

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

DCC Meeting Minutes

Date: 08/06/2021

Time: 12:20 PM to 1:05 PM

Venue/Mode: Online

Agenda:

- 1. Ratification of the minutes of the DCC meeting held on 27/04/2021**
- 2. Consideration of the proposal from Chairperson UG admission for revising DASA/CIWG seat matrix considering the increased B.Tech/B.Arch intake and demand for various branches in past 5 years, presented by HOD**
- 3. Proposal from SAC for the inclusion of another-branch SAC Branch Representative in Class Committee meetings, presented by UG Coordinator**
- 4. Policies regarding final year projects and internships, presented by UG Coordinator:**
 - a) Students forming final year project groups with students of other departments.**
 - b) Students planning for their 8th semester internship outside the institute.**
- 5. Draft Academic Calendar proposed by Dean Academic, presented by HOD**
- 6. BEST project award by CSEA, presented by CSEA incharge**
- 7. Any other matter with the permission of the Chair, presented by Mr. Sonaal Pathlai Pradeep.**
- 8. Acknowledging the services of the outgoing student DCC members, presented by Chairperson**

The DCC meeting started online at 12:20 PM on 08/06/2021. The Chairperson welcomed all the members to the meeting.

Agenda Item 1: Ratification of the minutes of the DCC meetings held on 27/04/2021

The DCC ratified the approval of the minutes of the DCC meeting held on 27/04/2021

Agenda Item 2: Consideration of the proposal from Chairperson UG admission for revising DASA/CIWG seat matrix considering the increased B.Tech/B.Arch intake and demand for various branches in past 5 years

The DCC resolved to recommend to the Senate that additional intake may be considered from the year 2022, and not from the current year of admission considering faculty and space shortage in the department.

Agenda Item 3: Proposal from SAC for the inclusion of another-branch SAC Branch Representative in Class Committee (CC) meetings.





The UG Coordinator presented the item in the DCC. The DCC observed that an external SAC representative is not currently required in the CC meetings. The DCC directed the HOD to ensure that the SAC representatives from the B.Tech, M.Tech, MCA and Ph.D will be members of the DCC, so that student issues can be presented by the SAC members in DCC meetings.

Agenda Item 4: Policies regarding final year projects and internships, presented by UG Coordinator:

- i) Students forming final year project groups with students of other departments.
- ii) Students planning for their 8th semester internship outside the institute.

The DCC approved the policy in *Annexure I*, the suggestions from the members.

Professor Vineeth Paleri placed on record his concern over the proposal, noting that unless there is a clear understanding of the situation and proper planning on the guide's part in the beginning of the seventh semester itself, the proposal may lead to complications.

Agenda Item 5: Draft Academic Calendar proposed by Dean Academic

The matter was not discussed due to time constraints.

Agenda Item 6: BEST project award by CSEA

The DCC approved the proposal. The proposal is given in *Annexure II*.

Agenda Item 7: Any other matter with the permission of the Chair

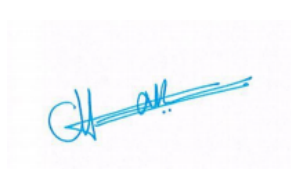
DCC B.Tech student representative reported to the DCC that there are errors in the grade cards downloaded from DSS. The DCC directed the student representative to report the issues through the concerned faculty advisors to HOD CSED, so that the Faculty in Charge of DSS may be informed about the matter for corrective action.

Agenda Item 8: Acknowledging the services of the outgoing student DCC members

The Chairperson then acknowledged and thanked the services of the following outgoing DCC members:

- a) Rabari Jeet Hasmukhbhai (M.Tech student representative)
- b) Abhilasha Sharma (MCA student representative)
- c) Sonaal Pathlai Pradeep (B.Tech student representative)

The meeting concluded at 1:05 PM on 08/06/2021.



Annexure I

Draft Policy regarding provisions for students to form B.Tech project groups with students from other departments.

Each CSE student who wishes to form a project group with students from other departments needs to join a guide in CSED at the beginning of the seventh semester and must register for the core course CS 4098D Project in the seventh semester and the course CS 4099D Project in the eight semester.

The guide in CSED will be responsible for conducting evaluations (after forming an evaluation panel) for the CSE student and report the grades of each CSE student in the project to the CSED project coordinator, following the evaluation policies of the department.

