

Department of Biochemical Engineering and Biotechnology

Faculty Board Meeting (3/15-16)

Dated: 15th October 2015

Minutes of the 3rd Departmental Faculty Board Meeting held on 15th October 2015 at 11.00 am in the Departmental Committee Room (I-230). Following members were present:

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

1. Confirmation of minutes of 2nd DFB meeting (2/2015-2016).

The minutes were confirmed as circulated with the addition of the following:

Item no. 3, "Prof. G.P. Agarwal raised the issue of the requirement of a new HPLC for the instrumentation lab from PLN03 grant. However, after deliberation this was not included in the list."

2. Matters arising out of above meeting

Item No. in FBM meeting 01/2015-16	Item	Decision taken	Action taken
1	Purchase of equipment through PLN03 grant	Head informed the board that a total of Rs. 70 lakhs has been received	Head informed the board that the purchase committees have been made for most of the items. All the items need to be procured as per time line

			given by Institute.
5	Report on discussion in ECS, BAP, ACL, Safety and other Committee	The board decided that the information will be shared but and bill not be recorded till minutes are circulated.	
6	Nomination of outside Technical experts from Industries for membership of IRD Board	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	Head communicated the name to concerned authorities
6	Discussion on norms for recruitment to Ph.D. program for students employed in the projects	This item was discussed and it was decided that project employees will be considered for Ph.D. admissions through Interview.	Interviews will be conducted once in an year in February/March
8	Discussion on the Vision Document	No comments were received	Head communicated the same to concerned authorities.
9	Any other item MoU with Russian Universities received from Prof. Mukesh Khare (Dean, AA & IP)	No comments were received	Head communicated the same to concerned authorities.
10	Furniture grant	It was decided that furniture for individual offices will not be considered. All the lab requirement of furniture will be compiled.	The list of items required are compiled in Annexure I

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

No meetings were held.

4. Feedback from class committee meetings

Class committee meetings of 2012, 2013 and 2015 entry students were held. The conveners apprised the board on the feedback received from students. Head was

requested to forward the feedback of 2015 entry students to the concerned Heads of other Departments. Feedback of 2012 entry students was taken into account when finalizing the list of courses to be floated in Sem II, 2015-16.

5. Offering of courses for next semester II (2015-16)

The list of courses to be offered in the semester II (2015-16) are detailed in Annexure II.

6. Discussion on PhD admission schedule and criteria for December selections.

Head informed the board that the submission of online applications for PhD admission will commence from 23rd October and the last date for receiving the applications is 6th November, 2015. The written test and interview will be conducted between 2nd December to 18th December, 2015. The board agreed to keep the same short listing criteria which was followed during selections in May, 2015 .

7. Any other item with the permission of the Chair

Head informed the board that a note has come from the central library which had a list of pending books. A list of books to be reordered was prepared. The payment for the same will be from the budget allocated to the department for this financial year.

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

Preeti Srivastava
Convener

All Faculty members

Annexure I

Department of Biochemical Engineering and Biotechnology
Proforma for requesting funds for procurement of Furniture (PLN05) (2015-2016)

S. No.	Items proposed to be purchased	Approximate cost (₹ in Lacs)		Location (Room No. / Lab name)	Purpose	Proposed Furniture			Name of Faculty/ Staff
		Unit	Total			Refurbishing old furniture	Replacement of old furniture	Furniture for newly created space	
1	Custom computer desk	1	0.50	I-232	To place five performance rack servers		yes		DS
2	Chairs	8	0.24	Doc Unit	For departmental library				NV
3	Stools	2	0.06	I-26	For working in the lab		yes		PS
4	Table	1	0.25	I-26	For putting small equipments		yes		PS
5	Repair of working table	1	0.66	Instrumentation lab	For keeping instruments	yes			GPA
6	Chairs	5	0.15	RNA II			yes		RK
7	Chairs	5	0.15	Animal cell culture lab			yes		
8	Wooden Table cum bench	1	0.25	Metagenomics	For keeping small equipments		Yes		SS
9	Wooden racks cupboard	1	0.22	Metagenomics	For keeping chemicals		yes		SS
10	White Magnetic boards	4	0.20	Dept Office	For Office work		yes		NS
12	Office chair and Table for new faculty	1	0.75	New Faculty office	New faculty office				AM
13	Wooden door lock and night latch	7+2	0.07	Office	To replace non working locks		yes		NS
14	Wooden Notice Boards	2	0.35	Department Notice Board	For replacing Departmental notice boards		yes		NS
15	Chairs	15	0.50	EE lab,BRL,MM Lab	For students		yes		PM, RE
TOTAL			4.35						

Annexure II
Courses to be offered in II semester (2015-2016)

Slot	Course No.	Description	L-T-P	Credit	Coordinator/ Associated Faculty
H	BEL401/BBL431	Bioprocess Technology (DC)	2-0-0	2.0	VSB
E	BBL432	Fluid Solid Systems (DC)	2-0-0	2.0	ZAS
C	BBL433	Enzyme Science and Engineering (DC)	3-0-2	4.0	RE / SC
F	BBL434/BEL418	Bioinformatics (DC) /DE1	2-0-2	3.0	DS
B	BEL702	Bioprocess Plant Design (DC)	3-0-4	5.0	TRS
F	BEL703	Downstream Processing in Biotechnology (DC)	3-0-4	5.0	SN / GPA
J	BEL411	Food Science and Engineering (DE2)	3-0-0	3.0	SC
F	BBL343	Carbohydrates and Lipids in Biotechnology (DE1)	2-1-0	3.0	MNG
J	BBL341	Environmental Biotechnology (DE2)	3-0-0	3.0	SS / ZAS (1/3)
E	BEL712	Plant Cell Technology (PE2)	2-0-2	3.0	AKS
E	BEL721	Bionanotechnology (PE2)	3-0-0	3.0	PM
D	BEL718	Combinatorial Biotechnology (PE1)	3-0-0	3.0	PS / SO
H	BEL713	Microbial Engineering (PE3)	3-0-0	3	AN
D	BBL749	Cancer Cell Biology (PE1)	3-0-3	4.5	RK
H	BBL750	Genome Engineering (PE3)	2-0-2	3	PS / SM
P	BES350	Independent Study (BB)	0-3-0	3.0	PM
E	BER350	Professional Practices (BB)	0-1-2	2.0	VSB
P	BEC750	Seminar (BB)	1-0-0	0.0	RE
P	BED800	Major Project	0-0-80	40.0	RK
P	BED851	Major Project Part 1 (BB)	0-0-12	6.0	SS
P	BED852	Major Project Part 2 (BB)	0-0-28	14.0	SS
P	BED 853	Major Project Part 1 (BB)	0-0-12	6.0	SS
P	BED854	Major Project Part 2 (BB)	0-0-32	16.0	SS
P	BET450	Practical Training (BB)	0-0-0	0.0	PM
P	BBQ301	Seminar Course - I	0-0-2		VSB
P	BBQ302	Seminar Course – II	0-0-2		RE
P	BBQ303	Seminar Course - III	0-0-2		SO
P	BBQ304	Seminar course-IV	0-0-2		PKRC