

Department of Computer Science and Engineering
National Institute of Technology Calicut

NIT Campus (PO), Calicut-673601, India

DCC Meeting Minutes

Date: 03-08-2023

Time: 03:00 PM to 03:45 PM

Venue: NLHC 102

Agenda Items:

1. Ratification of the minutes of the DCC meeting held on 27/07/2023
2. Action Taken Action Pending Report
3. Request from Mr. Saketh Thakur (B210565CS) for special permission to repeat the first year
4. Request from Mr. Tanishq Singh (B210579CS) for special permission to register for S5
5. Request from Mr. Jarapala Subbarao Naik (B180520CS) for special permission to register for the next semester
6. Request from Ms. Anu Krishnan (B211307CS) for special permission to register for S5

The DCC meeting started at NLHC 102 at 3:00 PM. The Chairperson welcomed all members to the meeting.

Agenda Item 1: Ratification of the minutes of the DCC meeting held on 27/07/2023

The DCC ratified the confirmation of the minutes of the DCC meeting held on 27/07/2023.

Agenda Item 2: Action Taken Action Pending Report

Action Taken: NIL

Action pending : Forwarding the student requests along with the recommendations by the DCC

Agenda Item 3: Request from Mr. Saketh Thakur (B210565CS) for special permission to repeat the first year

Dr. Sherazuddin, faculty advisor of Mr. Saketh Thakur (B210565CS) presented the request from the student (Annexure I) for special permission to repeat the first year. Dr. Sherazuddin informed the DCC members that the student has acquired 4 credits till now, much lower than the minimum number of credits (15) to register for the S3. It was brought to the notice of the DCC that the student had already repeated the first year courses once.

After a detailed discussion and looking at the lack of progress of the student even after being given a second chance, DCC decided not to recommend the special permission sought by the student.

Sherazuddin
04/08/23
HOD, CSE I

Agenda Item 4: Request from Mr.Tanishq Singh (B210579CS) for special permission to register for S5

Dr.Sherazuddin, faculty advisor of Mr.Tanishq Singh (B210579CS), presented the request (Annexure II) from the student for special permission to register for the Monsoon Semester despite having fewer credits than the required minimum to move to S5. It was brought to the notice of DCC that the student had acquired 24 credits and the minimum number of credits required to move to S5 is 40. The detailed academic plan submitted by the student also was presented to the DCC members.

After a brief discussion, the DCC recommended granting the request.

Agenda Item 5: Request from Mr. Jarapala Subbarao Naik (B180520CS) for special permission to register for the next semester

Dr. Hiran V Nath, faculty advisor of Mr.Jarapala Subbarao Naik (B180520CS), presented the request(Annexure III) from the student for special permission to register for the monsoon semester. It was brought to the notice of DCC that the student had completed 5 years of his BTech programme and is currently in his 6th year. He has acquired 144 credits and needs 16 more credits to attain the degree.

After a brief discussion, the DCC recommended granting the request, as he just needs only a few credits to complete the degree.

Agenda Item 6: Request from Ms.Anu Krishnan (B211307CS) for special permission to register for S5

Dr. Anu Mary Chacko, faculty advisor of Ms.Anu Krishnan (B211307CS), presented the request (Annexure IV) from the student for special permission to register for the monsoon semester despite having fewer credits than the required minimum to move to S5. It was brought to the notice of DCC that the student had acquired 23 credits and the minimum number of credits required to move to S5 is 40. It was informed to the DCC that, as per the student, the dip in her performance from the third semester was due to some medical issues she had faced. The detailed academic plan submitted by the student also was presented to the DCC members. FA also informed DCC that an undertaking was given by the student's mother that one of the parents will stay with their daughter in the next semester to help her with her studies.

After a brief discussion, the DCC recommended granting the request.

The meeting ended at 03:45 PM on 03-08-2023.

J. Anu
04/08/23
HOD, C&E

Annexure I

Request from student along with plan:

<https://drive.google.com/file/d/1Bv-3Dhvg4IEeIUVAfyzvcfXV89Eq8WEq/view?usp=sharing>

Annexure II

Request from student along with plan:

https://drive.google.com/file/d/11DnVwlfDXW9NEqFJvAg-xkSfHw_K26ed/view?usp=sharing

Annexure III

Request from student along with plan:

<https://drive.google.com/file/d/1QTpcjqCugsc81Nr6QcooN-4YeOpoo3pJ/view?usp=sharing>

Annexure IV

Request from student along with plan:

<https://drive.google.com/file/d/1gAhAVcbyNBQ3ATx9PGN5zDT0eDgTmevW/view?usp=sharing>

H. Kumar
04/08/23

HOD, (JED)

