Minutes of the 2nd Departmental Faculty Board Meeting held on 24th September 2015 at 3.30 pm in the Departmental Committee Room (I-230). Following members were present:

1. Prof. Prashant Mishra  
   2. Prof. Subhash Chand  
   3. Prof. G.P. Agarwal  
   4. Prof. Saroj Mishra  
   5. Prof. A. K. Srivastava  
   6. Prof. Sunil Nath  
   7. Prof. P. K. Roychoudhury  
   8. Prof. Atul Narang  
   9. Dr. D. Sundar  
  10. Dr. Shilpi Sharma  
  11. Dr. Ritu Kulshreshtha  
  12. Dr. Ravikrishnan Elangovan  
  13. Dr. Stefan Oehler  
  14. Dr. Preeti Srivastava

Chairman
Member
Member
Member
Member
Member
Member
Member
Member
Member

Confirmation of minutes of 1st DFB meeting (1/2015-2016) and special DFB meeting held on 19th August 2015

The minutes were confirmed as circulated.

1. **Matters arising out of above meeting**

<table>
<thead>
<tr>
<th>Item No. in FBM meeting 01/2015-16</th>
<th>Item</th>
<th>Decision taken</th>
<th>Action taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Discussion on PLN03</td>
<td>Head informed the board that the budget sanctioned for PLN03 is 70 lakhs</td>
<td>A total of 70 lakhs has been received. Some of the purchase committees have already been constituted and others have to be made soon. So that purchase is completed</td>
</tr>
</tbody>
</table>
4 Allotment of non-teaching duties to faculty members

Detailed in Annexure I

The names of following faculty members have been recommended:

Prof. Atul Narang : ACL
Dr. D. Sundar: CUC

Modified Annexure I is attached

8 Discussion on expenses to be covered from NPN05 for teaching and maintenance

Rs. 30,000 for plastic wares, Rs 20,000 for specific chemicals, Rs 4-5 lakhs for maintenance and repair.

Following staff members were proposed for different courses

Mr. Sumit Kapoor : BBL132 and BEL 412
Mr. Kishan & Mr Anish Raju : BEL 715
Mr. S.P. Rana & Mr. Anish Raju: BEL 403, BBP 332, BEL 850
Mrs. Renu Sethi : BBL 131, BEP 840

The action has already been taken for allocation of funds in addition to one lakh sanctioned for individual faculty members.

Head informed the board that one Technical Staff, Mr. Gulshan Das has recently joined the Department as senior mechanic/SLA. He is M.Sc. Biotechnology with three years of experience. Currently, he has been assigned the new UG teaching lab.

9 Nomination of faculty members for NIN100 and NEN100

Dr. Ravikrishnan Elangovan and Prof. Atul Narang were nominated for NIN100

Head communicated the names to concerned authorities.

Item No. in special FBM meeting 19th August 2015

1 Nomination for Boss, Ujjwal Jiwan Charitable trust, FITT and Amit Garg Memorial awards

Aayushi Jain (BOSS), Isha Rani Gupta (UJCT), Kavita Sharma(FITT) and Neha Nagpal (AGM) were nominated.

Head communicated the names to concerned authorities.

2 Request received from students for summer

The faculty board agreed to have no

Head communicated the same to concerned
<table>
<thead>
<tr>
<th></th>
<th>internship in non core companies</th>
<th>objection even if students opt to join non core companies for summer training</th>
<th>authorities.</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Proposal for starting a Virtual Research Group called ‘DAILAB’ submitted by Dr. D. Sundar</td>
<td>The proposal for DAILAB was approved.</td>
<td>The same has been communicated to the concerned authorities. On November 4th, DAILAB will be inaugurated by Prof. Vijayraghavan.</td>
</tr>
<tr>
<td>4</td>
<td>Proposal for the course BEV330 “Special module in Biochemical Engineering and Biotechnology</td>
<td>The course was approved</td>
<td>The course was taught by Prof. David Graham during his visit to India. All the expenses on honorarium and stay will be met from NPN05</td>
</tr>
</tbody>
</table>

2. **Conduct of minor tests, mid term presentations**
Head requested the faculty members to conduct the minor tests on the assigned dates and timings only as not conducting tests on scheduled timings disturb other classes. Prof. Atul Narang informed that he could not conduct minor test due to non availability of computational facility on the date of minor test. Faculty members were also requested to be available on the date of mid term evaluations so that all the presentations be held on the same date.

3. **Purchase of equipment through PLN03 grant**
Head informed the board that a total of Rs. 70 lakhs has been received. He also requested faculty to initiate the process and complete the purchase of all the equipment as per Institute schedule.

5. **Report on discussion in ECS, BAP, ACL, Safety and other Committee**
Dr. Sundar informed the board that in the BAP meeting held in August it was proposed to conduct the re-major exam for students getting an E grade within fifteen days of the major exam. For the PhD viva voce examination, it was proposed to also invite the foreign examiner via skype. Further, change of PhD supervisor in cases of conflict between PhD supervisor and student was also recommended. Dr. Preeti Srivastava informed the board that an ACL meeting was held in the month of August, where it was decided to start the SciFinder from 2016. No other meetings were held.

