

Department of Biochemical Engineering and Biotechnology

Faculty Board Meeting (01/14-15)

Dated: 26th Aug 2014

Minutes of the 1st Departmental Faculty Board Meeting held on 21st Aug 2014 at 12.00 noon in the Departmental Committee Room (I-230). Following members were present:

1.	Prof. Prashant Mishra	Chairman
2.	Prof. Subhash Chand	Member
3.	Prof. M. N. Gupta	Member
4.	Prof. G. P. Agarwal	Member
5.	Prof. V. S. Bisaria	Member
6.	Prof. Saroj Mishra	Member
7.	Prof. T. R. Sreekrishnan	Member
8.	Prof. A. K. Srivastava	Member
9.	Prof. Sunil Nath	Member
10.	Prof. P. K. Roychoudhury	Member
11.	Prof. Atul Narang	Member
12.	Dr. D. Sundar	Member
13.	Dr. Ritu Kulshreshtha	Member
14.	Dr. Preeti Srivastava	Member
15.	Dr. Ravikrishnan Elangovan	Member
16.	Dr. Z. Ahammad	Member
17.	Dr. Shilpi Sharma	Convenor

1. Confirmation of minutes of 9th DFB meeting (2013-2014) held on 6^h June 2014 and special DFB meeting held on 11th July 2014.

The minutes of DFB meeting held on 6^h June 2014 and special DFB meeting held on 11th July 2014 were confirmed as circulated as there were no comments received on the same.

2. Matters arising out of above meeting.

Item 5 (9th DFB meeting): The former Head apprised the board that Assessment Committee meetings for the year 2011-2012 and 2012-2013 is pending for some faculty members and the Head was requested to conduct the meetings in the coming months. *(Act: Head)*

Item 6 (9th DFB meeting): The sub-committee, comprising of Prof. Saroj Mishra, Prof. A. K. Srivastava, Dr. D. Sundar and Dr. Ravikrishnan Elangovan, formed to process and shortlist the applications for the departmental post-doctoral positions, was requested to expedite the process so that it can be further discussed in Professorial Committee.

(Act: Sub-committee for postdoctoral recruitments)

3. Discussion in ECS, BAP, ACL, Safety and other Committees. Report by departmental representatives

Head updated the board on the proceedings of the recently held meeting of the vision committee with the Director. The issue of co-location was discussed with the following points being cited as the major reasons for the restructuring:

(a) Smaller units implied only fewer numbers of members involved in important decisions

(b) An umbrella with larger number of faculty members can attract much larger funds

The Head, however, pointed out the fact that the resulting umbrella will lead to unequal sharing in teaching.

In the special BOG held on 13th Aug 2014, the departmental vision was presented. Head informed about the discussion held in BOG.

Head informed that in the last ECS meeting it was decided that the technical staff be handed over more responsibility. It was also decided that leave rules need to be followed in a proper manner and office of the Department needs to be informed in advance about the absence. Each department was also requested to decide about the upper limit of Ph.D. student per faculty. Besides, it was also informed that a mechanism is in place at the institute level by which faculty members could register any change pertaining to their class schedule.

4. Offering minor areas, Departmental specializations and Interdisciplinary Specialization for UG students under capability linked options

In response to a note received from Dean Academics concerning offering minor areas, departmental specializations and interdisciplinary specialization for UG students, it was decided

that the Curriculum Monitoring committee should deliberate on the issue and come up with a revised set of courses for Minor area and departmental specialization.

(Act: Curriculum Monitoring committee)

5. To specify (optional) one first year course in which student should have earned at least B grade to be eligible to apply for change into Biochemical Engineering and Biotechnology program.

The board decided the eligibility criteria for change into Biochemical Engineering and Biotechnology as a minimum of B grade in CYL100. Head was requested to communicate the same to concerned authorities.

(Act: Head)

6. Registration of students for courses offered in current semester.

As the number of students registered in the departmental courses were sufficient no change in the number of courses for Semester I, 2014-2015 was required. Dr Z. Ahammad was inducted in BEP 303 for laboratory component.

7. Allotment of non-teaching duties to faculty members.

Faculty members were allocated non-teaching duties as per Annexure I.

