

Department of Biochemical Engineering and Biotechnology

Minutes of the meeting of Departmental Faculty Board (DFB)

(DFB-03/2017-2018)

December 21, 2017

The third meeting of the *Departmental Faculty Board* (DFB) for the academic session 2017-2018 was held on **Wednesday, December 13, 2017 at 3 PM** in the Committee Room (I-230) of the Department.

The following members were present:

Prof. Atul Narang (*Chairperson*)
Prof. Saroj Mishra
Prof. A.K. Srivastava
Prof. Prashant Mishra
Prof. Shilpi Sharma
Prof. Ritu Kulshreshtha
Prof. Preeti Srivastava
Prof. Ravikrishnan Elangovan
Prof. Ziauddin Shaikh Ahammad
Prof. D. Sundar (*Officiating Convener*)

Item No. 1 - To confirm the minutes of the 2nd meeting of the DFB for the session 2017-2018 (DFB-02/2017-2018) held on October 06, 2017.

The Minutes of the DFB meeting No. 02/2017-2018 were confirmed as circulated.

Item No. 2 - Matters arising out of the minutes of DFB-02/2017-2018.

a) *Space allocation in 99C1 (Item No. 7 from the previous meeting)*

- On behalf of the Departmental Space Committee, Prof. Ravikrishnan Elangovan presented an update on the plan for space utilization for the department in the new building 99C1 that was arrived after discussion with the building architect (**Annexure 1**). It was recommended that the policy to earmark space (both office and lab) to individual faculty in the new building should be arrived soon by discussion or lottery. Once this is completed, individual faculty would be required to submit floor plans for their offices, labs and also contribute to deciding the floor plans for common space of the department.
- The utilization for the Bio-X Cluster common space proposed by the Bio-X Cluster Committee was discussed and the board had strong objection to the proposal. It was recommended that a policy needs to be in place first to classify any equipment/facility as a common instrumentation/facility. It was felt that this should be decided based on the utilization by faculty across all the three academic units. Further, individual academic units should give up ownership of these equipments/facility once it is placed in the Bio-X Common space. The board recognised the importance of evolving a framework for management of this Bio-X Cluster Core Facility including decision-making processes, policy for deciding the costs of operation and funds for maintenance of these equipments/facility before proceeding further.

b) Update on labs for 2nd Semester 2017-2018 and 1st Semester 2019-20

Prof. Shilpi Sharma informed the DFB that the time-table committee had been requested to arrange for UG labs to be conducted in 3 cycles (beginning from 1st Semester 2019-20). Prof. Preeti Srivastava informed the DFB that consumables for all 2nd semester labs had been ordered, and arrangements for conducting the labs in 3 cycles (e.g., design of new cupboard, additional pipettes) are already in progress.

Item No. 3 - Request for space in Bioprocess Lab received from Prof. G.P. Agarwal

The request of Prof. G.P. Agarwal to place the pilot-scale filtration equipment in Room No. 103 (erstwhile office of Prof. S. Chand) for three months until March 2018 was discussed and agreed to by the faculty board. It was recommended that since the equipment operates at high pressure (30 atm), a clearance from the Institute Safety Committee must be obtained first before the equipment can be operated.

*(Action 1: Prof. G.P. Agarwal to submit a proposal with details of the equipment)
(Action 2: Head to forward the proposal to Institute Safety Committee for their recommendations)*

Item No. 4 – Budget (PLN03, PL03F).

The board recommended the purchase of equipments from budget head PLN03 and laptops from budget head PLN03F as given in **Annexure 2** and **Annexure 3** respectively.

Item No. 5 – Filling of acid report to the SDM (Mehrauli).

The Head reiterated the legal requirement of the department to submit bimonthly report on usage of acids. It was recommended that those faculty members running wet labs are required to submit names and email IDs of nominees who will be entering the data in the google spreadsheet created for this purpose. The link to the google spreadsheet is available from the RTI menu of the department webpage.

<https://docs.google.com/spreadsheets/d/1d6irq7PtilLSFw32oi3WQhv4kE71--nFY62TlvCEGtK/edit?usp=sharing>

(Action: All Faculty / Lab incharges to provide details to Storekeeper)

Item No. 6 – Discussion of class committee meeting reports.

The Committee discussed the observations recorded in the Class Committee Meetings (**Annexure 4**). It was felt that these meetings could be conducted in the future by inviting all concerned Course Coordinators along with Class Representatives to give their feedback and discuss any issues that arise.