4. **Nomination of outside Technical experts from Industries for membership of IRD Board**
The 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, (e-mail address: manish.goel@i3nanotec.com) as an outside Technical expert for membership of IRD board

7. Discussion on norms for recruitment to Ph.D. program for students employed in the projects
The board discussed and decided to have the following norms for recruitment to Ph.D. program for students employed in Institutional / IRD projects:

a) The students will be registered as part time students.
b) A minimum of one-year experience in project is mandatory.
c) Minimum Institute criteria (60% or 6.75 CGPA for M.Sc. and M. Tech. students and 70% or 7.5 CGPA for B. Tech students) will be applicable.
d) Registration will be based upon the DRC interview only (the requirement of written exam will be waived off), which will be held once in a year in the month of February/March.
e) Institute or Department will have no liability to provide stipend to the student in case the project fellowship is over.
f) The number of students per faculty should not exceed 4+2, including part time and full time students.

8. Discussion on the Vision Document
No comments were received.

9. Any other item with the permission of the Chair
The document containing MoU with Russian Universities received from Prof. Mukesh Khare (Dean, AA & IP) was discussed in the faculty board. No comments were received.
The faculty members were requested to submit their request if any for furniture grant to the DFB Convener by second week of October. If request is of larger amount, they may request to Institute works section.
The meeting ended with a vote of thanks to the Chair.

Preeti Srivastava
Convener

All Faculty members
### ANNEXURE I

**Allocation of Non-Teaching duties to Faculty members during year 2015-2016**

| 1. | Professorial Committee | HOD, Chairman  
All Professors, Member |
| 2. | DRC | Prof. Prashant Mishra (Chairperson & Head)  
Prof. T. R. Sreekrishnan  
Prof. V. S. Bisaria  
Prof. Saroj Mishra  
Prof. A. K. Srivastava  
Prof. Atul Narang  
Dr. D. Sundar  
Dr. Ritu Kulshreshtha  
Dr. Preeti Srivastava  
Dr. Shilpi Sharma (Convener) |
| 3. (a) | Coordinators:  
B.Tech Dual-Degree Program | Prof. T. R. Sreekrishnan |
| (b) | Time table I/c | Dr. Z. Ahmmad |
| (d) | Coordinator: Ph.D. & M.S. (Res.) Programme | Dr. S. Sharma (Ph.D.), Dr. R. Kulshreshtha (MSR) |
| (e) | Coordinator: M.Tech. projects | Dr. S. Sharma |
| (f) | Matters concerning Dual Degree Programme | Prof. T. R. Sreekrishnan, Dr. R. Kulshreshtha |
| 4. | Convener, Dept. Faculty Board. | Dr. P. Srivastava |
| 5. | Training & Placement | Prof. A. Narang |
| 6. | Technical Services (Water, Power, Steam etc.)  
Additional power requirement / DG set / A/C | Prof. A. K. Srivastava  
Dr. R. Elangovan |
| 7. | Cold Rooms | Prof. G. P. Agarwal |
| 8. | Departmental Representatives to:  
BAP  
ACL  
CUC  
CAIC  
IRD Board  
Alumni Affairs  
Safety Committee  
Faculty Affairs  
EHLSU  
Institutional Biosafety Committee (IBSC) | Dr. D. Sundar, Prof. T. R. Sreekrishnan  
Prof. A. Narang  
Dr. D. Sundar  
Dr. R. Elangovan  
Prof. S. Mishra  
Dr. R. Elangovan  
Dr. Z. Ahmmad  
Dr. D. Sundar  
Dr. Z. Ahmmad  
Dr. P. Srivastava (Member Secretary)  
Prof. S. Mishra (member) |
<p>| 9. | Seminars | Dr. R. Elangovan |
| 11. | Imprest | Dr. P. Srivastava, Mrs Neelam |
| 12. | Dept. / Institute Publications / Reports / Maintenance of website | Prof. P. Mishra (Head), Dr. D. Sundar, Dr. R. Elangovan, Dr. Z. Ahmmad |
| 13. | Class Committee: | |</p>
<table>
<thead>
<tr>
<th>Entry year</th>
<th>Chairperson</th>
<th>Convenor</th>
<th>Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011</td>
<td>Dr. D. Sundar</td>
<td>Dr. R. Elangovan</td>
<td>Prof. V. S. Bisaria</td>
</tr>
<tr>
<td>2012</td>
<td>Prof. A. Narang</td>
<td>Dr. P. Srivastava</td>
<td>Prof. T. R. Sreekrishnan</td>
</tr>
<tr>
<td>2013</td>
<td>Prof. P. Mishra</td>
<td>Dr. Z. Ahmmad</td>
<td>Prof. Sunil Nath</td>
</tr>
<tr>
<td>2014</td>
<td>Prof. S. Mishra</td>
<td>Dr. D. Sundar</td>
<td>Prof. A. K. Srivastava</td>
</tr>
<tr>
<td>2015</td>
<td>Prof. G. P. Agarwal</td>
<td>Dr. S. Sharma</td>
<td>Prof. P. K. Roychoudhury</td>
</tr>
</tbody>
</table>