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

NIT Campus (PO), Calicut-673601, India

DCC Meeting Minutes

Date: 27-07-2023

Time: 02:00 PM to 03:30 PM

Venue: CSED Seminar Hall

Agenda Items:

1. Ratification of the minutes of the DCC meeting held on 05/07/2023
2. Action Taken Action Pending Report
3. Request from Anand Krishnan M (B200711CS) for special permission to register for VII Semester
4. Request for extending medical leave from Vyshnav Krishan (B200769CS)
5. Request from Shubham Choudhary (B210580CS) for special Permission to register for Monsoon Semester
6. Request from S Vishnu Vardhan Reddy (B190429CS) for special permission to discontinue the monsoon semester and rejoin for winter semester of AY 2023-24 of AY 2023-24
7. Policy for enrollment of Swayam Courses
8. PhD Comprehensive Exam Procedure, CSED
9. Commencement of Monsoon 2023-24
10. Do we need to revise M Tech Internship policy? (Oral communication from CCD)
11. Request from Pranav J (B200765CS) for special permission to register for Next Semester

The DCC meeting started at CSED Seminar Hall at 2:00 PM. The Chairperson welcomed all members to the meeting. Additionally, the Head of the Department (HOD) introduced Dr. Santosh Behra, the newly appointed assistant professor in the Department of Computer Science and Engineering (CSE), and welcomed him to his first DCC meeting. Dr. Santosh Behra then briefly introduced himself, providing some background information to the DCC members. .

Agenda Item 1: Ratification of the minutes of the DCC meeting held on 05/07/2023

The DCC ratified the confirmation of the minutes of the DCC meeting held on 05/07/2023.

Agenda Item 2: Action Taken Action Pending Report

Action Taken: NIL

Action pending : NIL

Agenda Item 3: Request from Anand Krishnan M (B200711CS) for special permission to register for VII Semester

Dr Anand Babu N B, faculty advisor of Anand Krishnan M (B200711CS) presented the request (Annexure I) from the student for special permission to register for 7th semester despite having fewer credits than the required minimum to move to S7. It was brought to the notice of the DCC that the no of credits the student acquired is 59 and the no of credits required to move to S7 is 65 as per the NITC B.Tech rules and regulations. It was also informed to the DCC that this is the first time the student had made such a request and that he had been facing challenges with OCD + Mod Depression, as claimed by him, which adversely impacted his academic performance. After a brief deliberation, the DCC recommended special permission for the student to register for the 7th Semester.

Agenda Item 4: Request for extending medical leave from Vyshnav Krishnan (B200769CS)

Mr Sumesh T A, faculty advisor of Vyshnav Krishnan (B200769CS), presented the request(Annexure II) from the student seeking for extension of medical leave for one more semester as the student is suffering from retinal pigment epithelial atrophy as confirmed by his doctor(Annexure II).

The DCC was informed that the student had already been on medical leave for the past three semesters. After careful consideration and discussion, the DCC recommended granting the extension of leave for Vyshnav Krishnan on condition of producing a medical certificate, allowing him to take the necessary time to address his health condition.

Agenda Item 5: Request from Shubham Choudhary(B210580CS) for special Permission to register for Monsoon Semester

Dr.Saidalavi Kalady, faculty advisor of Shubham Choudhary(B210580CS), presented the request(Annexure III) from the student for special permission to register for the monsoon semester despite having fewer credits than the required minimum to move to S3. After a brief discussion, the DCC recommended granting the request.

Agenda Item 6: Request from S. Vishnu Vardhan Reddy (B190429CS) for special permission to discontinue the monsoon semester and rejoin for winter semester of AY 2023-24

Dr Vasudevan A. R., faculty advisor of S Vishnu Vardhan Reddy (B190429CS) presented the request (Annexure IV) from the student seeking special permission to discontinue the monsoon semester 2023 and rejoin for winter semester 2023-24. It was brought to the notice of DCC that the student has acquired 157 credits out of the 160 credits required to complete the B.Tech programme. To graduate, the student needs to take a core lab course, which will be offered during the next winter semester, and also an elective course. The student intends to enroll in both the elective course and the core lab course in the upcoming winter semester (academic year 2023-2024), as that would be the semester core lab is offered by the department. Therefore, the student has requested temporary discontinuation of the programme for the

monsoon semester 2023 and plans to resume his studies in the winter semester 2023-24. After a brief discussion, DCC recommended granting the request.

Agenda Item 7: Policy for enrollment of Swayam Courses

Dr Lijiya A, representing AQMC team presented the proposed policy for enrollment of swayam courses by the UG students.

The proposed policy is as follows.

Before registration, the class representatives may present the list of courses requested for approval. AQMC finalizes the courses to be approved, after ensuring the courses are appropriate for offering as advanced electives, in consultation with the faculty advisors and the class representatives. The faculty advisors shall propose a mentor for each course offered, who will be responsible for delivering the course results and managing other matters relating to the course. The students may enroll in the courses approved by AQMC by forwarding their request to the faculty advisor, with the consent of the mentor.

