

Department of Biochemical Engineering and Biotechnology

Dated: 12th August 2013

Minutes of special Departmental Faculty Board Meeting (2013-2014) held on 8th August 2013 at 3.30 pm in the Departmental Committee Room (I-230). Following members were present:

1.	Prof. T. R. Sreekrishnan	Chairman
2.	Prof. Subhash Chand	Member
3.	Prof. V. S. Bisaria	Member
4.	Prof. Saroj Mishra	Member
5.	Prof. A. K. Srivastava	Member
6.	Prof. P. K. Roychoudhury	Member
7.	Dr Atul Narang	Member
8.	Dr. D. Sundar	Member
9.	Dr. Ritu Kulshreshtha	Member
10.	Dr. Ravikrishnan Elangovan	Member
11.	Dr Preeti Srivastava	Member
12.	Dr Ziauddin Ahmmad	Member
13.	Dr. Shilpi Sharma	Member Convenor

A Special Faculty Board Meeting was held on 8th August 2013 to discuss the following two point agenda:

1. Feedback on documents drafted for Internal Review of IIT Delhi

The documents communicated by Professor In-charge (Planning) were discussed point wise and the following views were put forth:

- Institute should upload a sample form for consistency in filling the review documents by all academic units.
- Under the section “2. Teaching environment” “Adequacy of teaching infrastructure” to be included.
- Point 3.12 “Methodology for (i) identifying obsolescence in research areas, and (ii) identification of new areas for future research” is highly subjective. This needs modification.
- Point 7.3 (h) “Level of harmony amongst department faculty” is a qualitative point. This is already partly taken up in 3.9.

- Section 10. “Future vision...” may be modified to “Vision for next 5-10 years”.

Head was requested to communicate the same to Professor Incharge (Planning)

(Act: Head)

2. Norms of allotment of Ph.D. students to faculty members

Following are the decisions taken by the board with respect to allotment of Ph.D. students to faculty members of the department:

Short-listing Criteria

The short listing criteria for admission to departmental Ph.D. programme were finalized as per Annexure 1. The shortlisted candidates will have to appear for a written test for the second round of short listing, followed by personal interview. Final selection will be purely based on the candidate’s performance in personal interview (not on performance in written examination).

Norms for recruitment of students twice a year (against Institute’s advertisement) in normal course

- The committee conducting personal interviews of shortlisted candidates will include all DRC members (mandatory quorum requirement). In addition, all faculty members with free slots will be invited to participate in the process.
- For final selection of candidates, consensus amongst faculty is to be obtained, rather than scoring or averaging of points.
- If a selected candidate has no scholarship / financial assistance, he / she can be shifted to the corresponding position in a sponsored project, if available.

Norms for recruitment of students in the middle of the semester

For candidates applying for full-time Ph.D. in the middle of the semester, DRC can call for a personal interview provided the candidate is an extremely high level of academic performer reflected by merits like candidate being an INSPIRE fellow, 1st rank holder in the respective academic unit etc. All other candidates will be considered in the next round of short listing as per the normal criteria.

Norms for recruitment of Part-Time students with experience of working in sponsored projects with the Faculty members

For part-time candidates with a minimum of two years of experience of working in a sponsored project with faculty members, relaxation from normal selection criteria will be offered. The relaxation (including the qualifying degree of the candidate) will be at the discretion of DRC.

Norms for Allotment of PhD students to Faculty members

- Each faculty member shall supervise up to two Ph.D. projects (independent or joint), if he/she depends solely on departmental funds (mainly for consumables).
- The allotment of more than two (up to a maximum of four) Ph.D. students to a faculty will depend on the availability of consumable funds in the sponsored projects, of which he/she is either PI or Co-PI. Details of devising mechanisms of implementation will be worked out later.
- If a faculty is a supervisor of a Ph D student of another department / centre, if departmental facilities are not used by the student, it shall not be counted towards his/her eligibility to supervise departmental students. Similarly, if a department's student carries out the Ph. D. project work at his/her place of employment (for part-time students) and does not use departmental facilities, it will not be counted towards the eligibility of the faculty to supervise departmental students.

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

- DFB meeting will be scheduled in the first week of every month as per decision taken at Institute's level.

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

Shilpi Sharma
Convenor

All Faculty members

ANNEXURE 1

Short-listing criteria for Admission to Ph.D. Program

Full-time candidates must have first class in all exams starting from 10+2 up to the qualifying exam and they must meet the following criteria based on the qualifying exam.

Qualifying exam	Acceptable majors	General Category	OBC (Non-creamy layer)	SC/ST & PD
B. Tech.	Biochemical Engineering / Chemical Engineering / Biotechnology	(i) B.Tech 70% or 7.5/10 CGPA (ii) Valid JRF or GATE score of min. 600 in Life Sciences or Biotechnology or Chemical Engg.	(i) B.Tech 70% or 7.5/10 CGPA (ii) Valid JRF or GATE score of min. 550 in Life Sciences or Biotechnology or Chemical Engg	(i) B.Tech 65% or 7.1/10 CGPA (ii) Valid JRF or GATE score of min. 500 in Life Sciences or Biotechnology or Chemical Engg.
M. Tech.	Biochemical Engineering / Chemical Engineering / Biotechnology/ Pharmaceutical Biotechnology with B.Tech / B.Pharma /M.Sc.	(i) M.Tech 70% or 7.5/10 CGPA (ii) GATE score not required	(i) M.Tech 70% or 7.5/10 CGPA (ii) GATE score not required	(i) M.Tech 60% or 6.75/10 CGPA (ii) GATE score not required
M. Sc.	Biochemistry/ Biophysics/Bioinformatics (plus Biotech in B.Tech)/ Environmental Sci (with Biotech in B.Tech)/Chemistry/ Biotechnology / Microbiology/ Biosciences/ Genetics/ Botany (with Microbiology) / Zoology (with Microbiology)/Life Sciences	(i) M.Sc. 60% or 6.75/10 CGPA (ii) GATE score 600 or valid JRF	(i) M.Sc. 60% or 6.75/10 CGPA (ii) GATE score 550 or valid JRF	(i) M.Sc. 55% or CGPA 6.25/10 (ii) GATE score 500 or valid JRF

Sponsored candidates must meet all the foregoing criteria, the only exception being that they are exempt from fulfilling national exam requirements.

Short-listed candidates will be called for written test and subsequent interview on dates decided by the Department.
