

Department of Computer Science and Engineering
National Institute of Technology Calicut
NIT Campus (PO), Calicut-673601, India

DCC Meeting Minutes

Date: 11-04-2024

Time: 12:00 PM to 01:00 PM

Venue: CSED Seminar Hall

Agenda Items:

1. **Ratification of the minutes of the DCC meeting held on 13/03/2024**
2. **Action Taken Action Pending Report of the last DCC meeting**
3. **Integrated Planning**
4. **Guidelines for Malpractice Punishment**

The DCC meeting started at CSED Seminar Hall at 12:00 PM. The Chairperson welcomed all members to the meeting.

Agenda Item 1: Ratification of the minutes of the DCC meeting held on 13-03-2024

The DCC ratified the minutes of the DCC meeting held on 13-03-2024.

Agenda Item 2: Action Taken Action Pending Report of the last DCC meeting

Action Taken:

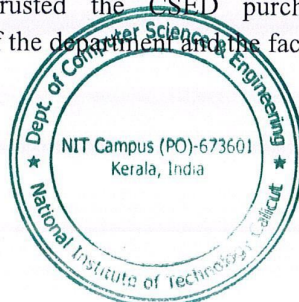
Communicated the following proposals to BoAC

- (i) Proposal for Aligning M.Tech fellowship with TA-ship responsibilities
(BoAC discussed the matter referring to the guidelines stipulated by AICTE for PG grant for GATE qualified students. BoAC resolved that the Departments have to ensure that the M.Tech students eligible for stipend do the obligatory work allotted to them.)
- (ii) Proposal for Considering Publications in Reputed Conferences Towards Requirement for PhD
(BoAC recommends constituting a committee to study the proposal for considering publications in reputed conferences towards the requirement for PhD.)

Action pending :NIL

Agenda Item 3: Integrated Planning

HoD presented the Dean, P & D's call for the integrated planning from all the departments of the institute to make the best use of the funds available for the institute. Subsequently, HoD presented the detailed plan for 2024-25 and also the five year plan of the department (Annexure I). After a brief discussion, DCC approved the proposal and also entrusted the CSED purchase committee to make further modifications/revisions as per the needs of the department and the faculty members.



J. Hasan
19/04/24

Agenda Item 4: Guidelines for Malpractice Punishment

HoD presented the set of guidelines (Annexure II) for disciplinary actions against various academic malpractice cases as circulated by Dean (Acad) for DCC's opinion. After a detailed discussion, DCC suggested following modifications:

1. Concern:

In Item 9 of the guidelines - the possession of electronic devices is treated on par with the actual use of the same. This may be hard on some students who reach the hall running and have the phone with them - never intending to be used / may be in switched-off mode even. This is true for smart watches too.

Suggestion: To have the possession of electronic devices moved to the first level of punishment (similar to Item 1 to 6).

Otherwise, intentional use of notes or books (item 1) will result in F grade in one course while possibly unintentional possession of a mobile phone or smart watch can result in F grade in all courses.

Please note that here, we have defined unintentional & intentional as follows:

- (i) Unintentional is having possession of an item not permitted.
- (ii) Intentional is where there is a proof for use (of an item not permitted) during the exam (such as Message/Post being sent).

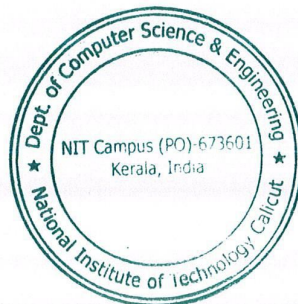
2. Concern: Malpractice during REX/SAY examinations

Suggestion:

If malpractice is found in REX/SAY examination, the student shall be debarred from the provision of REX/SAY examinations in future, in addition to the punishment stated as per the guidelines.

The meeting ended at 01:00 PM on 11-04-2024.

