

Department of Biochemical Engineering and Biotechnology
Faculty Board Meeting (01/2018-19)

July 28, 2018

The 1st Departmental Faculty Board Meeting of 2018-19 was held on 20th July 2018 at 3 pm in the Departmental Committee Room (I-230). The following members were present:

- | | | |
|-----|------------------------------|----------|
| 1. | Prof. Atul Narang | Chairman |
| 2. | Prof. T.R. Sreekrishnan | Member |
| 3. | Prof. A.K. Srivastava | Member |
| 4. | Prof. Prashant Mishra | Member |
| 5. | Prof. D. Sundar | Member |
| 6. | Prof. Ritu Kulshrestha | Member |
| 7. | Prof. Preeti Srivastava | Member |
| 8. | Prof. Ravikrishnan Elangovan | Member |
| 9. | Prof. Z. Ahammad | Member |
| 10. | Prof. Ashish Misra | Convener |

Item No. 1. Confirmation of minutes of 5th DFB meeting (2017-18)

The minutes of the meeting were confirmed as circulated.

Item No. 2. Matters arising from the above meeting

Item No. 6. New courses and modified courses (including Ravi's course and SM's course)

*The HOD informed the board that templates for the new courses (listed below) had been returned by Dean Academics because of missing entries in the templates. The HOD asked the respective course coordinators to send the revised forms **within two weeks** for forwarding to the Dean Academics.*

#	Course Title	Faculty coordinator
1	Microbial Ecology	SS
2	Plasmid Biology	PS
3	Biotechnology Entrepreneurship	RE
4	Optics within life science	RE

[Action: DS, RE, SS, PS]

Item No. 3. Selection of departmental nominees and committees

The Board nominated faculty members to serve on various departmental and Institute committees for the 2018-2019 academic year (**Annexure 1**).

[Action: AN]

Item No. 4. Courses and teaching

The board recommended Profs. Sunil Nath and Ravi Elangovan as coordinators for the seminar (BBQ) courses. The board agreed to allot half of BBP332 to Prof. Elangovan. Teaching assistants were assigned to courses based on faculty requests (**Annexure 2**).

Item No. 5. Content of Analytical Methods course

The DFB recommended that the course be held in the E slot with lectures on Tuesday and Wednesday, and practicals on Thursday. The board also recommended that demo practicals be held by faculty this year, and students perform experiments on an individual basis from next year. The HOD informed the board that a video photographer provided by ETSC would record their demo practicals, and these videos would serve as a teaching resource effective next year. Profs. Ravi Elangovan and Ritu Kulshreshtha offered to take classes during the first two weeks of the semester. The board recommended that faculty choose their slots for the following weeks in a shared spreadsheet that would be sent to them. Additionally, the HOD informed the board that consumables request for the course should be sent to Prof. Ziauddin Ahammad.

[Action: All faculty]

Item No. 6. Fellowship applicants

The board considered applications from the following candidates for fellowships to be hosted by the department.

- i. Dr. Anita Roy
- ii. Dr. Nidhi Dubey
- iii. Dr. Reshu Gupta

The board recommended a policy of considering such candidates only after they visited the department and gave a seminar. Based on this criterion, the board approved Dr. Anita Roy's application, and recommended that Drs. Nidhi Dubey and Reshu Gupta be asked to give a talk in the department for further consideration of their application.

[Action: AN]

Item No. 7. Hiring technical staff members

The HOD apprised the board that the Institute allotted 3 Senior Laboratory Assistants to the department based on a request sent in late 2016 (**Annexure 3**). The board recommended staffing them in the Bioprocess, Instrumentation and UG labs. For overseeing the hiring process, the board recommended a 4 member committee consisting of the in-charges of the respective labs (Profs. Atul Narang, Preeti Srivastava, Ziauddin Ahammad) and an external expert (Mr. Virender Rawat).

[Action: Profs. AN, ZAS, PS]

Item No. 8. Revisiting Institute post-doc recruitment

The DFB was informed of postdoctoral candidates that had applied for being considered for recruitment. The board recommended coming up with shortlisting criteria for interviewing and selecting candidates to be hired by the department.

