

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

NIT Campus (PO), Calicut-673601, India

DCC Meeting Minutes

Date: 14/01/2021

Time: 12:20 PM

Venue/Mode: Online

Agenda Items:

1. Ratification of the minutes of the DCC meetings held on 07/12/2020 and 09/12/2020.
2. Ratification of the minutes of the DCC meeting held on 08/12/2020.
3. Ratification of the Ph.D selection procedure prepared by the Ph.D Coordinator and selection committee members after incorporating all the suggestions from the DCC members.
4. Reporting of the request from Dr. Sudeep to be relieved of his duties in the institute.
5. Reporting of the status of the proposal from the department for upgrading the MCA programme to M.Tech CSE (AI & DA).

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 07/12/2020 and 09/12/2020.

The DCC ratified the confirmation of the minutes of the DCC meeting dated 07/12/2020 and 09/12/2020.

Agenda Item 2: Ratification of the minutes of the DCC meeting held on 08/12/2020.

The DCC ratified the confirmation of the minutes of the DCC meeting dated 08/12/2020 and 09/12/2020.

Agenda Item 3: Ratification of the Ph.D selection procedure prepared by the Ph.D Coordinator and selection committee members after incorporating all the suggestions from the DCC members.

The DCC ratified the finalized PhD selection procedure prepared by the Ph.D Selection Committee constituted in the DCC meeting dated 09/12/2020. The final form of the selection procedure, after incorporating the comments from all the members is given below:

PhD Selection Procedure

Basis for the Selection Procedure

- a. The decision taken by the DCC meeting held on April 27, 2017 will be the basis for the selection procedure.



- b. Selection is based on sound fundamental knowledge in Computer Science.
- c. There will be a test for “elimination” and an interview for “selection.” The test may be written or oral. All efforts should be made to conduct a written test.
- d. Subjects for the test are Discrete Structures and Data Structures & Algorithms.
- e. The interview will be on the core CS subjects chosen by the candidate. GATE syllabus will be taken as the basis for identifying core CS subjects.
- f. The interview committee shall consist of at least four regular members overseeing the complete interview process and at least one expert for each core CS subject of preference of the candidate.
- g. Candidates are selected for the Department. However, it should be ensured that at least one faculty member is willing to guide the candidate.

Selection Procedure

Phase 0: Screening the Applications

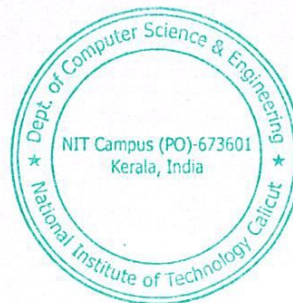
The applications will be screened based on the eligibility conditions specified by the Institute and any additional eligibility criteria specified by the Department.

Phase 1: Test for Elimination

- Department will identify two faculty members for this phase.
- Questions will be on the core basic subjects identified by the department. (Presently, these are identified as Discrete Structures and Data Structures & Algorithms with a weight ratio of 1: 2.)
- Questions should be basic, keeping in mind that this phase is for “elimination.”
- Number of wrong answers and fundamental questions not answered by the candidates may be considered as criteria for elimination.
- Faculty members identified by the Department for the elimination phase will propose the candidates to be eliminated based on their evaluation.
- HoD, with the help of the PhD coordinator, will prepare the rank list of candidates to be called for the interview (Phase 2) based on the above proposal for elimination.

Phase 2: Interview for Selection by a Committee

- The candidate will be asked to mention two core CS subjects in which the candidate is most confident.
- GATE syllabus will be the basis for identifying the core CS subjects. (The subjects identified are Programming and Data Structures, Theory of Computation, Algorithms, Computer Architecture, Operating Systems, Database Management Systems, Compiler Design, and Computer Networks.)



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- The Committee will ask questions from the two core subjects one after another, as per the preference of the candidate.
- The questions will be of two difficulty levels: simple and not so simple. The Committee may ask two-three questions from each level.
- If the student is not able to answer “simple” questions from the first subject of his/her preference then he/she shall be asked questions from the second subject of preference.
- If the student is not able to answer simple questions of either subjects of his/her preference then he/she may be marked for elimination from the interview process.
- If the student answers the “simple” questions satisfactorily then he/she may be asked “not so simple” questions.
- Again, the questions should be to check the fundamental knowledge of the candidate in his/her subjects of choice.
- A document will be shared with the faculty members of the department in order to prepare a list of subject experts for the interview.
- At the end of this phase a rank list of the interviewed candidates will be prepared by the Committee members with inputs from the subject experts.

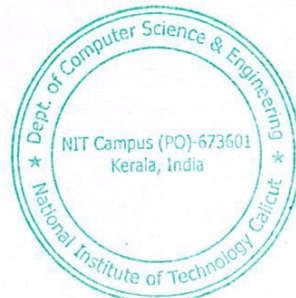
Phase 3: General Questions

Any faculty member who wants to ask questions to the candidate to check the potential of the candidate to work in the area of interest of the faculty member may do so in this phase. In order to save the time required for the Committee to conduct the interviews, this phase may be done as a separate session by the faculty member with the candidate.

Preparation of Rank Lists

Preparation of Rank List by the Committee

- Each member is expected to note the answers given by the candidate during the interview and make an individual assessment of the candidate, if possible.
- At the end of the interview, members will name candidates for Rank 1.
- The candidate with the majority vote will be ranked as No.1. A tie will be resolved through a discussion by the committee.
- This procedure will be repeated for all remaining ranks in order.
- A faculty member who is not confident of an assessment of a candidate need not suggest ranking that candidate.
- The committee will ensure that at least one faculty member is willing to guide the candidate who is ranked. Otherwise, the candidate may not be ranked.



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Preparation of Final Rank List

- HoD with the help of the PhD coordinator will prepare the official rank list based on the rank list prepared in Phase 2.
- The official rank list will be sent to all members of the Committee for approval.

Agenda Item No. 4: Reporting of the request from Dr. Sudeep to be relieved of his duties in the Institute.

HOD reported the request from Dr. Sudeep K. S. to be relieved of his duties in the department. The DCC thanked the services of Dr. Sudeep in various capacities for the department.

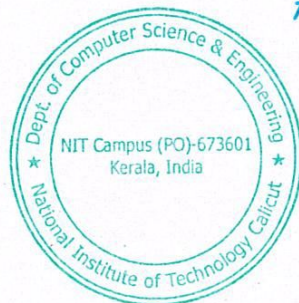
The following duty allocation was approved by the DCC:

1. MCA Coordinator: Dr. Arun Raj Kumar P.
2. Faculty Advisor, First Year MCA: Dr. M. Prabu.


Agenda Item No. 5: Reporting of the status of the proposal from the department for upgrading the MCA programme to M.Tech CSE (AI & DA).

The HoD reported that the proposal for upgrading the MCA programme in the department to M.Tech CSE (AI & DA) has been approved by the BOAC. The HoD requested the support of all the members, to convince the Senate body about the importance of the proposal for the future of the department, so that the Senate may consider the proposal favourably.

The meeting came to a close at 12:50 PM



Approval from Members cover Email
on 19/01/2021; (10:00 AM).


20/01/2021
K. Murali Krishnan
HOD, CSD.