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Annexure I

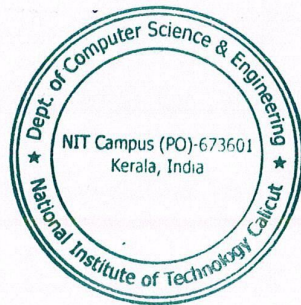
Detailed 2024-25 plan & Five Year Plan:

https://docs.google.com/spreadsheets/d/1p7ffmq6i1AY963qe7Z8jtP62CSlJPOieGbE_xnPTWpk/edit?usp=sharing

Annexure II

Guidelines for malpractice punishment:

https://drive.google.com/file/d/1R_wOk7zM98J6FFPOdKfpxYIajkIq7n3_/view?usp=sharing



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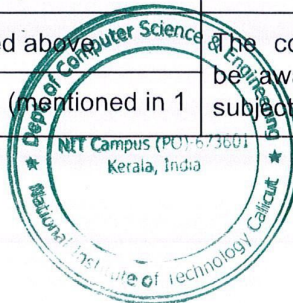
Annexure II

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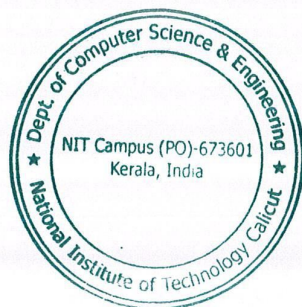
Disciplinary action against academic malpractices: A Set of Guidelines

Sl no	<u>Nature of malpractice</u>	<u>Punishment</u>
1	Possession or use of chits (including blank paper), notes, books, or information related to the course for which examination is being conducted, in any form including writing answers/tips/formulae etc. on the student's body or clothing or other wear, keeping or leaving such material at the examination venue or other surrounding areas (e.g. toilets, windows, etc.), except an area designated for the safe maintenance of student belongings during examinations.	<p>The concerned student(s) shall be awarded 'F' grade in the corresponding course without giving a chance to appear for the corresponding REX/SAY/Supplementary examinations as applicable.</p> <p>Over and above this, the level of punishment will vary based on the recommendations of the Department level committee for malpractice enquiry or Institute level committee for malpractice enquiry, depending on the nature and variation of malpractice done by the student(s)</p> <p>The concerned student shall be awarded 'F' grade in all subjects credited in the</p>
2	Writing answers/formulae/any other matter (related to the course for which examination is being held) on the question paper and passing the same to other student (s) in the examination hall (applicable to both the student who wrote and exchanged the question paper and the student (s) who received the question paper)	
3	Copying from neighbor's answer scripts with mutual consent or by peeping into the other's answer-script (applicable to both the parties, i.e., student who copied and the student who has shown his/her answer sheets for copying)	
4	Threatening/requesting the neighbor to show the answer script	
5	Helping other candidates during examinations from inside or outside the examination venue (applicable to both the parties, i.e., students who helped and the students who received the help).	
6	Misbehavior in the examination hall (unruly conduct, misbehavior with invigilator, TA or any staff)	
7	Repeating the misdeeds (1)-(6) mentioned above	
8	Possession of non-permissible materials (mentioned in 1	



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	or any other items) in large quantities/content	corresponding semester, without giving a chance to appear for the corresponding REX/SAY/Supplementary examinations as applicable.
9	Possession or use of electronic devices of any form including mobile phones, other transmitting or receiving devices, or other means of communication in the examination venue and/or keeping/leaving such devices in the premises (including toilets), other than in the area designated to retain such articles.	Over and above this, the level of punishment will vary based on the recommendations of the Department level committee for malpractice enquiry or Institute level committee for malpractice enquiry, depending on the nature and variation of malpractice done by the student(s)
10	Copying from neighbor's answer scripts with mutual consent, by exchanging or handing over the answer sheet to the neighbor (applicable to both the parties, i.e., student who copied and the student who exchanged his/her answer sheets for copying)	
11	Impersonation in the examination (for both the students)	The concerned student i) shall be awarded 'F' grade in all subjects credited in the corresponding semester and ii) Shall be debarred from attending classes and appearing for examinations in the next two subsequent semesters
12	Any other case not mentioned above	Punishment will be as recommended by the Department level committee for malpractice enquiry or Institute level committee for malpractice enquiry



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