Item No. 9. Budget issues

The HOD informed the board that budget allocation had been received from planning as requested by the department (**Annexure 4**). The HOD also informed the board that the elemental analyzer in the Instrumentation lab had not been used over the past 2 years because of the high cost of consumables per run (INR 1250) and the requirement for buying them in bulk (Pack of 1000). The board recommended determining interest among faculty members in using the equipment before deliberating on purchase of consumables for the elemental analyzer.

Item No. 10. Departmental calendar

The board recommended that DFB and DRC meetings be scheduled at 3 PM on the 1st Wednesday of every month.

Item No. 11. B.Tech/Dual Degree seat re-appropriation starting AY 2019-2020

Prof. Sundar informed the board about the institute level re-appropriation of seats for the B. Tech and Dual degree programs that would be considered in AY 2019-2020. The board recommended that suggestions for reorganizing the student uptake by the department be taken up in upcoming DFBs.

Item No. 12. Any other issues

Prof. Kulshreshtha (Coordinator, MSR and PhD Program) asked the board to recommend course requirements for the MS(R) and Ph. D. students (2018-entry onwards) in light of the revised comprehensive examination format discussed in DRC 07/2017-18. The board recommended the following courses for the students based on the program they had enrolled for and their previous degree of specialization.

#	Program	Previous degree	Courses
1	MS(R)	Any	BBL731, BBL733, BBL737, BEL850
2	PhD	M. Sc.	BBL731, BBL734, BBL737, BEL850
3	PhD	M. Tech.	BBL731, BBL733, BBL737, BEL850

Ashish Misra
Convener, DFB

Distribution

All DBEB faculty by email

Cc: Office file

Annexure 1

For Academic Year 2018 – 2019

Departmental representatives to Institute bodies, constitution of DRC, and nomination of faculty for handling various departmental responsibilities.

The board made the following recommendations for the session 2018-2019

Departmental nominees to Institute Bodies

Board of Academic Programs (BAP)	T. R. Sreekrishnan and D. Sundar
Academic Interaction Council (AIC)	Ritu Kulshreshtha
Computer Users Committee (CUC)	D. Sundar
High performance computing (HPC)	D. Sundar
Advisory Committee of Library (ACL)	Atul Narang
Alumni Affairs	Ravikrishnan Elangovan
T&P Coordinator	Ravikrishnan Elangovan
IRD Board	Saroj Mishra
Faculty Affairs	Shilpi Sharma
EHLSU	Prashant Mishra
Safety and Disaster Management Committee	A.K. Srivastava
Institutional Biosafety Committee (IBSC) #	Saroj Mishra (Internal Expert) Preeti Srivastava (Member Secretary)
Institute Website Committee	D. Sundar
Course NIN100 – Introduction to Engg	A.K. Srivastava P. Mishra
Course NEN101 – PESR	Ritu Kulshreshtha
Open House	Z. A. Shaikh, Shilpi Sharma
Tryst	BTP coordinator (Ravikrishnan Elangovan)
Credit equivalence for exchange students	Time table in charge
Convocation	Shilpi Sharma, Ritu Kulshreshtha
SURA	Sunil Nath
Counselling for women's students	Saroj Mishra

Departmental responsibilities – Faculty incharge(s)

Coordinator, BTech Program and BTP	Ravi Elangovan
Coordinator, Dual degree program and MTP	Ashish Misra
Coordinator, MSR and PhD Program	Ritu Kulshreshtha
Postdoc Faculty Mentor	Shilpi Sharma
Convener, Faculty Board	Ashish Misra
Time Table	Preeti Srivastava/D Sundar
Departmental Stores (including signing on Form-C/NC of IRD/FITT projects)	Z.A. Shaikh
IMPREST	Z. A. Shaikh

Lectures and Seminars	Preeti Srivastava/D Sundar
Departmental Library	Atul Narang
Webmaster	D. Sundar
Chairman, IRD Selection Committees	DRC Chairman
Technical Services (Power, water, etc)	A. K. Srivastava