Further, the following activities of the DRC were assigned to faculty members as follows:

Chairperson of selection committees for sponsored projects	Prof. T. R. Sreekrishnan
Revision of syllabus for comprehensive examination	Prof. P. Mishra, Prof. S. Mishra, Prof. A. Narang, Dr. D. Sundar, Dr. Z. Ahammad
Conducting comprehensive examination	Prof. A. K. Srivastava, Prof. S. Mishra, Prof. A. Narang, Dr. S. Sharma

8. Allotment of TAs for courses offered in current semester.

Allotment of TAs to students of the department was done as per Annexures II and III.

9. Allotment of labs to M.Tech. and Ph.D. students.

Allotment of labs to M.Tech. students was done as per Annexure III.

10. Budget projection under PLN-05:

Head informed about a note received from Planning and requested that for new labs furniture requirement may be consolidated and sent to E & W section for procurement.

For all the purchase committees that have already been formed for PLN-03, faculty members were requested to complete the purchase process in a month so as to facilitate the next projection.

11. A note from DD (O) regarding improvement of environmental health and lab safety.

In response to a note received from Deputy Director (Operations) seeking a plan for funding of equipments concerning lab safety, the departmental representative to EHLSU, Dr Z. Ahammad was requested to re-send the requirements in the format desired. *(Act: ZA)*

12. Nomination for BOSS award

Ms Shachi Mittal (Entry No 2009BB50029) was nominated for BOSS award. Head was requested to communicate the same to concerned authorities. *(Act: Head)*

13. Comments / feedback on following proposals to float new courses

(a) EEL785 Compact Modeling of Semiconductor Devices by Department of Electrical Engineering

(b) BML735: Biomedical Signal and Image Processing, BML750: Point of Care Medical Diagnostic Devices, BML770: Fundamentals of Biomechanics by CBME

No comments were received on the proposals.

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

- The board was informed by the Head that the departmental proposal for FIST has been shortlisted in the first round. Prof. Atul Narang and Dr. D. Sundar will be representing the department in the second round to be held in Bangalore on 7th Sept 2014.

- Head also proudly apprised the board that this year's Sansthan award has been conferred upon Mr Sita Ram of the department.

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

Shilpi Sharma
Former Convenor

All Faculty members

ANNEXURE I

Allocation of Non-Teaching duties to Faculty members during year 2014-2015

1.	Professorial Committee	HOD, Chairman All Professors, Member										
2.	DRC	Prof. Prashant Mishra (Chairperson & Head) Prof. T. R. Sreekrishnan Prof. V. S. Bisaria Prof. Saroj Mishra Prof. A. K. Srivastava Prof. Atul Narang Dr. Shilpi Sharma Dr. Ritu Kulshreshtha Dr. D. Sundar (Convener)										
3. (a)	Coordinators: B.Tech Dual-Degree Program	Prof. T. R. Sreekrishnan										
(b)	Time table I/c	Dr. Z. Ahmmad										
(d)	Coordinator: Ph.D. & M.S. (Res.) Programme	Dr. D. Sundar (Ph.D.), Dr. R. Kulshreshtha (MSR)										
(e)	Coordinator: M.Tech. projects	Dr. S. Sharma										
(f)	Matters concerning Dual Degree Programme	Prof. T. R. Sreekrishnan, Dr. R. Kulshreshtha										
4.	Convener, Dept. Faculty Board.	Dr. P. Srivastava										
5.	Training & Placement	Prof. A. Narang										
6.	Technical Services (Water, Power, Steam etc.) Additional power requirement / DG set / A/C	Prof. A. K. Srivastava Dr. R. Elangovan										
7.	Cold Rooms	Prof. G. P. Agarwal										
8.	Departmental Representatives to: BAP ACL CUC CAIC IRD Board Alumni Affairs Safety Committee Faculty Affairs EHLSU Institutional Biosafety Committee (IBSC)	Dr. D. Sundar, Prof. T. R. Sreekrishnan Dr. P. Srivastava / Prof. A. Narang* Prof. A. K. Srivastava / Dr. D. Sundar* Dr. R. Elangovan Prof. S. Mishra Dr. R. Elangovan Dr. Z. Ahammad Dr. D. Sundar Dr. Z. Ahammad Dr. P. Srivastava (Member Secretary) Prof. S. Mishra (member) * in case change is requested from the Institute										
9.	Seminars	Dr. R. Elangovan										
11.	Imprest	Dr. P. Srivastava, Ms Neelam										
12.	Dept. / Institute Publications / Reports / Maintenance of website	Prof. P. Mishra (Head), Dr. D. Sundar, Dr. R. Elangovan, Dr. Z. Ahammad										
13.	Class Committee:	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Entry year</th> <th style="width: 30%;">Chairperson</th> <th style="width: 30%;">Convenor</th> <th style="width: 25%;">Member</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">2010</td> <td style="text-align: center;">Prof. G. P. Agarwal</td> <td style="text-align: center;">Dr. S. Sharma</td> <td style="text-align: center;">Prof. P. K. Roychoudhury</td> </tr> </tbody> </table>			Entry year	Chairperson	Convenor	Member	2010	Prof. G. P. Agarwal	Dr. S. Sharma	Prof. P. K. Roychoudhury
Entry year	Chairperson	Convenor	Member									
2010	Prof. G. P. Agarwal	Dr. S. Sharma	Prof. P. K. Roychoudhury									