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



D. SUNDAR
Convener (Officiating)

Distribution

All Faculty (by email)

Recommendations 2.0 of the Departmental Space Committee for space utilization in the New Building 99C1

Sl. No.	Classification	Space (in sq. ft)
1	Lab space (20)	19,100
2	Faculty Office (21)	2,730
3	DBEB Office + Stores (1 st Floor)	512
4	HOD office + lounge (1 st Floor)	512
5	Instrumentation (1 st Floor)	2,000
6	Utility Room (2)	600
7	Library with computers (1 st Floor)	1,000
8	Post doc room (2 nd Floor)	1,100
9	General purpose room (1 st Floor)	1,000
Total		28,544

The complete details and layouts are available here
(<http://beb.iitd.ac.in/DFB-Minutes-2017-2018-3-Space-99C1.pdf>)

Items approved for purchase from PLN03 budget during 2017-2018

Sl. No.	Item	Lab	Buyer	Approx. Cost (Rs. in lacs)
1	Incubator Shaker	RNA-II (for RK)	RK	2.5
2	Dry Bath	RNA-II (for RK)	RK	3.2
3	Microwave (28 Ltr)	RNA-II (for RK)	RK	0.2
4	UV Transilluminator	RNA-II (for RK)	RK	1.6
5	Laminar Flow	RNA-II (for RK)	RK	0.5
6	Fume hood	Instrumentation	ZAS	2.2
7	Power Packs	Metagenomics (for SS)	SS	2.5
8	Vortex and Minispin	Metagenomics (for SS)	SS	0.2
9	Weighing balance	Metagenomics (for SS)	SS	1.0
10	Centrifuge Minispin	UG Lab	PS	2.5
11	BioSpectrometer	UG Lab	PS	4.1
12	Pipettes	UG Lab	PS	4.4
13	Chiller for distillation column	UG Lab	AN	6.0
14	Computers (24 Nos.)	Computation Lab	DS	12.0
15	Projector with wifi ceiling mount (4 units)	Seminar & Committee Rooms, UG Lab, Instrumentation Lab	DS	3.0
Total				45.9

(a) Utilization of PLN03F budget in the recent past

FY	Total amount	Item	Quantity	Beneficiaries
2011-2012	Rs. 2,31,200	Laptop	4	SN, PKRC, RK, SS
2012-2013	Rs. 2,40,000	Laptop	4	GPA, PM, DS, RE
2013-2014	Rs. 3,00,000	Laptop	4	ZAS, TRS, PS, SM
2014-2015	Rs. 71,400	Desktop	1	PM
	Rs. 27,000	Printer	1	PM
2015-2016	Rs. 3,47,848	Laptop	4	AKS, AN, SS, SN, RK
	Rs. 71,842	Laptop	1	HOD's office
2016-2017	Rs. 2,20,045	Desktop/ Server	1	HOD's office
	Rs. 75,000	Laptop	1	AM

(b) Allocation of PLN03F budget in FY 2017-2018

FY	Total allocation	Item	Quantity	Beneficiaries
2017-2018	Rs. 3,00,000	Laptop	4	DS, RE, ZAS, TRS

Summary of Class Committee Meeting Reports

Sl.	Batch	Faculty members of the Class Committee	Issues raised by the students
1	2013 entry	SM, ZAS	<ol style="list-style-type: none"> 1) Non-graded units: students are asking for getting at least one design course of 2 credits (offered by the DBEB faculty) from the department 2) Students are asked to provide a detail list of the entire class. Kshitij will collect the data from his batch-mates and send it to Prof. AK Srivastava. 3) Students are not happy with the evaluation process followed by the faculty team. As per their opinion students worked in foreign labs/industry/outside IITD but within India got better treatment than the students worked at IITD. 4) Students are concerned about DE and PE slots. They are requesting for minimum overlap of courses in same slot. 5) Each experiment in Genome engineering lab is taking at least 4 hrs. Students are requesting to make it as 2-0-4 6) Mid term evaluation report is not yet displayed 7) Dry lab work is not evaluated as wet lab while evaluating NGU work 8) It was also suggested that student would maintain a log book in which they would record work done for the design credits. It would be countersigned by the Mentor at the end of the week. This would ensure that students putting in the desired hours have a record to show. 9) Some faculty do not give adequate reference material for reading nor do they define the order in which the courses are planned. This should be done so that students get adequate reading materials.
2	2014 entry	GPA, PKRC, DS	Meeting was not held
3	2015 entry	VSB, RE, SS	<p><u>1. Update on departmental electives to be floated for Sem II, 2017-18</u> The Convener informed the students of the four Departmental Electives to be floated in Semester II, 2017-18 and their respective slots. A slot change request for one of the electives (BBL445 Membrane Applications in Bioprocessing) was made by the students in view of the clash with a core course for their batch.</p> <p><u>2. Update on courses</u> (a) <i>CLL252 Mass Transfer</i> Students raised the issue that the questions asked in Minor II were "out of syllabus". Hence the average marks is expected to be too low in the course. Students requested for another Minor exam considering the high difficulty level in Minor II. (b) <i>BBP332 Bioprocess Engineering Lab</i> Students requested more hands-on-training during the lab, and to have some buffer days for repeating some of the experiments.</p>
4	2016 entry	AN, AM	<p><u>1. Process of taking design credits</u> The students were informed about the departmental design evaluation committee for evaluating projects in the following - core areas outside the institute; or within the department; or other institute departments. The initiation of a design project requires the approval of the committee based on a title and short description of the project. The evaluation of the project would be done by the committee post project completion and given credit based on the work done.</p> <p><u>2. Design credits in non core areas</u> The students were informed that design credits in non-core areas would be sent to the institute-level interdisciplinary committee for evaluation. This would be effective after the approval of the minutes of the previous DFB meeting.</p>
5	2017 entry	PM, PS, SN	Elections for Class Committee was conducted