



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

NIT Campus (PO), Calicut-673601, India

DCC Meeting Minutes

Date: 07/06/2022 and 09/06/2022

Time: 12:20 PM to 1:00 PM

Venue/Mode: Online

Agenda Items:

1. Ratification of the minutes of the DCC meeting held on 12/04/2022
2. Action Taken Action Pending Report of the last DCC meetings
3. Thanking outgoing student members and introduction to new student members to DCC
4. Monthly work report for M.Tech students during their second year (project work), presented by HOD
5. NBA Accreditation for B.Tech CSE programme, presented by HOD
6. Offering Electives with co-teaching from industry (initiative of CIIR), presented by Dr. **Anu Mary Chacko**
7. Application for EOL, presented by Dr. Saleena N
8. Plan fund proposal for 2022-23, presented by purchase Coordinator, CSED
9. Proposal for setting up a lab in space allocated to CSED in the old library building, presented by purchase Coordinator, CSED
10. DCC Comments on the recommendations of the IRG committee, presented by HOD.

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 12/04/2022

The DCC ratified the confirmation of the minutes of the DCC meeting dated 12/04/2022

Agenda Item 2: Action Taken Action Pending Report.

Action items in the DCC meeting dated 12/04/2022

Item	Status
Discussion on the proposed new Ph.D admission regulations.	The consolidated comments from the DCC were communicated to Dean Academic on Wednesday, 13/04/2022.
Discussion on the revised Slot system proposed, and the introduction of additional batches for B.Tech Classes.	The comments and suggestions of the DCC were communicated to Dean Academic on Tuesday, 12/04/2022.



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Agenda Item 3: Thanking outgoing student members and introduction to new student members to DCC

The DCC acknowledged the services of the outgoing student members Mr. Jaisooraj J. (Ph.D representative), Mr. Abhishek Tiwari (M.Tech representative), Mr. Shiva Umesh Hegde (MCA representative) and Mr. Sattiraju Shriram (B. Tech representative).

The DCC welcomed the new members: Mr. Vivek M. R. (Ph.D representative), Ms. Megha Ghosh (M.Tech representative), Ms. Sheenam Waris (MCA representative) and Mr. Tom Saju (B. Tech representative).

Agenda Item 4: Monthly work report for M.Tech students during their second year (project work).

The format of the monthly work report for M.Tech students (Annexure I) was approved by the DCC. The DCC directed the HOD to implement the same with effect from June-July 2022.

Agenda Item 5: NBA Accreditation for B.Tech CSE programme

The list of courses for which course files have to be prepared for SAR PO computation was presented by the HOD and was approved (Annexure II). The work allocation for various sections of the SAR document to be prepared by the Department was also presented.

Agenda Item 6: Offering Electives with co-teaching from industry (initiative of CIIR)

Dr. Anu Mary Chacko, the CIIR member from the Department presented the item (Annexure III)

The DCC noted that faculty members proposing to have co-teaching courses as electives may propose the same to CIIR with the resume of the expert, the details of the portions of the syllabus for which the expert is invited to handle the course, and an approximate plan for the duration of the visit, for approval.

The DCC requested clarification from CIIR on the following points.

Is there a provision for the expert to be invited to the campus, subject to prior administrative approval from the competent authority? If that is permitted, the norms regarding the TA/DA payment, if any, and expenses towards campus accommodation for the experts who visit the campus offline may be specified. The head of account from which the amount is sanctioned (in particular, whether the amount is to be sanctioned from the DOC of the concerned department) may be clarified.

Agenda Item 7: Application for EOL

The DCC resolved to recommend that the request (Annexure IV) may be considered as per admissible rules.

Agenda Item 8: Plan fund proposal for 2022-23

The DCC approved the plan fund proposal (Annexure V) for the financial year 2022-23.

Agenda Item 9: Proposal for setting up a lab in space allocated to CSED in the old library building.

The DCC approved the proposal (Annexure VI) and directed the HOD to initiate proceedings to undertake the works.




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Agenda Item 10: DCC Comments on the recommendations of the IRG committee.

The DCC unanimously resolved to recommend the report, with the minor suggestions pointed out by members:

1. In the report in all places while specifying the ratio of distribution of funds which component goes to which fund may be unambiguously specified. (eg. Section 1.3.1. "Man-Hour of all faculty / Staff involved" is included in the 40% consultancy component. In Section 1.4.1, the testing charges involve "Man-hour involved in the operation" and consultancy charges calculation refers back to Section 1.3.1, where "Man-Hour of all faculty / Staff involved" is already included.) It might be better to avoid the back reference to Section 1.3.1 and repeat the components independently under Section 1.4.1 for the sake of clarity.
2. In the section 1.6 (CEP), in the proposed distribution, all expenses are supposed to be met with 50% of the registration fee and the remaining is distributed amongst different funds like IDF/DDF/CEP/Coordinator etc. The DCC is of the opinion that achieving 50% income over expenditure would be impractical and it is preferable that the amount allotted for actual expenditure be 70%, with the remaining 30% income-over-expenditure amount being distributed in the same ratio as proposed - that is, 60% (of the 30%) to IDF, 15% to DDF/CDF, 15% to the PCF of the coordinators shared equally, and 10% to CEP.
3. The honorarium for resource persons suggested in the report may be revised as per the CEP guidelines - 2022.