	2011	Dr. D. Sundar	Dr. R. Elangovan	Prof. V. S. Bisaria
	2012	Prof. A. Narang	Dr. P. Srivastava	Prof. T. R. Sreekrishnan
	2013	Prof. P. Mishra	Dr. Z. Ahmmad	Prof. Sunil Nath
	2014	Prof. S. Mishra	Dr. D. Sundar	Prof. A. K. Srivastava
	Special advisor for students on probation		Dr R. Kulshreshtha	
14.	Curriculum Monitoring & Development Cell		Prof. T. R. Sreekrishnan (Chairperson), Prof. G. P. Agarwal, Prof. S. Mishra, Prof. A. Narang, Dr R. Kulshreshtha (Convenor)	
15.	Biochemical Engineers & Technologists Association		President: Head, DBEB Vice President: Dr. R. Elangovan General Secretary: to be nominated	
16. Laboratory Organization				
<u>16.1.100 - Level Floor</u>		I/C		Staff Members
a) Bioprocess Lab. (I-103)		Prof. A. K. Srivastava, Dr. Z. Ahammad		Anish Raju, Mr. Ratan, D/W Attendant
b) Downstream Processing Lab. (I-127)		Prof. G. P. Agarwal		Institute D/W, Mr. Kishan Chand
c) Metagenomics Lab. (I-128)		Prof. T. R. Sreekrishnan		Mr. Kishan Chand, Project Attendant
d) Waste Treatment Lab. (I-121)		Prof. T. R. Sreekrishnan		Mr. Kishan Chand, Institute D/W
<u>16.2.200 - Level Floor</u>				
a) Biochem. Res. Laboratories		Prof. S. Mishra, Prof. P. Mishra		Mr. Sumeet Kapoor Mr. Kishan Chand
d) Radioactive & Photography Lab.		Prof. A. Narang		Mr. Mukesh Anand
e) Molecular Modeling Lab (I – 232)		Dr. D. Sundar		Mr. Sanjeev, Attendant
f) BTIS (I-233 A)		Dr. D. Sundar		Mr. Sanjeev, Attendant
g) Bioinformatics Lab (I-233 B)		Dr. D. Sundar		Mr. Sanjeev, Attendant
h) Instrumentation Labs. (I-233 C) (I-231)		Prof. G. P. Agarwal, Dr. Z. Ahmmad		Mr. Mukesh Anand, Mr. Rajiv Dahiya, Mr. Sanjeev Attendant
j) COE lab (I-232 A)		Prof. A. K. Srivastava		Mukesh Anand, Proj Attendant
k) Documentation Unit		Prof. P. Mishra (Head)		Mrs. Neera Verma Mr. Sita Ram
<u>16.3 300 - Level Floor</u>				
a) Enzyme Engg. Lab & Enzyme Process Lab. (I-329 & 337)		Prof. P. Mishra		Mrs. Renu Sethi,
b) Molecular Machines & Bioenergetics Laboratory		Prof. S. Nath, Dr. R. Elangovan		Mr. Bhagwan Singh Mr Sanjeev
c) M. Tech. Bioscience Lab. I (I-321)		Prof. P. Mishra		Mr. Bhagwan Singh, Sanjeev,