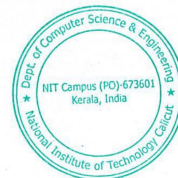
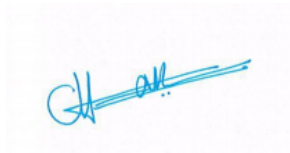
CSED shall be responsible for the conduct of project evaluations of only the CSE students in such collaborative projects. The evaluations and grading of the non-CSE students will be the responsibility of the departments/schools to which those students belong.

Draft Policy regarding provisions for B.Tech students who have completed all the course requirements at the end of the seventh semester for doing projects in other organizations.

A B.Tech student who wishes to take up industry/academic internship outside NIT Calicut in their final semester must have completed all their credit requirements (except for the CS 4099D Project) by the end of their seventh semester.

At the beginning of the seventh semester such students may inform their eighth semester internship plan to their project-mates and the guide in writing and also get the guide's consent writing to act as the internal guide for him/her when he/she proceeds for academic/industry internship in the final semester. This internal guide in CSED will be responsible for ensuring adherence to the department's project guidelines and conducting panel evaluations as per schedule for the students. The faculty agreeing to guide these students must note that they may be available only for one semester and plan the project group and the project work accordingly.

The students will be permitted to do their final semester project in any external firm/research laboratory/educational institution based on the recommendations of the guide and the project coordinator subject to the final approval of the DCC.



Annexure II

Draft proposal for the selection of Best B.Tech Project

1. CSEA faculty in charge will share a [nomination-form](#) for nominating B.Tech projects for the Best B.Tech project Award (BBPA) which has to be filled by the guide in consultation with the members of the evaluation panel and the project students. The nominations received along with the copy of the thesis and the plagiarism report for each project will be shared to the Selection Committee for selecting the BBP.
2. The Selection Committee consists of HoD, Member-1 and Member-2. The DCC will nominate Member-1 and Member-2. This Selection Committee may be reconstituted every year and must be approved by the DCC. Member-1 is the Chairperson of the Subcommittees (explained in Item No.3) and Member-2 is the Convenor of the Committees for selecting the BBP for the BBPA.
3. Each project will be evaluated by the Subcommittee as given below:
 1. Chairperson (Member-1 of the Selection Committee)
 2. Subject Expert1
 3. Subject Expert2
 4. Convenor (Member-2 of the Selection Committee)

The Selection Committee will identify two suitable alumni experts (referred as Subject Experts) who have graduated from the institute five to ten years (preferably) before the year of evaluation for each project. CSEA will support identifying expert alumni for each project.

There is a Subcommittee for each project. The Chairperson and the Convenor are the common members of all the Subcommittees, who will not put marks for the project but will record their remarks in this [form](#), which may be used if needed, for clarifications with the Subject Experts.

4. Subject experts will write **detailed positive/negative comments** for each of the criteria in this [evaluation-form with clear justification](#). This is important for the final decision. They will also write Excellent, Good, or Satisfactory as a concluding remark for criteria 1,2,3,4,6, and write either Yes or No for criteria 5 and 7. If criteria 7 (Plagiarism) is confirmed, then the project will not be considered for the evaluation.
5. The [consolidated evaluation form](#) will be prepared by the Selection Committee for each of the projects referring to the evaluation forms of the Subject Experts.
6. The Selection Committee will be selecting the BBP for the award based on the evaluations done by the Subcommittee for each of the projects. If there is any issue in deciding the BBP for the BBPA, the Selection Committee will take the help of the Subject Experts in the Subcommittee of the respective project and request them to write more detailed comments for taking the final decision.
7. The Selection Committee will submit their [recommendation](#) to CSEA for consideration of the award.



Form for recommending the Project to Best B.Tech Project Award (BBPA)

Project Title:

Group Members with their Roll Nos:

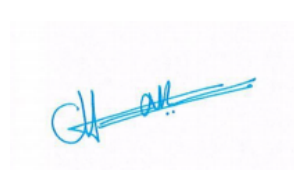
Evaluation by the Guide:

S. No	Criteria	Assessment	Justification/Remarks
1	Problem Specification (Unambiguous/Non contradictory/Complete)*		
2	Design (Complete / Correct)*		
3	Understanding of every aspect of the Project as reported*		
4	Amount of effort taken/work done during the Project period*		
5	New ideas / Novel aspects of the Project **		
6	Quality of report: (No mistakes / No Ambiguities)*		
7	Plagiarism**		
8	Others, if any		

