

## Department of Biochemical Engineering and Biotechnology

Dated: 14 Oct 2013

Minutes of the 4th Departmental Faculty Board Meeting (2013-2014) held on 11<sup>th</sup> Oct 2013 at 12 noon in the Departmental Committee Room (I-230). Following members were present:

1.	Prof. T. R. Sreekrishnan	Chairman
2.	Prof. Subhash Chand	Member
3.	Prof. V. S. Bisaria	Member
4.	Prof. G. P. Agarwal	Member
5.	Prof Saroj Mishra	Member
6.	Prof. Prashant Mishra	Member
7.	Dr. Atul Narang	Member
8.	Dr. D. Sundar	Member
9.	Dr. Ravikrishnan Elangovan	Member
10.	Dr. Preeti Srivastava	Member
11.	Dr. Ziauddin Ahmmad	Member
12.	Dr. Shilpi Sharma	Member Convenor

1. Confirmation of minutes of 3<sup>rd</sup> DFB meeting (2013-2014) held on 19<sup>th</sup> September 2013.

The minutes were confirmed as circulated.

2. Matters arising out of above meeting.

### *Item 12 Any other item*

- In response to a note received by Prof. V. S. Bisaria regarding the DFB's stand on FIST proposal submitted and recently defended by departmental representative it was decided that once the official letter is received from FIST committee, the issue shall be taken up in detail. Moreover, any such proposal put forth on behalf of the department in the future, should be prepared by a departmental sub-committee and brought to the DFB for inputs of all faculty members.

- *Confirmation of Minutes of special DFB meeting dated 8<sup>th</sup> Aug 2013*

The board was informed that the norms for departmental PhD programme, as decided in the special DFB meeting held on 8<sup>th</sup> August 2013), have been uploaded on the DRC website (<http://privatweb.iitd.ac.in/~sundar/drc/PhD-Rules-and-Regulations-DBEB.pdf>).

3. Discussion on note received from Dean (Faculty) regarding implementation of scheme of post doctoral fellows

In response to the note received from Dean (Faculty), the area of specialization to be put up in the advertisement for position of post doctoral fellows on the Institute website, was decided as “Biochemical Engineering and Industrial Biotechnology”. Head was requested to communicate the same to concerned authorities. *(Act: Head)*

4. Status of course templates for implementation under the new curriculum.

The Head reminded faculty members to prepare the course templates for implementation under the new curriculum at the earliest so that the same may be incubated for inputs from other faculty members. The deadline for preparation of templates was set as 15<sup>th</sup> October 2013. *(Act: All faculty members)*

5. Nomination of faculty member for Institute’s committee on Faculty Affairs.

Dr Atul Narang was nominated as departmental representative in Institute’s committee on Faculty Affairs.

6. Any other item with the permission of the Chair.

- The Head apprised the board of the new system of keeping a hard copy of departmental dispatch details in the office in case needed. The hard copy back up will be stored for two months before being disposed off.

- The board was informed of a letter received from Grainspan Nutrient Pvt. Ltd. Regarding consulting for setting up an R & D center for Snack Food Products. Interested faculty members were requested to prepared a techno commercial offer and communicate to the firm directly.

- In response to a note received from Dean (Faculty) regarding regular advertisement for all faculty positions the following priority areas were decided:

Assistant Professor: Chemical Engineering and Biochemical Engineering

Associate Professor: Biochemical Engineering, Bioinformatics and Environmental Microbiology.

Professor: Biochemical Engineering and Industrial Biotechnology.

Head was requested to communicate the same to concerned authorities. *(Act: Head)*

- Head briefed the board about the Institute’s internal review process.

The meeting ended with a vote of thanks to the Chair.

**Shilpi Sharma**

**Convenor**

**All Faculty members**