16.4. Pilot Plant Block		
a) Pilot Plant Floor I	Head (Coordinator), Prof. V. S. Bisaria, Prof. A. K. Srivastava, Prof. A. Narang	Mr. Hari Lal Project Attendant, Mr. Sanjay Project Attendant, Mr. Shadaab Proj. Attendant
Ground Level Rooms. I/C Prof. G. P. Agarwal		
b) UG Teaching lab	Prof. A. Narang, Dr. P. Srivastava	
c) Computation Lab. (I-132)	Prof. A. Narang	Mr. Swaraj, Attendant
d) Bioscience Lab II (I-130)	Prof. A. Narang, Dr Ritu Kulshreshtha	Institute D/W, Dahiya
e) RNA Laboratory-II	Dr. R. Kulshreshtha, Prof. A. Narang	Inst. D/W, Dahiya, Proj. Attendant
Faculty Rooms at 100 Level Floor & in Pilot Plant Block		
f) Plant Cell Culture Lab. I (I-27)	Prof. A. K. Srivastava	Mr. S. P. Rana, Mr. Swaraj, Attendant
g) Plant Cell Culture Lab II (I-24)	Prof. A. K. Srivastava	Mr. S. P. Rana Mr. Swaraj Attendant
h) Pharmaceutical Biotechnology Lab (I-25)	Prof. V. S. Bisaria, Prof. A. K. Srivastava	DW Attendant Mr. Swaraj Attendant
i) RNA Lab-I (I-26)	Dr. P. Srivastava	Mr. Swaraj Attendant
j) Animal Cell Culture Lab. (I-32)	Prof. P. K. Roychoudhury	Mr. S. P. Rana
16.5 Other Facilities		
a) Office Complex I/C Head, DBEB	Coordinator: Head, DBEB	Ms. Neelam, Mr. Sita Ram
b) Seminar Room I/C	Coordinator: Head, DBEB	Mr. Sita Ram
c) Committee Room	Coordinator: Head, DBEB	Mr. Sita Ram
d) Stores	Prof. A. Narang (Faculty I/c)	Mr. Inderjeet, Stores Superintendent, Mr. Sanjeev / Mr. Rehman, Proj. Attendant
e) Forwarding of "C" and "NC" forms for sponsored projects	Prof. T. R. Sreekrishnan	

Notes:

Sita Ram – Head's office

Ratan – BTIS, Store, Head's office

Sanjeev – Process Lab, Enzyme Labs, M.Tech. Bioscience Lab

Soraj Singh – Departmental teaching labs in ground floor.

ANNEXURE II

Allotment of TAs hip to Ph.D. and M.S. (R) students (Semester I, 2014-2015)

Course / Faculty / Lab	Student
BBL 131	Neeti
	Sakshi Agarwal
	Arpita
BBL 132	Richa Sharma
	Gautam Anand
	Mool Chand
	Anamika Singh
BEP 333	Ashwani Gautam
	Himanshu
	Sunil Kumar
BEL 403	Khushboo
	Vidhu
	Siddhi
BEL 412	Sonam Takkar
	Rahul Agrawal
Process Lab	Jitendra Singh Verma
Plant Cell Culture Lab	Anveshika, Swati Shalini
BEL715	Pragya
	Akanksha
BEL 840	Apoorva Verma
	Tushar Dash
BEL 850	Manisha Lamba
BBL133	Kunal Gupta, Deepak Tewari, Kavita Sharma
BTIS	Shayoni Dutta, Shashank Katiyar
BEL110	Anees Kaprakkaden, Pooja Singh
WTL	Manisha Lamba
Enzyme Engg Lab	Sanjay Singh, Surbhi Goel
Molecular Modelling Lab	Jaspreet Kaur Dhanjal
Protein Engg Lab	Apoorva Verma
RNA II	Shilpi Jain, Ritesh Kumar Aggarwal
Pilot Plant	Shraddha Maitra
DSP Lab	S. Premnath
BRL	Swati Jaiswal, Tenzin
DSP Lab	Satyendra Singh, Muthumareeswaran M R