Standing Committees of the Department

Faculty search committee	Atul Narang (Chair), Ashish Misra, D. Sundar, Z. A. Shaikh
Postdoc selection committee	Head (Chair), Postdoc Faculty Mentor (Shilpi Sharma), Preeti Srivastava, Ashish Misra
PhD recruitment committee	Ritu Kulshreshtha (PhD coordinator), Saroj Mishra, Prashant Mishra, A. K. Srivastava, T. R. Sreekrishnan
Design/Practical Experience (DPE) Non-graded Units (NGU) committee	A. K. Srivastava, Saroj Mishra, Sunil Nath
Curriculum Review & Development (including developing terms and reference for self learning, design component and practical experience)	Atul Narang, D. Sundar, Preeti Srivastava, Shilpi Sharma, Ashish Misra
Committee for write-off of obsolete/unserviceable stores	A.K. Srivastava, Z. A. Shaikh, Ashish Misra
Space Planning and Utilization	Ravikrishnan Elangovan, Z. A. Shaikh, D. Sundar,
BETA – Biochemical Engineers and Technologists Association	President – Ravikrishnan Elangovan Vice President – Ashish Misra Gen Secretary – Student TBA
Class Committees for B.Tech/Dual Degree (Chairman/Member/Convener)	2014 Entry (AKS / ZA) 2015 Entry (SN / RK / DS) 2016 Entry (PM / RE / SS) 2017 Entry (AN / TRS / AM) 2018 Entry (SM / PS)
Special Advisors for weak students on probation	Z. A. Shaikh, Ritu Kulshreshtha, Ravikrishnan Elangovan, Sunil Nath, Prashant Mishra, Ashok Srivastava, Saroj Mishra
Committee to review nominations received for awards	DRC

Departmental Research Committee (DRC)

1	T. R. Sreekrishnan		Chairman
2	Atul Narang	HOD (Ex-officio)	Member
3	D. Sundar	Departmental representative to BAP	Member
4	Shilpi Sharma		Member & Convener
5	Ritu Kulshreshtha	MSR Coordinator, PhD coordinator	Member
6	Saroj Mishra		Member
7	Ashok Srivastava		Member
8	Sunil Nath		Member
9	Prashant Mishra		Member
10	Preeti Srivastava		Member
11	Ravikrishnan Elangovan		Member
12	Z.A. Shaikh		Member
13	Ashish Misra	MTP coordinator	Member

Annexure 2

PhD students

S. No.	NAME OF STUDENT	ENTRY NO.	DUTIES/FACULTY/COURSE
1	NAVANEETHAN RADHAKRISHNAN	2017BEZ8438	He will be doing coursework to complete his credit requirements
2	PRIYANKA DUBEY	2017BEZ8285	BBL732
3	INDRANIL MONDAL	2017BEZ8286	BBL733
4	SHIVANI KHATRI	2017BEZ8287	BBL132
5	ANIKA GOYAL	2017BEZ8288	BBP332
6	SNEHA KUMARI	2017BEZ8289	RE
7	ARTI TYAGI	2017BEZ8290	RE
8	SOUMYA RAJPAL	2017BEZ8291	BBL131
9	AAKANKSHA AHLAWAT	2017BEZ8292	BBL741 Assistance in Protein Engg course
10	DHVANI SANDIP VORA	2017BEZ8293	BBL735
11	RUPSA CHATTERJEE	2017BEZ8418	BBL133
12	ANIRBAN JANA	2016BEZ8004	BBL733
13	PRIYANKA	2016BEZ8005	BBL132
14	RITU BHARDWAJ	2016BEZ8007	BBL131
15	NGANGOM PRAVINA DEVI	2016BEZ8008	AM
16	NAVODIT K. SINGH	2016BEZ8009	BBP332
17	SWATI VARSHNEY	2016BEZ8325	BBL132
18	ARIF NISSAR	2016BEZ7504	BBL231
19	SHEFALI SINGH	2016BEZ8558	RE
20	DEEPAK SHARMA	2016BEZ8559	BBL850
21	UPMA SINGH	2015BEZ8004	206A lab renovation and inventory keeping
22	DEEPAK K. PRASAD	2015BEZ8001	WTL and Metagenomics Lab
23	JANANEE JAISHANKAR	2015BEZ8350	BBL231
24	RISHABH SHUKLA	2015BEZ8351	Lotus Lab and Pilot Plant renovation
25	RABAB ANJUM	2015BEZ8352	BBP332
26	SRISHTI SRIVASTAVA	2015BEZ8353	BBL733
27	MANJU	2015BEZ8354	On leave.
28	ROHIT KHANDELWAL	2015BEZ8355	Ex India leave
29	ARUN THAPA	2015BEZ8357	206B renovation and inventory keeping
30	SHASHI KUMAR	2015BEZ8358	GPA
31	DIVYA SINGHI	2015BEZ8501	BBL231
32	NITU MAITY	2015BEZ8502	She is submitting her thesis this semester
33	JYOTI SHARMA	2015BEZ8503	RE

