

## Department of Biochemical Engineering and Biotechnology

### Faculty Board Meeting (02/14-15)

Dated: 31<sup>st</sup> October 2014

Minutes of the 2<sup>nd</sup> Departmental Faculty Board Meeting held on 16<sup>th</sup> October 2014 at 3.00 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. V. S. Bisaria	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. Z. Ahammad	Member
14.	Dr. Preeti Srivastava	Convenor

#### 1. **Confirmation of minutes of 1<sup>st</sup> DFB meeting (1/2014-2015)**

The minutes were confirmed as circulated.

#### 2. **Matters arising out of above meeting**

None

#### 3. **Offering minor areas, Departmental specializations and Interdisciplinary Specialization for UG students under capability linked options**

In response to a note received from Dean Academics concerning offering minor areas, departmental specializations and interdisciplinary specialization for UG students, it was decided that the Curriculum Monitoring committee should deliberate on the issue and come up with a revised set of courses for Minor area and departmental specialization. In the absence of Prof. T. R. Sreekrishnan, Prof. G.P. Agarwal agreed to chair the curriculum monitoring committee meeting. The curriculum monitoring committee was also requested to finalize the credit structure for dual degree M. Tech component, courses with non-graded design component for students to earn 5 units and courses on communication skills to earn 2 units.

*(Act: Curriculum Monitoring committee)*

#### **4. Visit of Expert Committee for on the spot evaluation of DST FIST grant**

It was decided that Head would briefly present the Departmental activities, FIST level I grant, outcome of the grant and availability of space in the Department, It will be followed by presentation by Dr. Preeti Srivastava, Dr. Z. A. Shaikh and Prof. Atul Narang on the equipments Flow cytometer, UHPLC-MS/MS and 200 L bioreactor with a continuous centrifuge respectively. Head also requested the members to see that all equipment of FIST level I grant should be in operational condition.

#### **5. IIT Delhi IT infrastructure usage policy**

No comments were received.

#### **6. Comments on the proposal for MoU between IIT Delhi and Polytech Univ. of Blaise-Pascal, France**

The proposal was discussed in the board. Prof. A.K. Srivastava informed the board that he had interacted with the Director, Prof C. Larroche, faculty members and staff members of the University of Blaise-Pascal, France. The laboratories in the School of biological engineering had excellent fermentation facilities and had several photobioreactors for algae production. The MoU will be extremely beneficial for the department and IIT Delhi. Thus the signing of the MoU between IIT Delhi and Universite Blaise Pascal, France is strongly recommended.

#### **7. Comments on the revised MoU with Italian National agency for new technologies, energy and sustainable economic development and IIT Delhi.**

The MoU will be helpful in future collaborations. Thus signing of MoU is recommended.

#### **8. Comments /Feedback on the revised curricula for M.Sc and M.B.A.**

No comments were received.

#### **9. Budget estimate for improving environment health and lab safety**

Regarding improvement of environmental health and lab safety, head suggested that some of the things such as first aid kits, lab coats for all PhD students, fire extinguishers, smoke alarms etc should be included in the list for each and every laboratory. The departmental representative to EHLSU, Dr Z. Ahammad was requested to re-send the requirements in the format desired.

(Act: ZA)

#### **10. Special advisors for weak students**

Based on the new guidelines and request received from Dean Academics, Prof. G.P. Agarwal, Prof. Sunil Nath, Prof. T.R. Sreekrishnan, Dr. Ritu Kulshreshtha and Dr. Z. Ahammad were nominated as special advisors for students on probation.

#### **11. Comments /feedback on following proposals to float new courses**

- (a) HUL 842 The Philosophy of Plato by Department of Humanities and Social Sciences

No comments were received on the proposal.

- (b) BML 771 Medical Device Design for orthopaedic Applications, BML 860 Nanomedicine, BML 772 Biofabrication, BML 850 Cancer: Diagnosis and therapy, by Department of Biomedical Engineering

The course BML 850 Cancer: Diagnosis and therapy was found to have 90-95% overlap in the contents with a course BEL 749 Cancer cell biology already approved in BERP by Department of Biochemical Engineering and Biotechnology.

For the course BML 772 Biofabrication, the year and the publishers of the book references are not mentioned.

#### **12. Modification of procedure for departmental no dues**

Head apprised that the existing departmental no dues form requires 40 signatures resulting in delay in the processing and students have to go to different places It was suggested by the Head that the form should be modified to include the signatures of the

supervisor, laboratory incharge, Documentation unit and Head of the Department only. Any item issued to student may be through their respective lab.

*(Act: Head)*

### **13. Budget updates on NPN05, PLN03 and PLN05**

Head informed the board that amount worth 16 lakhs is already spent from the budget head NPN05. In order to equally distribute this fund all the faculty members will be entitled to utilize minimum one lakh from NPN05.

For all the purchase committees that have already been formed for PLN-03, faculty members were requested to expedite the purchase process so as to facilitate the next projection.

The Head apprised the board that the projected budget in PLN05 was high (28.06 lakhs) and therefore has been returned back by Professor In charge Planning with the comment that these items should be procured through Estate and Work section. Therefore it was decided that Head will request for Rs 3 Lakhs from Planning unit for the furniture required urgently to run newly constructed labs and other space and procurement of the remaining furniture will be initiated through Estate and Work section. Head further informed that no funds were received from DBT last year and this year and therefore a request to release 52 lakhs from the DBT has been submitted.

### **14. Any other item**

- Head urged the faculty members to mark the dates of evaluation of MTP in their calendar, so that the evaluations are completed on the same date.
- Head informed the board about the library grant for the purchase of books. The class committee conveners are requested to discuss this with the students in the class committee meetings and the list of books as per student's requirement may be forwarded.
- The sub-committee, comprising of Prof. Saroj Mishra, Prof. A. K. Srivastava, Dr. D. Sundar and Dr. Ravikrishnan Elangovan, formed to process and shortlist the applications for the departmental post-doctoral positions, was requested to complete the process in a week's time so that it can be further discussed in Professorial Committee.

- Regarding the DTD899 grades of PhD students, it was decided that SRC of PhD students should be held atleast once in a year and the progress evaluated. The progress reports should be submitted by the mid of july or mid of December to the DRC for the award of grades for continuation of registration. Information may be provided to the head about the students not performing well. SRC of MS(R) students should also be conducted every semester and their progress evaluated for continuation of registration.

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

Preeti Srivastava  
Convenor

**All Faculty members**