

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

NIT Campus (PO), Calicut-673601, India

**DCC Meeting Minutes**

**Date:** 31/08/2022

**Time:** 12:20 PM to 1:00 PM

**Venue/Mode:** Online

**Agenda Items:**

1. Ratification of the minutes of the DCC meeting held on 10/08/2022
2. Action Taken Action Pending Report of the last DCC meetings
3. Manpower Distribution
4. Re-Appropriation of Plan Fund 2022-23
5. Biometric Attendance System

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 10/08/2022**

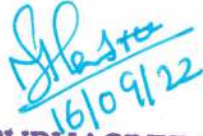
The DCC ratified the confirmation of the minutes of the DCC meeting dated 10/08/2022

**Agenda Item 2: Action Taken Action Pending Report.**

**Action items in the DCC meeting dated 10/08/2022**

Item	Status
Constitution of Department Undergraduate Committee (DUGC), and Department Post Graduate Committee (DPGC).	Communicated to the Office of the Dean (Academic) on 10/08/2022
DST FIST Proposal.	DST FIST proposal from the Department was uploaded by the R & C Coordinator CSED on 10/08/2022



  
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### Agenda Item 3: Manpower Distribution

The item was presented by the HOD. Following suggestions were approved by the DCC to be communicated to the registrar from the department regarding distribution of manpower (staff) to various departments.

*Suggestion 1:* The policy by which the calculations given in communication to HOD from the Registrar may kindly be specified in detail and clearly. The staff positions allotted to each department may please be made transparent and a uniform policy may please be followed across all the departments.

*Suggestion 2:* The following are the sample calculations made at the department level, as per available data. The following calculation is done considering faculty: staff ratio of 1: 1.1. It is also assumed here that the technical: ministerial staff distribution ratio is 60:40. (Appropriate modifications may be done if the ratios are revised).

- The current sanctioned faculty positions in CSED = 58. (This is expected to increase, if the current sanctioned student intake, as per standard norms of student faculty ratio).
- As per the ratio 1: 1.1, the expected staff positions for CSED  $58 \times 1.1 = 63.8$ .
- As 40% of the staff positions are marked for ministerial staff, which are deployed at the institute level, Technical staff positions to the Department:  $63.8 \times 0.6 = 38.28$ .
- The institute may fix a ratio (typically 20%-30%, as may be finalized after discussion with all the departments) of the technical staff share of each department that must be re-deployed for institute central facilities - such as CNC, CCC, Engg. Unit, Electrical Unit etc.
- In the following calculation, it is assumed that the department: institute ratio of division of technical staff is 75:25. Accordingly, the staff position of CSED  $0.75 \times 38.28 = 29$  (rounded to nearest integer).

The number of positions allocated to the department may be revised appropriately.

*Suggestion 3:* As a major department, it is requested that one additional ministerial staff may be sanctioned for CSED, so that the number is increased to 2, from the existing 1 position.

*Suggestion 4:* The restructuring and due promotions of existing non-teaching staff, may please be completed prior to conduct of direct recruitment, so that the service seniority of existing staff members in their due cadres is protected. In particular, all promotions to Pay Level 6 (AGP 4200) for all existing staff members with adequate experience for placement to Pay Level 6 at Technical Assistant Post may please be completed prior to direct recruitments to the post of Technical Assistant at Pay Level 6.

*Suggestion 5:* For employees with adequate service eligibility for pay level 10 level 6 (AGP 5400 and AGP 4200 in the pre-revised scale - Technical officer/Scientific officer and Technical Assistant respectively), considering the fact that no provisions for acquiring higher qualifications are currently available for existing employees, a relaxation of the educational qualification for the existing staff may please be considered.

DCC decided to give the above suggestions through the Google form given by the Registrar. As only four suggestions can be given through the Google form, it is decided to combine suggestions 4 and 5. It is also decided to submit a hard copy to the Registrar with a copy to the Deputy Director.



*Shree*  
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#### **Agenda Item 4: Re-Appropriation of Plan Fund 2022-23**

This item was presented by the purchase coordinator. The proposal for Re-appropriation of plan fund 2022-23 (Annexure I) was approved by the DCC.

