

Department of Biochemical Engineering and Biotechnology
Faculty Board Meeting (01/2019-20)

August 30, 2019

The 1st Departmental Faculty Board Meeting of 2019-20 was held on August 22, 2019 at 4 PM in the Departmental Instrumentation Lab (I-233). The following members were present:

1.	Prof. Atul Narang	Chairman
2.	Prof. T.R. Sreekrishnan	Member
3.	Prof. Prashant Mishra	Member
4.	Prof. D. Sundar	Member
5.	Prof. Shilpi Sharma	Member
6.	Prof. Preeti Srivastava	Member
7.	Prof. Ritu Kulshreshtha	Member
8.	Prof. Lucinda E. Doyle	Member
9.	Prof. Ashish Misra	Convener

Item No. 1. Confirmation of minutes of 5th DFB meeting (2018-19)

The minutes of the meeting were confirmed as circulated.

Item No. 2. Matters arising from the above meeting

Item No. 9. Audit of -80 C freezer usage in department (Item 9 DFB 02/2018-19)

The HOD informed that the -80 C freezer housed in I-203 (currently Prof. Prashant Mishra's lab) had been repaired with departmental funds. Prof. Shilpi Sharma asked for removal of her name from sharing of -80 C freezer because of purchase of a new -80 C freezer by her lab. The board recommended the relocation of the -80 C freezer in I-203 (currently Prof. Prashant Mishra's lab) to the instrumentation lab for sharing by faculty as per Annexure 1.

[Action: Instrumentation lab in-charge]

Item No. 3. Departmental budget allocation (PLN & NPN)

The HOD shared the PLN03 and NPN05 funds allotted to the department for FY 2019-20 (**Annexure 1**), and pointed to the reduction of the NPN05 budget allotted to the department.

Item No. 4. Feedback for applications in T&P processes

The faculty board supported the reduction in cap for the number of applications from students to 25 upto Dec. 2nd, as proposed by the Head, T&P.

[Action: T&P coordinator]

Item No. 5. Request for SERB-Ramanujan Fellowship host by Dr. Abhishek Kumar

The board was not in favour of the fellowship application because of departmental policy to only consider researchers without extensive post-PhD experience for fellowship positions. The board recommended asking researchers with extensive experience to apply for permanent faculty positions in the department.

[Action: HOD]

Item No. 6. Defining Joint Appointment for hiring professors

The board agreed with the guidelines proposed for defining joint appointments in the email sent by the DD (S&P).

[Action: HOD]

Item No. 7. Visiting faculty request from Dr. Moytri Roy Chowdhury

The board was not in favour of the request because of the floating of a similar course by a different visiting faculty during annual visits to the department.

[Action: HOD]

Item No. 8. Request from Prof Bhaskarwar (ChE) to use bioreactor in Bioprocess lab

The board recommended that all bioreactors in the Bioprocess lab be made available to external users via the CRF booking system. This would allow us to maintain a formal record of usage by non-departmental entities, and it would also provide a mechanism for charging in a manner similar to that implemented in the Instrumentation lab. The board also recommended charging a nominal annual fee for usage of common labs over an extended period by non-departmental institute researchers.

[Action: HOD]

Item No. 9. Any other issues

a. Participation in NEN100

The board recommended Prof. Ravikrishnan Elangovan's name for NEN100 participation from the department based on the DFB's previous decision (*DFB Meeting Minutes (02/2018-19) - Item No 5.*).

b. Fixing and maintenance of bioreactors in UG lab

The HOD updated the board on the excellent work done by Mr. J. A. Khan for fixing the bioreactors in the UG lab (*Special DFB Meeting Minutes (1/2019-20)*). The HOD also mentioned that although the bioreactors were fully functional, their data could not be logged onto a computer without proprietary software. Since the cost of the proprietary software for logging data (Bioexpert) is exorbitant, the Board recommended that Mr. Venkat Bokka (EE) be given a Casual Appointment for installing LabView on all departmental bioreactors.

c. Timelines of the shortlisting process for faculty recruitment cycles

Prof. Shilpi Sharma asked the board for clarity on the timelines of the shortlisting process for faculty recruitment cycles. The board discussed the issue and agreed on the need for setting clear guidelines in this regard, and recommended that all faculty members participate actively in the recruitment process.

Ashish Misra
Convener, DFB

Distribution

All DBEB faculty by email

Cc: Office file

Annexure 1

PLANNING UNIT

June 24, 2019

Subject: Release of funds for the Year 2019-20

The following final release of funds has been approved by the Competent Authority for the Financial Year 2019-20. 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 lakhs)	Remarks
PLN03	79.35	
NPN05	25.36	

In case the above allocated funds are utilized by 31st October, 2019, request for additional funds will be considered subject to availability of funds.

Please note that the budget to meet last year's (PCs only) commitment will be allocated separately after approval by the Competent Authority.

Kanika T Bhal
(Kanika T Bhal)
Dean (Planning)

Head, Biochemical Engg & Biotechnology

Copy to: Accounts Section