

Department of Biochemical Engineering and Biotechnology

Faculty Board Meeting (2/15-16)

Dated: 5th October 2015

Minutes of the 2nd Departmental Faculty Board Meeting held on 24th September 2015 at 3.30 pm in the Departmental Committee Room (I-230). Following members were present:

1.	Prof. Prashant Mishra	Chairman
2.	Prof. Subhash Chand	Member
3.	Prof. G.P. Agarwal	Member
4.	Prof. Saroj Mishra	Member
5.	Prof. A. K. Srivastava	Member
6.	Prof. Sunil Nath	Member
7.	Prof. P. K. Roychoudhury	Member
8.	Prof. Atul Narang	Member
9.	Dr. D. Sundar	Member
10.	Dr. Shilpi Sharma	Member
11.	Dr. Ritu Kulshreshtha	Member
12.	Dr. Ravikrishnan Elangovan	Member
13.	Dr. Stefan Oehler	Member
14.	Dr. Preeti Srivastava	Convener

Confirmation of minutes of 1st DFB meeting (1/2015-2016) and special DFB meeting held on 19th August 2015

The minutes were confirmed as circulated.

1. Matters arising out of above meeting

Item No. in FBM meeting 01/2015-16	Item	Decision taken	Action taken
1	Discussion on PLN03	Head informed the board that the budget sanctioned for PLN03 is 70 lakhs	A total of 70 lakhs has been received. Some of the purchase committees have already been constituted and others have to be made soon. So that purchase is completed

			within the time.
4	Allotment of non-teaching duties to faculty members	Detailed in Annexure I	The names of following faculty members have been recommended: Prof. Atul Narang : ACL Dr. D. Sundar: CUC Modified Annexure I is attached
8	Discussion on expenses to be covered from NPN05 for teaching and maintenance	Rs. 30,000 for plastic wares, Rs 20,000 for specific chemicals, Rs 4-5 lakhs for maintenance and repair. Following staff members were proposed for different courses Mr. Sumit Kapoor : BBL132 and BEL 412 Mr. Kishan & Mr Anish Raju : BEL 715 Mr. S.P. Rana & Mr. Anish Raju: BEL 403, BBP 332, BEL 850 Mrs. Renu Sethi : BBL 131, BEP 840	The action has already been taken for allocation of funds in addition to one lakh sanctioned for individual faculty members. Head informed the board that one Technical Staff, Mr. Gulshan Das has recently joined the Department as senior mechanic/SLA. He is M.Sc. Biotechnology with three years of experience. Currently, he has been assigned the new UG teaching lab.
9	Nomination of faculty members for NIN100 and NEN100	Dr. Ravikrishnan Elangovan and Prof. Atul Narang were nominated for NIN100	Head communicated the names to concerned authorities.
Item No. in special FBM meeting 19 th August 2015			
1	Nomination for Boss, Ujjwal Jiwan Charitable trust, FITT and Amit Garg Memorial awards	Aayushi Jain (BOSS), Isha Rani Gupta (UJCT), Kavita Sharma(FITT) and Neha Nagpal (AGM) were nominated.	Head communicated the names to concerned authorities.
2	Request received from students for summer	The faculty board agreed to have no	Head communicated the same to concerned

	internship in non core companies	objection even if students opt to join non core companies for summer training.	authorities.
3	Proposal for starting a Virtual Research Group called 'DAILAB' submitted by Dr. D. Sundar	The proposal for DAILAB was approved.	The same has been communicated to the concerned authorities. On November 4 th , DAILAB will be inaugurated by Prof. Vijayraghavan.
4	Proposal for the course BEV330 "Special module in Biochemical Engineering and Biotechnology	The course was approved	The course was taught by Prof. David Graham during his visit to India. All the expenses on honorarium and stay will be met from NPN05

2. Conduct of minor tests, mid term presentations

Head requested the faculty members to conduct the minor tests on the assigned dates and timings only as not conducting tests on scheduled timings disturb other classes. Prof. Atul Narang informed that he could not conduct minor test due to non availability of computational facility on the date of minor test. Faculty members were also requested to be available on the date of mid term evaluations so that all the presentations be held on the same date.

3. Purchase of equipment through PLN03 grant

Head informed the board that a total of Rs. 70 lakhs has been received. He also requested faculty to initiate the process and complete the purchase of all the equipment as per Institute schedule.

5. Report on discussion in ECS, BAP, ACL, Safety and other Committee

Dr. Sundar informed the board that in the BAP meeting held in August it was proposed to conduct the re-major exam for students getting an E grade within fifteen days of the major exam. For the PhD viva voce examination, it was proposed to also invite the foreign examiner via skype. Further, change of PhD supervisor in cases of conflict between PhD supervisor and student was also recommended. Dr. Preeti Srivastava informed the board that an ACL meeting was held in the month of August, where it was decided to start the SciFinder from 2016. No other meetings were held.

4. Nomination of outside Technical experts from Industries for membership of IRD Board

The board decided to nominate Mr. Manish Goel, CEO, (i) I Cube Nanotec India (P) Ltd, B-124 Sector 2, Noida, Gautam Budh Nagar, UP 201301 & (ii) i3 Nanotec LLC, 1295 67th Street, Emeryville, CA 94608, USA, (e-mail address: manish.goel@i3nanotec.com) as an outside Technical expert for membership of IRD board

7. Discussion on norms for recruitment to Ph.D. program for students employed in the projects

The board discussed and decided to have the following norms for recruitment to Ph.D. program for students employed in Institutional / IRD projects:

- a) The students will be registered as part time students.
- b) A minimum of one-year experience in project is mandatory.
- c) Minimum Institute criteria (60% or 6.75 CGPA for M.Sc. and M. Tech. students and 70% or 7.5 CGPA for B. Tech students) will be applicable.
- d) Registration will be based upon the DRC interview only (the requirement of written exam will be waived off), which will be held once in a year in the month of February/ March.
- e) Institute or Department will have no liability to provide stipend to the student in case the project fellowship is over.
- f) The number of students per faculty should not exceed 4+2, including part time and full time students.