Special advisor for students on probation

- 2011 & before (dual) Dr R. Kulshreshtha
- 2012 Ziauddin Shaikh
- 2013 Ziauddin Shaikh
- 2014 Ravi Elangovan
- 2015 Ravi Elangovan

14. Curriculum Monitoring & Development Cell
   Prof. T. R. Sreekrishnan (Chairperson), Prof. G. P. Agarwal, Prof. S. Mishra, Prof. A. Narang, Dr R. Kulshreshtha (Convenor)

15. Biochemical Engineers & Technologists Association
   President: Head, DBEB
   Vice President: Dr. D. Sundar
   General Secretary: to be nominated

16. Laboratory Organization

16.1.100 - Level Floor
   I/C                      Staff Members
   a) Bioprocess Lab. (I-103) Prof. G.P. Agarwal and Dr. Z. Ahmmad Mr. Anish Raju, Mr Sanjeev
   b) Downstream Processing Lab. (I-127) Prof. G. P. Agarwal Mr. Kishan Chand, Mr. Sanjeev
   c) Metagenomics Lab. (I-128) Dr. Shilpi Sharma Mr. Kishan Chand, Project Attendant
   d) Waste Treatment Lab. (I-121) Dr. Z.A. Shaikh Mr. Kishan Chand, Mr Sanjeev

16.2.200 - Level Floor
   a) Biochem. Res. Laboratories Prof. S. Mishra, Prof. P. Mishra Mr. Sumeet Kapoor, Project Attendant
   d) Radioactive & Photography Lab. Prof. A. Narang Mr. Mukesh Anand
   e) Molecular Modeling Lab (I – 232) Dr. D. Sundar Mr Sanjeev
   f) BTIS (I-233 A) Dr. D. Sundar Mr Sanjeev
   g) Bioinformatics Lab (I-233 B) Dr. D. Sundar Mr Sanjeev
   h) Instrumentation Labs. (I-233 C) (I-231) Prof. G. P. Agarwal, Dr. Z. Ahmmad Mr. Mukesh Anand, Mr. Rajiv Dahiya, D/W Attendant
   j) COE lab (I-232 A) Prof. A. K. Srivastava Mukesh Anand, Project Attendant
   k) Documentation Unit Prof. P. Mishra (Head) Mrs. Neera Verma D/W Attendant
<table>
<thead>
<tr>
<th>16.3 300 - Level Floor</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>b) Molecular Machines &amp; Bioenergetics Laboratory</td>
<td>Prof. S. Nath, Dr. R. Elangovan</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>16.4. Pilot Plant Block</th>
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</thead>
<tbody>
<tr>
<td>a) Pilot Plant Floor I</td>
<td>Prof. T.R. Sreekrishnan</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Ground Level Rooms.</td>
<td></td>
</tr>
<tr>
<td>b) UG Teaching lab A and B</td>
<td>A : Engg : Dr. Ravi Elangovan B: Dr. S.Sharma</td>
</tr>
<tr>
<td>c) Computation Lab. (I-132)</td>
<td>Prof. A. Narang</td>
</tr>
<tr>
<td>d) Bioscience Lab II (I-130)</td>
<td>Prof. A. Narang, Dr Ritu Kulshreshtha</td>
</tr>
<tr>
<td>e) RNA Laboratory-II</td>
<td>Dr. R. Kulshreshtha, Prof. A. Narang</td>
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</tbody>
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<thead>
<tr>
<th>Faculty Rooms at 100 Level Floor &amp; in Pilot Plant Block</th>
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</tr>
</thead>
<tbody>
<tr>
<td>f) Plant Cell Culture Lab. I (I-27)</td>
<td>Prof. A. K. Srivastava</td>
</tr>
<tr>
<td>g) Plant Cell Culture Lab II (I-24)</td>
<td>Prof. A. K. Srivastava</td>
</tr>
<tr>
<td>h) Pharmaceutical Biotechnology Lab (I-25)</td>
<td>Prof. V. S. Bisaria, Prof. A. K. Srivastava</td>
</tr>
<tr>
<td>i) RNA Lab-I (I-26)</td>
<td>Dr. P. Srivastava</td>
</tr>
<tr>
<td>j) Animal Cell Culture Lab. (I-32)</td>
<td>Prof. P. K. Roychoudhury, Dr. Ritu Kulshreshtha</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>16.5 Other Facilities</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Office Complex I/C Head, DBEB</td>
<td>Coordinator: Head, DBEB</td>
</tr>
<tr>
<td>b) Seminar Room I/C</td>
<td>Coordinator: Head, DBEB</td>
</tr>
<tr>
<td>c) Committee Room</td>
<td>Coordinator: Head, DBEB</td>
</tr>
<tr>
<td>d) Stores</td>
<td>Head</td>
</tr>
</tbody>
</table>