AOB: The draft time table for the academic year 2022-23, circulated by Dean Academic, was noted by the DCC.

The meeting started on 07/06/2022 at 12:20 PM and closed at 1:00 PM and the meeting resumed at 12:30 PM on 09/06/2022 and closed at 1:00 PM on the same day.

Annexure I

Format for monthly work report for M.Tech students



**Department of Computer Science and Engineering
National Institute of Technology Calicut
NIT Campus (P O), Calicut- 673 601, India.**

Monthly Report of Departmental Duties

(Signature of the guide/faculty to be obtained **on a weekly basis** and the completed form to be submitted between 15th and 19th of each month to CSED Office for the processing of scholarship)



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-13/06/2022

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Name				
Roll Number				
Reporting Period DD/MM/YY	18 // to 15 //			
Programme (please \surd one)	M.Tech CS / M.Tech CS (IS)			
Name of the Project Guide				
Name of the Faculty Supervising Laboratory / Teaching Assistantship				
Signature of Project Guide / Faculty in Charge of Laboratory Course				
	I week of the said period	II week of the said period	III week of the said period	IV week of the said period
Certified that student has reported for Project work (Please sign in each column)				
Certified that student has reported for Laboratory / Teaching Assistance (Please sign in each column)				

Signature of the Student.

Date of Submission to CSED Office :

Handwritten signature and date: 13/06/2022

Annexure II
Course List for 2022 NBA Accreditation of B.Tech CSE



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Semester	S3/S4					S5/S6				S7/S8			
Monsoon 2019 10 courses	LD	DS	PD	LD L	PD L	BCS1 8	OS	DB MS	TOC	DBMS L	BCS1 7	SEMINAR	BCS1 6
	HVN/TMS	MK, VP	SM, SR	HVN, TMS	SM, SR		SK, JPB	KAN, GG	JP, SKS	GG, MP, JP		PNP, JPB	
Winter 2019-20 9 courses	DSA	CO	DSAL	HWL		BCS1 8	SW E	CD	CN	NWL	BCS1 7	PROJECT	BCS1 6
	PC	JPB	PC, LA	JPB			AMC	PVK	VAR, PARK	PARK, VAR		KAN	
Monsoon 2020 10 courses	LD	DS	PD	LD L	PD L	BCS1 9	OS	DB MS	TOC	DBMS L	BCS1 8	AI	BCS1 7
	TMS, AP	MK, VP	SN, SR	TMS, HVN	SN, SR		SK, VAR	KAN, MP	RH, SKS	KAN, MP, PD		GG, PNP	
Winter 2020-21 9 courses	DSA	CO	DSAL	HWL		BCS1 9	SW E	CD	CN	NWL	BCS1 8	PROJECT	BCS1 7
	PC, LA	JPB, SZ	LA, PC	JPB, SZ			Manjusha	PVK	HVN, PARK	HVN, PARK		AMC	
Monsoon 2021 10 courses	LD	DS	PD	LD L	PD L	BCS2 0	OS	DB MS	TOC	DBMS L	BCS1 9	AI	BCS1 8
	TMS, TV	MK, VP	SR, SM	TMS, TV, AP	SR, SM		SK, VAR	KAN, MP	JP, RH	MP, KAN		GG, PNP	
Winter 2021-22 9 courses	DSA	CO	DSAL	HWL		BCS2 0	SW E	CD	CN	NWL	BCS1 9	PROJECT	BCS1 8
	LA, JJ, PC	JPB, TAS	GG, JJ	JPB, SK			VP	MK	HVN, PARK	HVN, VAR, PARK		PARK	

Program Exit Survey: 2022 (BCS18 batch - SR) 2021 (BCS17 batch - SK) 2020 (BCS16 batch - KAN)

JPB: Dr. Jayaraj P. B. HVN: Dr. Hiran V. Nath. PARK: Dr. Arun Raj Kumar. SR: Dr. Subashini R. TMS: Mr. T. M. Srinivasa.	PNP: Dr. Pournami P. N. AMC: Dr. Anu Mary Chacko TV: Dr. T. Veni.
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SK: Dr. Saidalavi Kalady. KAN: Dr. K. A. Abdul Nazeer. MP: Dr. M. Prabu. GG: Dr. Gopakumar G. PC: Dr. Priya Chandran. VP: Dr. Vinod Pathari MK: Dr. K. Murali Krishnan SM: Dr. Subhasree M. LA: Dr. Lijiya A.	SN: Dr. Saleena Nazeer. AP: Dr. Anil Pinapati. JP: Dr. Jay Prakash. JJ: Dr. Jimmy Jose RH: Dr. Raju Hazari. SZ: Dr. Sheerazuddin. Manjusha : Dr. Manjusha K.
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Annexure III

Proposal from CIIR for co-teaching of courses with external experts.

