class/ equivalent grade in Diploma in Computer Engineering or Computer Hardware Maintenance or Computer Networking or Computer hardware engineering or Computer Science and Engineering from a recognized Polytechnic / Institute	* to be decided as per a uniform and transparent policy across all departments
Technician/ Office Attendant /Lab Attendant [GP 1800 to Rs.2800/]		**Technician:** First Class/ equivalent grade in Diploma in Computer Engineering or Computer Hardware Maintenance or Computer Networking or Computer hardware engineering or Computer Science and Engineering from a recognized Polytechnic / Institute. **Office Attendant :** Senior secondary (10+2) from a recognized board. **Lab Attendant:** Lab attendant with qualification Senior secondary (10+2) , is not useful for assignment of any work in the laboratories of CSED.	* to be decided as per a uniform and transparent policy across all departments

28/10/22

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