8. Discussion on the Vision Document

No comments were received.

9. Any other item with the permission of the Chair

The document containing MoU with Russian Universities received from Prof. Mukesh Khare (Dean, AA & IP) was discussed in the faculty board. No comments were received.

The faculty members were requested to submit their request if any for furniture grant to the DFB Convener by second week of October. If request is of larger amount, they may request to Institute works section.

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

Preeti Srivastava
Convener

All Faculty members

ANNEXURE I

Allocation of Non-Teaching duties to Faculty members during year 2015-2016

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. D. Sundar Dr. Ritu Kulshreshtha Dr. Preeti Srivastava Dr. Shilpi Sharma (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. S. Sharma (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 Prof. A. Narang 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)
9.	Seminars	Dr. R. Elangovan
11.	Imprest	Dr. P. Srivastava, Mrs 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:	

	Entry year	Chairperson	Convenor	Member
	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
	2015	Prof. G. P. Agarwal	Dr. S. Sharma	Prof. P. K. Roychoudhury
	Special advisor for students on probation		2011 & before (dual) Dr R. Kulshreshtha 2012 Ziauddin Shaikh 2013 Ziauddin Shaikh 2014 Ravi Elangovan 2015 Ravi Elangovan	
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. D. Sundar 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. G.P. Agarwal and Dr. Z. Ahammad		Mr. Anish Raju, Mr Sanjeev
b) Downstream Processing Lab. (I-127)		Prof. G. P. Agarwal		Mr. Kishan Chand, Mr. Sanjeev
c) Metagenomics Lab. (I-128)		Dr. Shilpi Sharma		Mr. Kishan Chand, Project Attendant
d) Waste Treatment Lab. (I-121)		Dr. Z.A. Shaikh		Mr. Kishan Chand, Mr Sanjeev
<u>16.2.200 - Level Floor</u>				
a) Biochem. Res. Laboratories		Prof. S. Mishra, Prof. P. Mishra		Mr. Sumeet Kapoor, Project Attendant
d) Radioactive & Photography Lab.		Prof. A. Narang		Mr. Mukesh Anand
e) Molecular Modeling Lab (I – 232)		Dr. D. Sundar		Mr Sanjeev
f) BTIS (I-233 A)		Dr. D. Sundar		Mr Sanjeev
g) Bioinformatics Lab (I-233 B)		Dr. D. Sundar		Mr Sanjeev
h) Instrumentation Labs. (I-233 C) (I-231)		Prof. G. P. Agarwal, Dr. Z. Ahmmad		Mr. Mukesh Anand, Mr. Rajiv Dahiya, D/W Attendant
j) COE lab (I-232 A)		Prof. A. K. Srivastava		Mukesh Anand, Project Attendant
k) Documentation Unit		Prof. P. Mishra (Head)		Mrs. Neera Verma D/W Attendant

<u>16.3 300 - Level Floor</u>		
a) Enzyme Engg. Lab & Enzyme Process Lab. (I-329 & 337)	Prof. P. Mishra	Mrs. Renu Sethi, D/W Attendant
b) Molecular Machines & Bioenergetics Laboratory	Prof. S. Nath, Dr. R. Elangovan	Mrs. Renu Sethi, D/W Attendant
c) M. Tech. Bioscience Lab. I (I-321)	Prof. P. Mishra	Mrs. Renu Sethi, D/W Attendant
<u>16.4. Pilot Plant Block</u>		
a) Pilot Plant Floor I	Prof. T.R. Sreekrishnan	Mr. Sant Ram, Project Attendant
<u>Ground Level Rooms.</u>		
b) UG Teaching lab A and B	A : Engg : Dr. Ravi Elangovan B: Dr. S.Sharma	Mr. S.P. Rana/Mr. Sita Ram (A/N), Mr. Soraj Singh
c) Computation Lab. (I-132)	Prof. A. Narang	Mr. Soraj Singh
d) Bioscience Lab II (I-130)	Prof. A. Narang, Dr Ritu Kulshreshtha	Mr. R.K. Dahiya, Proj. Attendant
e) RNA Laboratory-II	Dr. R. Kulshreshtha, Prof. A. Narang	Mr. R.K. Dahiya, Proj. Attendant
<u>Faculty Rooms at 100 Level Floor & in Pilot Plant Block</u>		
f) Plant Cell Culture Lab. I (I-27)	Prof. A. K. Srivastava	Mr. S. P. Rana, Mr. Soraj Singh
g) Plant Cell Culture Lab II (I-24)	Prof. A. K. Srivastava	Mr. S. P. Rana Mr. Soraj Singh
h) Pharmaceutical Biotechnology Lab (I-25)	Prof. V. S. Bisaria, Prof. A. K. Srivastava	Mr. Soraj Singh
i) RNA Lab-I (I-26)	Dr. P. Srivastava	Mr. Soraj Singh
j) Animal Cell Culture Lab. (I-32)	Prof. P. K. Roychoudhury, Dr. Ritu Kulshreshtha	Mr. S. P. Rana / Project Attendant
<u>16.5 Other Facilities</u>		
a) Office Complex I/C Head, DBEB	Coordinator: Head, DBEB	Mrs. Neelam, Mr. Sita Ram (F/N), D/W Attendant
b) Seminar Room I/C	Coordinator: Head, DBEB	D/W Attendant
c) Committee Room	Coordinator: Head, DBEB	D/W Attendant
d) Stores	Head	Mr. Inderjeet