ANNEXURE III

Allotment of lab and TAship to final year dual degree students (Semester I, 2014-2015)

Sl.	Entry #	Student	Supervisor 1	Supervisor 2	Lab allotted	TAship
1	bb5100001	Aayushi Jain	Preeti Srivastava		RNA I	BEL403
2	bb5100002	Abhinav Kumar	Prashant Mishra		EEL	BBL131
3	bb5100003	Abhishek Bharti	Ziauddin A Shaikh		Pilot Plant	ZA
4	bb5100005	Akash Singhal	Ravikrishnan E		Molecular Machines	RE
5	bb5100006	Ankit Yadav	AK Srivastava		Process Lab	BEL413
6	bb5100007	Arushi Agarwal	Prashant Mishra		EEL	BBL131
7	bb5100008	Ashwani K. Sharma	Shilpi Sharma	Subhash Chand	Process Lab	BBL132
8	bb5100009	Ayush Prakash	Ziauddin A Shaikh	D. Kumar, ITMMEC	Pilot Plant	ZA
9	bb5100012	Darpan Gupta	AK Srivastava		Process Lab	BEL413
10	bb5100013	Deepak Mehta	Ziauddin A Shaikh		Pilot Plant	ZA
11	bb5100014	Deepshikha Dogra	Shilpi Sharma	V S Bisaria	Metagenomics/WTL	BBL132
12	bb5100015	Dhruv Chaudhary	Ravikrishnan E		Molecular Machines	BEL403
13	bb5100016	Gaurav Jain	Preeti Srivastava	M. Upreti, IOCL	RNA I	BBL132
14	bb5100017	Isha Dhoble	Prashant Mishra		BRL	BBL131
15	bb5100018	Isha Rani Gupta	AK Srivastava		Plant Cell Culture,I-27	BEL413
16	bb5100021	Naman Mukund	Atul Narang		RNA II	AN
17	bb5100022	Neetu Rana	Saroj Mishra	Subhash Chand	BRL	SM
18	bb5100023	Nishant Chaudhary	Ritu Kulshreshtha		RNA II	BEL412
19	bb5100025	Prateek Kumar	Prashant Mishra		EEL	BBL132
20	bb5100027	Raghav Batra	AK Srivastava		Plant Cell Culture,I-27	BEL413
21	bb5100028	Rahul Choudhary	Ziauddin A Shaikh		Pilot Plant	BEL403
22	bb5100029	Rahul Jangir	TR Sreekrishnan		WTL	TRS
23	bb5100030	R. Kapil Bhagwat	Atul Narang		Comp Lab	AN
24	bb5100031	Richa Kumari	Saroj Mishra		BRL	SM
25	bb5100032	Ritesh Kumar	Prashant Mishra	M N Gupta	Protein Engg Lab	BBL131
26	bb5100033	Rohit Satija	PK Roychoudhury	J.Gomes, KSBS	BRL	PKRC
27	bb5100034	Rupjyoti Basumatary	Ravikrishnan E		Molecular Machines	BEP303
28	bb5100035	Sagar Joshi	Preeti Srivastava		RNA I	BEL110
29	bb5100037	Shefali Chandolia	Prashant Mishra	Ravikrishnan E.	EEL	BBL132
30	bb5100038	Sofia	AK Srivastava		Process Lab	BEL413
31	bb5100039	Sonali Jatawat	Ritu Kulshreshtha		RNA II	BEL412
32	bb5100043	Tannishka Singh	TR Sreekrishnan		WTL	TRS
33	bb5100044	Tapas B.Gandhi	TR Sreekrishnan		WTL	TRS
34	bb5100045	Varuni Goel	Ravikrishnan E		Molecular Machines	BEP303
35	bb5100046	Anirudh Patir	PK Roychoudhury	J. Gomes, KSBS	KSBS	PKRC
36	bb5100047	Suruchi Sethi	Prashant Mishra		BRL/PEL	BBL131
37	bb5090033	Tanuj Kumar	Prashant Mishra	M N Gupta	BRL/PEL	BBL131