One of the initiatives planned by the Center for Industry Institutional Relations (CIIR) is to offer Collaborative Electives for UG and PG courses in collaboration with scientists / SMEs. Department can opt for a maximum of 2 electives in this mode.

General guidelines, approved by the Director:

- (i) Co-teaching is related to only a portion of the syllabus (maximum about 6-8 hours). The visiting experts may be treated as 'Invited Experts' to talk about the latest advances/industrial case studies, etc. The expert lectures will be conducted generally in online mode. Honorarium admissible is Rs 5000 per hour, subject to a maximum Rs 40,000/-. The timing of the visit may be based on the expert's convenience. All the evaluations for such courses have to be done by the concerned faculty. The talks may be made available to other students, not attending courses as well, subject to the consent of the expert.
- (ii) Once the course/ topics for experts and details/bio data of experts and his/her consent is obtained (email consent is sufficient), the proposal may be submitted by the course faculty, with the recommendation of the concerned DCC. CIIR will arrange for administrative sanction for the visit from the Director directly, and the proposal need not be routed through the BoAC and Senate, as co-teaching is proposed for an existing approved course. The courses can be electives or core, UG/PG courses.
- (iii) Experts can be eminent Doctors (MD/MS/DM/MCh/Ph.D.) or other Professionals with PG/ Ph.D. qualification, exceptions will be considered case to case by CIIR.
- (iv) Industry sponsored electives, taught completely by external experts, need BoAC, Senate approval as it is a full course offered by outside experts.



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13/06/2022

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Annexure IV
Leave request from Dr. Saleena N

SUBMITTED

07-06-2022

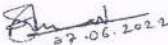
Sub: Request for Extra Ordinary Leave (EOL) – Reg.

I have been working as a faculty member in the Department of Computer Science and Engineering of NIT Calicut since 30-10-2000. I have really enjoyed my teaching career during this period. The feedback obtained from my students was also highly encouraging and satisfying. I also had the opportunity to take up various administrative responsibilities including the Head of the Department for two years from 2018 to 2020. I am immensely thankful to the Institute administration for all the support and encouragement extended to me for effectively discharging my duties..

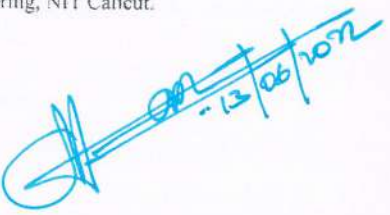
Now, due to compelling family reasons and 'not so good' health conditions, I am in need of a short break. My only daughter has joined post-graduate medical course (MD) and she has a three months old baby. She is badly in need of my support at this crucial period of her life. I have undergone two major surgeries during the last 12 years, and suffering from chronic minor ailments associated with that. Under this circumstance, I am not in a position to discharge my official responsibilities satisfactorily while extending necessary support to my daughter.

Hence it is requested that I may be permitted to avail Extra Ordinary Leave (EOL) for two years from 11th July 2022.

During the period of leave, I also have a plan to prepare helpful study materials/e-books on some of the courses that I have taught during the last few years.


07.06.2022

Dr. Saleena N,
Associate Professor,
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Annexure V

Plan Fund Proposal for 2022-23

Plan Fund Proposal for 2022-23					
Name of the Department: CSED					
A. Equipment/Furniture:					
Priority No.	Name of equipment/furniture	Quantity	Unit Cost (Rs)	Total Cost (Rs)	Justification
1	Structured Cabling / Network Setup	1	₹500,000.00	500,000.00	These are essential networking set up/equipments required to set up new computer laboratory in the space allocated for the department in the Old Library building
2	24 Port L2 Managable Switch with SFP+ 10G Uplink Ports	16.00	₹31,000.00	₹496,000.00	
3	24 Port L2 Managable Switch with SFP 1G Uplink Port	5.00	₹20,000.00	₹100,000.00	
4	24 Port PoE L2 Managable Switch	9.00	₹55,000.00	₹495,000.00	
5	L3 Managable Access Switch	2.00	₹245,000.00	₹490,000.00	
6	L3 Managable Distribution Switch	1.00	₹500,000.00	₹500,000.00	
7	Patch Panel for switch Rack	16.00	₹3,500.00	₹56,000.00	
8	WiFi Access Point	6.00	₹80,000.00	₹480,000.00	
9	Networking Rack	4.00	₹40,000.00	₹160,000.00	
10	CAT6 Patch Chord	200.00	₹200.00	₹40,000.00	
11	Rack Mount Console	1	₹75,000.00	75,000.00	To replace the existing obsolete and non-functional rack mount console and KVM switch in the Network Systems Laboratory
12	KVM Switch	1	₹5,000.00	5,000.00	