After a brief deliberation, DCC approved the proposed policy.

Agenda Item 8: PhD Comprehensive Exam Procedure, CSED

Dr Vineeth Paleri, representing the PhD coordination team, presented the proposal(Annexure V) for the procedure of the comprehensive exam for the PhD students, prepared based on the guidelines given by the institute(Annexure VI). After a detailed discussion, the DCC approved the proposal.

Agenda Item 9: Commencement of Monsoon 2023-24

HOD, presented a few points for the faculty on the eve of commencement of the new semester.

(i) Quality of academic

The HOD emphasized the importance of maintaining and enhancing the quality of academics in the upcoming monsoon semester and directed all faculty members to ensure effective delivery of courses continuing the department's reputation of being one of the best teaching institutions. .

(ii) Conduct of class committee

The HOD highlighted the role of the Class Committee in fostering a positive and conducive learning environment, and requested all the faculty members and faculty advisors to actively participate in the conduct of the class committee meetings.

(iii) Conduct of exams

The HOD reminded the faculty members, the need to present the course plan containing the evaluation scheme to the students and stick to the evaluation scheme to the maximum extent possible. She also discussed the need for timely evaluation and publication of results.

(iv) 1st semester classes

The HOD discussed the commencement of classes for 1st semester students in the monsoon semester and the need for the faculty to take attendance meticulously to ensure proper discipline in the students from the first semester itself. She also emphasized on providing necessary support systems to help new students adjust to college life smoothly.

(v)M Tech TAs : Biometric attendance & exchange of lab duties

The HOD suggested consideration of biometric attendance for M Tech students to ensure better monitoring of their regularity and punctuality. Additionally, she proposed a policy regarding M Tech TAs exchanging lab duties with their colleagues. According to the policy, if an M Tech TA wishes to exchange lab duties, they must request a leave, unless they are participating in a campus placement drive. In such cases, the candidate must inform the concerned lab faculty at least one day in advance with proof that he/she would be attending the placement drive. DCC approved both the proposals.

Agenda Item 10: Do we need to revise M Tech Internship policy? (Oral communication from CCD)

The HOD presented a request orally received from the Centre for Career Development (CCD) to consider revising the department MTech internship policy(Annexure VII) so as to allow them to do internship in the Industry in the second year of their M.Tech. After a brief discussion, the DCC recommended no change in the existing policy.

Agenda Item 11: Request from Pranav J (B200765CS) for special permission to register for Next Semester

Dr Jayaraj P B, faculty advisor of Pranav J (B200765CS) presented the request (Annexure VIII) from the student for special permission to register for next semester. It was brought to the notice of the DCC that the no of credits the student acquired is 55 (49 credits + 9 credits from OT courses). It was also informed to the DCC that the student had been facing challenges with medical issues, as claimed by him, which adversely impacted his academic performance. After a brief deliberation, the DCC recommended special permission for the student to register for the backlogs in S1, S3 and S5 courses on the condition of production of relevant medical certificate.

The DCC meeting ended at 03:30 PM on 27-07-2023.

Annexure I

Request from the Student:

https://drive.google.com/drive/folders/1BIkqRVzJX-XiuY_wPZUINIKPyxhBV6mc?usp=sharing

Annexure II

Request from the Student:

<https://drive.google.com/file/d/1HGp9KeeSnT3pG4pat3U1otzq6xfAQq6Y/view?usp=sharing>

Doctor Letter:

<https://drive.google.com/file/d/1I2Yn-pvbYcruFMBSDsigb43YUqY8pmkM/view?usp=sharing>

Annexure III

Request from Student along with plan:

<https://drive.google.com/file/d/1iahDr3fkNgloD4UX3Nk6n9oB3k6Ww8EX/view?usp=sharing>

Annexure IV

Request from Student along with plan:

https://drive.google.com/drive/folders/1hhUzkqiPL4NqM-NEIS-L4_d9Dru4HszB?usp=drive_link

Annexure V

Proposal for Comprehensive Exam Procedure:

https://drive.google.com/file/d/1lu7fZY3rAulvT9MMoO_PMixVFHF284A/view

Annexure VI

Institute Guidelines:

https://drive.google.com/file/d/1_Dmih29Y4-EnJSB0w7ZqF6CH7LbWfW8s/view

Annexure VII

MTech Internship Norm:

<https://drive.google.com/file/d/1mQMON24MduDTLTepwZUXjoVbTA5qUqRC/view?usp=sharing>

Annexure VIII

Student Request:

https://drive.google.com/file/d/1P_VuzjlpOWIQEbI3u7QSDzqMR65L.nma/view?usp=sharing