

**Department of Biochemical Engineering and Biotechnology**  
**Faculty Board Meeting (10/2016-17)**

May14, 2017

The 10<sup>th</sup> Departmental Faculty Board Meeting of 2016-17 was held on 11<sup>th</sup> May 2017 at 2:30 pm in the Departmental Committee Room (I-230). The following members were present:

1.	Prof. AtulNarang	Chairman
2.	Prof. GP Agarwal	Member
3.	Prof. P. K. Roychoudhury	Member
4.	Prof. Saroj Mishra	Member
5.	Prof. A.K. Srivastava	Member
6.	Prof. Prashant Mishra	Member
7.	Prof. D. Sundar	Member
8.	Prof.Ritu Kulshrestha	Member
9.	Prof. Preeti Srivastava	Member
10.	Prof. Ravikrishnan Elangovan	Member
11.	Prof. Z.A. Shaikh	Member
12.	Prof. Ashish Misra	Convener

**Item No. 1. Confirmation of minutes of 9<sup>th</sup>DFB meeting (2016-17)**

*The minutes of the 9<sup>th</sup>DFB meeting (2016-17) were confirmed as circulated with the following changes.*

*Item No. 5 – The following statement changed to reflect correct annexure “The board also discussed the templates of the following new courses (Annexure 1)”*

**Item No. 2. Confirmation of minutes of special DFB meeting (2016-17)**

*The minutes of the special DFB meeting held on 8<sup>th</sup> May 2017, circulated in an email to the DD(S&P), were confirmed as below.*

***“The DFB agreed to the space allocated to our department in the new block (99C) with the following caveats.***

***1. We would like to retain some space in the department. We will provide the details of the space we wish to retain after the nature of the space being developed in the new block (99C) is clarified. This is important to ensure that we are not giving up facilities that will not be available in the new building either.***

**2. It was disconcerting to know that decisions and plans for the new building were made without the participation of any departmental representatives. We request you to have a departmental faculty as part of all future discussions regarding the building.”**

**Item No. 3. Matters arising from the above meeting**

*Item No. 6. Discussion on departmental inventory assignment*

*The Head requested all faculty members to transfer inventory of their personal labs in their own name and not in the names of departmental staff members. Assigning inventory in staff member's names leads to a decrease in productivity of the staff member (staff members insist on remaining confined to the lab containing their inventory) and equipment use (staff members allow access to the instrument only when they are present in the lab). The board recommended that this policy be followed for all faculty members except those retiring in the next three years (Profs. PKRC, SM, AKS).*

*Item No. 9. Discussion on space allotment in the department*

*The Board ratified the space reallocation made in the previous DFB meeting, and suggested that concerns of specific faculty members in this regard be taken up with the DDO and DD (S&P). The Board also set a deadline of June 11<sup>th</sup> 2017 for faculty members to submit the layout plan to the Board for renovation of their respective labs. The board also recommended confiscation of newly allotted space to a faculty member if the faculty was found to procrastinate the renovation.*

**Item No. 4. Proposal to float new courses by dept. of Mathematics**

The board did not have any specific comments in this regard.

*[Action: Prof. AN]*

**Item No. 5. PLN03 and NPN05 allocation for 2017-18**

The board discussed the provisional allotment of funds for the Financial Year 2017-18 made by the Planning Unit (Annexure 1) under the following heads.

1. PLN03 – INR 44 Lakhs
2. NPN05 – INR 15 Lakhs

The Head informed that the lower provisional allotment of PLN03 funds was because of the failure to spend the amount allotted in FY 2016-17 by October 2016 of the FY. The HOD informed the board that the Institute would release more funds for PLN03 only after complete utilization of the provisional PLN03 funds for FY 2017-18.

The Head informed the board about the Dean (R&D)'s suggestion to use the PLN03 funds to make up the shortfall in procuring the LC-MS requested in DST-FIST proposal. This would also lead to further release of Rs 115 lakhs from DST-FIST for the procurement of the flow cytometer (Rs 90 lakhs) and maintenance (Rs 25 lakhs).

The Board recommended asking the Institute CRF for separate funding for the DST-FIST shortfall. If CRF refused the funds, PLN03 could be used for procuring the LC-MS within the next 2 months and additional PLN03 funds could be requested from the Institute.

**Item No. 6. Discussion on space allotment for the department proposed by the DDO**

The board discussed the email from DD (S&P) requesting a plan for labs and offices in the new block (99C) and details of the space to be retained in Block I. The board recommended that a subcommittee consisting of faculty volunteers for design of departmental facilities in new Engineering blocks (Prof. ZAS, PS, RKE, DS) discuss this in detail and submit a detailed plan for the same for consideration by the board.

**Item No. 7. Discussion of institute faculty hiring plan 2017**

The Head informed the board about the US faculty recruitment drive email sent by the Dean Faculty. The Dean had requested the departments to submit names of potential faculty candidates in the US that departments had possibly shortlisted. The Dean also asked the department faculty members to identify potential faculty contacts in US departments to whom this visit could be publicized by using the following googledocs link

<https://docs.google.com/spreadsheets/d/1LVzpur6HqjaFyU7NpUIZshCXEO6eScTuJyaBP8qtf40/>

The Head informed the board about the department's plan to enhance hiring of engineering faculty by sending out emails to various HODs in US chemical engineering departments. The board recommended Prof. AM as a volunteer for this activity.

**Item No. 8. Discussion on SOP and use of the departmental UG lab**

The Board recommended that UG lab access as noted in Item No. 10 of the previous DFB minutes be followed. Only B.Tech.and M.Tech. (dual degree) students should be allowed access to the UG lab for conducting their research during non-teaching hours. No M.S.(R) and Ph.D. students should be allowed access to the lab except for teaching.

**Item No. 12. Any other items with the permission of the Chair**

None

**Ashish Misra**  
Convener, DFB

**Distribution**

All DBEB faculty by email

Cc: Office file

Annexure 1: Provisional allocation of funds

**PLANNING UNIT**

Date: 21<sup>st</sup> April 2017

Sub: Provisional Allocation of funds for the Financial Year 2017-18

Given below is the details last year's allocation of funds to your Department/Centre/Unit under different heads and its actual utilization along with this year's provisional allocation of funds.

Sl. No.	Budget head	FY 2016-17			FY 2017-18		
		Final allocation (after reallocation/ surrender, etc.) (rupees in lac)	Actual spent/used (rupees in lac)	Percent used	Previous allocation During this FY (rupees in lac)	Current allocation (rupees in lac)	Total provisional allocation (rupees in lac)
1	PLN03	87.00	18.92	21.7%	44.00	44.00	44.00
2	NPN05	30.25	26.74	88.4%	15.00	—	15.00

You may appreciate that while the above figures on utilization of fund during last year reflect accumulation of backlog at your end, holding fund without actually using force prevents allocation to other needy. In view of this, the Competent Authority has desired that further allocation will be made on pace of utilization of current year allocation as well as based on overall teaching/research contributions.

*K. C. Iyer* 21/4/17  
(K.C. Iyer)  
Professor Incharge Planning

Head, Bichemical & Biotechnology Engineering