#### **Agenda Item 5: Biometric Attendance System**

The guidelines issued by the director on 30-08-2022 for administering the biometric attendance system in the department were presented by the HoD. DCC has recommended an official communication from the department to the director to be sent, seeking flexibility in setting up suitable check-in and check-out times for the non-teaching staff reporting early or working late for the smooth running of the office, while ensuring total working hours are maintained.

It is also decided to continue both the attendance register and the biometric attendance system for all the students/faculty/staff who draw salary/stipend. The research scholars/ M Tech students who are not receiving stipend, are required to sign in the attendance register.

The meeting started on 31/08/2022 at 12:20 PM and closed at 1:00 PM.



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## Annexure I

### Submitted

**Ref: 1.** Plan fund approval memorandum NITC/DPD/PLAN FUND/2022-23 dated 27 June, 2022

**2.** Approval for the proposal to setup computer labs in the Old library building

Vide Ref 1, approval was given to purchase various items using Plan fund 2022-23. The items in **Sl. numbers 8, 9, 15, 16, 18 and 20** were planned to be installed in the proposed computer labs in the space allocated (as in ref 2) for the CSE department in the Old library building. The total cost of the items mentioned above is Rs. 32.10 Lakhs.

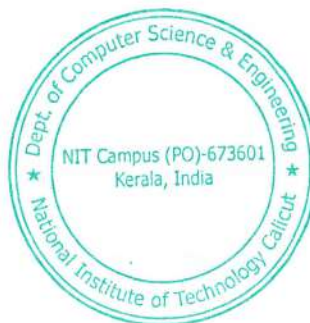
However, it is observed that the proposed work may take approximately a year for completion. Hence the installation of items mentioned above may not be possible within this financial year. Considering this situation, the following reappropriation and a new set of items are proposed.

### **A: Reappropriation**

Due to the highly unstable nature of the electronics industry after the pandemic period, the price of the item in Sl. No 1 of Table 1 has been increased in the recent past. In addition, considering the non-functional situation of many of the wireless PA systems in the classrooms, and the newly joined faculty of the department, the following reappropriation is proposed for the already approved items.

**Table 1**

Sl. No	Sl. No of the item in the approved memorandum as in ref 1	Item Name	Quantity	Amount in INR as in ref 1	Proposed amount in INR
1	19	GPU Workstation	1	5 Lakhs	7 Lakhs
2	14	LCD Projectors	6	4.5 Lakhs	4.08 Lakhs



*Handwritten signature and date:*  
16/09/22

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3	12	Laser Printer	7 + 3 (new) = 10	1.05	1.50 Lakhs
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**B. New Items proposed replacing Sl. numbers 8, 9, 15, 16, 18 and 20.**

**Table 2**

Sl. No	Item Name	Unit	Unit Price (Rs)	Estimated cost in Lakhs	Proposed Location
1	Desktop PC	40	69200	27.68	Software Systems Lab, Network Systems Lab and Big-Data and Bio Computing Lab, replacing old machines.
2	Air Conditioner	2	80000	1.60	For server room in Cloud Computing Laboratory
3	Wireless Mic Units for classrooms	6	7000	0.42	ELHC 401, 402, 403, NLHC 101, MB 302, Backup (1).
4	MFM All in One Printer	1	22000	0.22	HoD's room



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5	600VA UPS	6	2500	0.15	For uninterrupted power to networking devices placed at various locations of the department
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Please note that the combined estimated price (Rs. 32.10 Lakhs) for the new items (Sl. No 1 to 5 in Table 2) and reappropriation (Sl. No 1, 2 and 3 in Table 1) is the same as that of the items proposed to be deleted as mentioned earlier.

In addition, the price suggested for the item in Sl. No 3 of Table 2 is a reappropriation from the total price of Rs. 4.5 Lakhs approved for the LCD Projectors (item 14 in ref 1 and Sl. No 2 in Table 1). Accordingly, the price for 6 numbers of LCD projectors has been adjusted. Similarly, the amounts were readjusted for Laser Printers (Sl. no 3 in Table 1) also for an additional 3 numbers of Laser printers.

Permission may kindly be granted for the reappropriation and the proposed item in the above table as the total amount does not exceed the approved amount of Rs. 89.72 Lakhs for the department using Plan fund 2022-23.



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