MS(R) students

S. No.	NAME OF STUDENT	ENTRY NO.	DUTIES/FACULTY/COURSE
1	JAGAT NARAYAN	2017BEY7501	BBL850
2	ANUBHA SHUKLA	2017BEY7502	BBL733
3	AMANPREET KAUR	2017BEY7503	BBL131
4	SHRUTHI LAKSHMI	2015BEY7505	SM
5	MANSI ARORA	2015BEY7533	BBL231
6	SHUBHAM DUBEY	2015BEY7534	BBL132

MTP students

S. No.	NAME OF STUDENT	ENTRY NO.	DUTIES/FACULTY/COURSE
1	DHRITIRAJ DAS	2013BB50011	RK
2	ABHINAV KUMAR SHUKLA	2014BB50001	WTL Pilot Plant
3	KANISHK	2014BB50005	RE
4	PARAS AGRAWAL	2014BB50010	DS
5	SAMARTH	2014BB50012	SN
6	S KAUSHIK YADAV	2014BB50011	GPA
7	VINEET KUMAR	2014BB50015	SM
8	ASHIM GARG	2014BB50003	BBP332
9	NEHA MEENA	2014BB50008	SM
10	AKASH KAKANWAR	2014BB50002	BBP332
11	NISHA BHATT	2014BB50009	TRS
12	SHUBHAM GOEL	2014BB50013	TRS

Annexure 3



INDIAN INSTITUTE OF TECHNOLOGY DELHI
Department of Biochemical Engineering & Biotechnology
 Hauz Khas, New Delhi - 110 016 (India)

Dr. Atul Narang
 Professor

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September 20, 2016

Mr. Ramesh K. Thareja
 AR, E-2 and Manpower Training

Sub: Technical staff requirements for DBEB
Ref no: IITD/Estt-2/Rectt/2016/2650 dated September 6, 2016

Dear Mr. Thareja,

Since 2004, the following seven technical staff members of DBEB retired or will retire within a year.

Name of Technical Staff	Employee code	Position (Area of expertise)	Retirement date	Involved in conducting lab course numbers
Keshav Prasad Bahuguna	25703	Senior Mechanic	30/04/2004	
Ganpati Yadav	26097	Technical Supdt. (Electrical)	31/10/2009	
Jalil Ahmed Khan	26087	Technical Supdt. (Electrical)	31/01/2010	
Dharam Veer Sharma	26145	Technical Supdt. (Refrigeration)	31/12/2013	BEL850, BBP332, BBL731
Bhagwan Singh	26150	Technical Supdt (Biochemistry)	31/01/2015	BBL131, BBL433
Shanti Prakash Rana	26207	Technical Supdt (Biochem Engg)	30/04/2016	BEL850, BBP332, BBL731
Kishan Chand	26214	Sr Lab Asst (Microbiology)	31/05/2017	BBL132, BBL231, BBL733, BBL735

During the same period, the department hired only the following three new staff members.