*Write **E / G / S** (E- Excellent, G – Good, S – Satisfactory)

** Write **Y / N** (Y – Yes, N – No)

Name and Signature of the Guide and the members of the Evaluation Panel with Date:



Evaluation Criteria:

The Subcommittee evaluates the projects based on the following criteria:

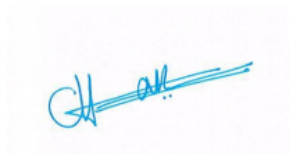
1. Problem Specification (Unambiguous/Non-contradictory/Complete)
2. Design (Complete / Correct)
3. Understanding of every aspect of the Project as reported.
4. Amount of effort taken/work done during the Project period.
5. New ideas / Novel aspects of the Project.
6. Quality of report: (No mistakes / No Ambiguities).
7. Plagiarism (Turnitin report to be attached)

The Selection Committee decides whether the recommended project is to be selected for the **Best project award or not.**

Declaration by the Student(s)

I/We read the evaluation procedure outlined above and I am / we are willing to appear for the special evaluation.

Signature of the Student(s)



Selection of Best B.Tech Project 2020-21

Evaluation Form (Subject Expert)

Project Title:

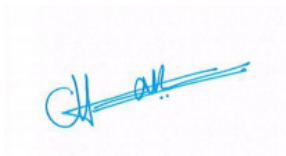
Group Members with their Roll Nos:

S.No	Criteria	E / G / S*	Justification/Remarks
1	Problem Specification (Unambiguous/Non-contradictory/Complete)*		
2	Design (Complete / Correct)*		
3	Perfect understanding of every aspect of the Project as reported*		
4	Sufficient amount of effort taken / work done during the Project period*		
5	New ideas / Novel aspects of the Project**		
6	Quality of report: (No mistakes / No Ambiguities)*		
7	Plagiarism **		
8	Others, if any		

*Write E / G / S (E- Excellent, G – Good, S – Satisfactory)

** Write Y / N (Y – Yes, N – No)

Name and Signature of the Subject Expert with Date:



Selection of Best B.Tech Project 2020-21


Evaluation Form (Member)

Project Title:

Group Members with their Roll Nos:

S.No	Criteria	Remarks
1	Problem Specification (Unambiguous/Non-contradictory/Complete)*	
2	Design (Complete / Correct)*	
3	Perfect understanding of every aspect of the Project as reported *	
4	Sufficient amount of effort taken/work done during the Project period*	
5	New ideas / Novel aspects of the Project **	
6	Quality of report: (No mistakes / No Ambiguities)**	
7	Others, if any	

Name and Signature of the Subcommittee Member with Date:





Selection of Best B.Tech Project 2020-21

Consolidated Evaluation Form

Date:

Project Title:

Group Members with their Roll Nos:

S. No	Criteria	Assessment with Marks (E1)	Assessment with Marks (E2)	Remarks
1	Problem Specification (Unambiguous/Non-contradictory/Complete)*			
2	Design (Complete / Correct)*			
3	Understanding of every aspect of the Project as reported*			
4	Amount of effort taken/work done during the Project period*			
5	New ideas / Novel aspects of the Project **			
6	Quality of report: (No mistakes / No Ambiguities)*			
7	Plagiarism			
8	Others, if any			
Total Marks (11)				

* *E / G / S* (E- Excellent, G – Good, S – Satisfactory): 2 / 1 / 0


** *Y/N* (Y – Yes, N – No): 1 / 0

E1: Subject Expert-1

E2: Subject Expert-2

Grand Total = Total Marks(E1) + Total Marks(E2) :

Name and Signature of the Committee Members:





Selection of Best B.Tech project 2020-21

Summary of Project evaluations held during _____

_____ applications were received for the selection of the best B.Tech project for the year _____.
Details of the projects are as follows:

Group-1 (G1):

Project Title:

Group Members with their Roll Nos:

Marks:

Group-2 (G2):

Project Title:

Group Members with their Roll Nos:

Marks:

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By looking at the evaluation reports of the _____ projects, the committee observed that group _____ is better than **other groups** in terms of the parameters used for the evaluation. Hence, the Selection Committee decided to **select the project by group _____ as the best project.**

Selection Committee Members:

HoD

Member-1

Member-2

Encls:

1. Consolidated-Evaluation-Forms of each group
2. Evaluation reports of Subject Experts for each group