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13	Laser Printer	7.00	₹15,000.00	₹105,000.00	For faculty rooms
14	Wifi Projector	1	₹200,000.00	200,000.00	For research group discussions/presentations to be used in the Cloud computing lab
15	LCD Projectors	6	₹75,000.00	450,000.00	For installation in various classrooms and seminar halls.
16	Air conditioners - Computer Lab	8	175000	1,400,000.00	These are essential for the proper functioning of Desktop Pcs and Servers to be installed in new computer laboratory planned in the Old Library building
17	Air conditioners - Server Room	2	80000	160,000.00	These are essential furniture required to set up new computer laboratory planned in the Old Library building
18	Computer Chairs	40	₹8,000.00	₹320,000.00	This is intended to provide the required power backup for Desktop Pcs and Servers to be installed in the new computer laboratory proposed in the Old Library building
19	UPS - 30KVA	1	650000	650,000.00	For Deep learning related research work to be kept in the Network Systems Laboratory
20	GPU Workstation	1	500000	500,000.00	This is intended to be used as an add-on card in a server kept in the Server room of IT Lab complex
21	GPU Card	1	800000	800000	This is planned to be kept in the Software Systems Laboratory for high end computations of PG and PhD students
22	High End Server	1	990000	₹990,000.00	
Total for Equipment/Furniture				8972000.0	
B. Civil/Electrical Works:					



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Priority No.	Name of work	Approx. Cost of work (Rs)	Justification
1			
2			
3			
Total for Civil/Electrical Work		0.0	
Grand Total		8972000.0	
Total Amount Allocated under Pland Fund		8972000.0	
Date:			
			Signature of the Head of the Department

Annexure VI
Proposal submitted for setting up
Computer Laboratories in the Old Library building

Ref: MInutes of the institute space allocation committee meeting held on 28th January, 2022

As per the reference cited, the first floor including mezzanine floor was allocated to CSED and MED. After detailed discussion, both the departments arrived at a consensus to earmark the allocated space for department-wise purposes. Based on this, CSED proposes to build a Computer Laboratory in the space allocated in the first floor of the building, to accommodate maximum students in the light of increased UG student strength.

This proposal describes the essential requirements to convert the existing space in the assigned locations to fully functioning laboratory spaces. Section A describes the details of Civil works to be completed, Section B details Electrical works and Data cabling needs are listed under Section C.

Section A - Civil Works

Following are the details of essential Civil works identified:



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1. Retiling of first floor and mezzanine floor
2. Closing of windows in the first floor and mezzanine floor, except the windows towards the eastern direction in both the floors, to make the space suitable for installing air conditioners
3. Widening of the existing staircases and fix stainless steel handrails
4. Detaching the existing wooden furniture in room R2 and providing a semi partition for installing UPS and Servers.
5. Painting of both floors completely and rooms R1, R2 and R3

Section B - Electrical Works

Following are the details of essential Electrical works identified:

1. Three phase input supply lines for connecting two numbers of 40KVA UPS in room R2 where UPS/Servers are planned to be installed.
2. Input power supply lines required for setting up four numbers of server racks and two numbers of network racks.
3. UPS wiring to the server racks for connecting servers
4. UPS and Main AC wirings required to connect approximately 146 numbers of Desktop PCs planned to be set up in both floors together.
5. Installation of power sockets required to connect 8 numbers of air conditioners in both floors together (4 numbers in the first floor and 4 numbers in the mezzanine floor).
6. Installation of power sockets required to connect 2 numbers of air conditioners (dual mode) in room R2 where UPS/Servers are planned to be installed.
7. Installation of UPS and Main AC power sockets required to connect 2 numbers of Desktop PCs in room R1.
8. Installation of lights in both the labs and in the rooms R1, R2 and R3.

Section B - Data Cabling Works

1. Structured cabling from the Network server to be installed in room R2 to each terminal machine planned to be installed in both floors.
2. Structured cabling from the Network server to be installed in room R2 to Desktop PCs planned in room R1.
3. Structured cabling from the Network server to be installed in room R2 to the rack servers planned in room R2.

Enclosures:

1. Copy of mInutes of the institute space allocation committee meeting held on 28th January, 2022
2. Plan drawings of each floor
3. Computer terminal layout of both floors
4. Layout of UPS and Main AC power points and Network ports for both floors



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