Name of technical staff	Employee code	Position	Joining date
Sumit Kapoor	26813	Jr Tech Supdt	02/07/2008
Anish Raju	26927	Jr Lab Asst	18/01/2013
Gulshan Dass	27075	Sr Mechanic	17/09/2015

Evidently, we need four technical staff members just to replace the staff members who have retired or will retire within one year. In addition, due to the increased student intake, we have been teaching 60% more students for the last three years. We need **two** more Junior Technical Superintendents to conduct labs for the increased UG and PG classes. In short, we need six Junior Technical Superintendents, the details of which are given below:

Technical Staff Requirement	Area of expertise	To be involved in conducting lab course numbers	To be involved in research labs
JTS1	Electrical Engineering with specialization in refrigeration	BEL850, BBP332, BBL731	All
JTS2	Biochemistry	BBL131, BBL433	PG lab, PEL, SBL, BRL,
JTS3	Microbiology	BBL132, BBL231, BBL733, BBL735	BRL, RNAI, RNAII, UG lab
JTS4	Chemical Engineering	BEL850, BBP332, BBL731	Process, WTL, DSP, Pilot Plant
JTS5	Analytical Chemistry	BBL737	Central Instrumentation lab I and II
JTS6	Mechanical Engineering	UG lab,	All

Finally, please note that we would like to interview the personnel assigned to our department. Since we are accountable to the Administration for our performance, it would be very helpful to seek our input in the hiring process.

Best regards,

Atul Narang.

Atul Narang
Head, DBEB

Annexure 4

PLANNING UNIT

June 7, 2018

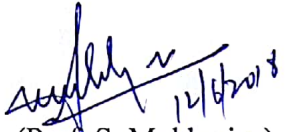
Subject: Release of funds for the Year 2018-2019

The following final release of funds has been approved by the Competent Authority for the Financial Year 2018-2019. The amount mentioned is inclusive of the initial allocation and subsequent additional allocation, if any, so far. This is notified for information and further necessary action.

Budget Code	Amount (Rs. In Lakh)	Remarks
PLN 03	61.85	
PLN05	-	
NPN05	42.75	

A list of equipment, as approved by the competent authority, for which the funds under PLN03 has been released is attached herewith. Note the funds are released only for teaching equipment and for any changes in the list you would have to take approval from the Planning Unit.

Please NOTE that this is the total funds released under PLN03 for the financial year 2018-19 which also includes budget to meet the last year's (PCs only) commitment of Rs. 0.10 lakh.


(Prof. S. Mukherjee)
Professor Incharge (Planning)

Head, DBEB

→ Storekeeper. (Please enter in the spreadsheet),

PLANNING UNIT

April 11, 2018

Subject: Interim Allocation of funds for the Year 2018-2019 under Plan/Capital Creation and Recurring Head and Non-Plan/Recurring Head

The competent authority has approved the following funds as interim allocation for the year 2018-2019. The following funds has been released to you and notified for further necessary action:

Budget Head	Amount allocated
PLN03	10.00 lac
NP/NS	7.00 lac

Kindly ensure:

- that the purchase procedure as notified from time to time be followed.
- that required space for installing the equipment being purchased under Plan funds (PLN03) is available and ready in term of technical specifications.
- that the funds allocated under PLN03 be utilized only for procurement of teaching equipment only
- strict economy measure be followed in the use of Non-Plan funds

K. C. Iyer

(K.C. Iyer)

Professor Incharge, Planning

Head, DBEB

INDIAN INSTITUTE OF TECHNOLOGY, DELHI
PLANNING UNIT

No. IITD/Plg/Budget/ 0 / 190782

Dated : 13-jul-2018

The following additional allocations/transfer of funds for the year 0 ha
been released and are notified for information and further necessar
action :

Transferred From:			Transferred To :		
Budget/ Account	Department	Amount Transferred	Budget/ Account	Department	Amount Receive
LN03	Biochemical	4,60,000.00	PLN05		4,60,000.0
LN03/BBCE	Engineering & Biotechnology		PLN05/BBCE		

ad, Biochemical Engineering & Biotechnology

9c
Harish Bhand
Professor Incharge (Plg)

py to : D.R. (Accounts)

13/7