

Department of Biochemical Engineering and Biotechnology

**Minutes of the meeting of Departmental Faculty Board (DFB)
(DFB-02/2019-2020)**

September 05, 2019

The second meeting of the *Departmental Faculty Board* (DFB) for the academic session 2019-2020 was held on **Wednesday, September 04, 2019** at **3 PM** in the Committee Room (I-230) of the Department.

The following members were present:

Prof. D. Sundar (*Chairperson*)
Prof. Saroj Mishra
Prof. A.K. Srivastava
Prof. T.R. Sreekrishnan
Prof. Sunil Nath
Prof. Atul Narang
Prof. Shilpi Sharma
Prof. Ritu Kulshreshtha
Prof. Preeti Srivastava
Prof. Ravikrishnan Elangovan
Prof. Ziauddin Shaikh Ahammad
Prof. Ashish Misra
Prof. Rohan Jain
Prof. Lucinda Elizabeth Doyle

Item No. 1 - To confirm the minutes of the 1st meeting of the DFB for the session 2019-2020 (DFB-01/2019-2020) held on August 22, 2019.

The Minutes of the DFB meeting No. 01/2019-2020 were confirmed as circulated.

Item No. 2 - Matters arising out of the minutes of DFB-01/2019-2020.

Audit of -80 °C freezer usage in the department (Item No. 2 from the previous meeting and Item No. 9 from DFB-02/2018-2019)

The Board discussed the matter arising from the previous meeting. First, the members discussed the observations made by Prof. Prashant Mishra (email of 01-09-2019). It was decided unanimously by the Board that the Telstar -80 °C freezer (procured from the PLN03 funds) and currently in the laboratory of Prof. Prashant Mishra, be immediately moved to the shared space of the department in the Instrumentation Lab.

(Action: Prof. Prashant Mishra)

Item No. 3 - 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 2019-2020

Departmental responsibilities – Faculty in-charge(s)

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| Faculty Board Convener | Ritu Kulshreshtha |
| Program Coordinator (PhD) | Rohan Jain |
| Program Coordinator (MSR) | Rohan Jain |
| Program Coordinator (UG) | Ravikrishnan Elangovan |
| Coordinator, Major Term Project (MTP) | Ritu Kulshreshtha |
| Coordinator, Major Term Project (BTP) | Ravikrishnan Elangovan |
| Postdoc Faculty Mentor | Shilpi Sharma |
| Time Table in-charge | Preeti Srivastava |
| Departmental Stores (including signing on Form-C/NC of Institute/IRD/FITT projects) | HoD |
| Lectures and Seminars | Ritu Kulshreshtha and Lucinda Elizabeth Doyle |
| Departmental Library | Preeti Srivastava |
| Departmental Reports | Ravikrishnan Elangovan |
| Departmental Society (BETA – Biochemical Engineers and Technologists Association) | Ravikrishnan Elangovan |
| Department website | D. Sundar |
| Coordinator of DBT HRD Grant (MI00647) | PI – Shilpi Sharma Co-PI – Ravikrishnan Elangovan |
| Coordinator of DST FIST Grant (RP03103) | PI – Atul Narang Co-PI – Ziauddin Shaikh Ahammad |
| Chairman, IRD Selection Committees | T.R. Sreekrishnan |
| Inventory control for items purchased from PLN03 | HoD and all faculty |

Departmental nominees to Institute Bodies

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|--|--|
| Board of Academic Programs (BAP) | T. R. Sreekrishnan |
| Board for Industrial Research & Development (BIRD) | Saroj Mishra |
| Academic Interaction Council (AIC) | T. R. Sreekrishnan |
| Computer Users Committee (CUC) | Ashish Misra |
| High Performance Computing (HPC) facility | D. Sundar |
| Advisory Committee of Library (ACL) | Atul Narang |
| Alumni Affairs | Rohan Jain |
| Coordinator for Training and Placement (TnP) | Ravikrishnan Elangovan and Rohan Jain |
| Faculty Affairs | Rohan Jain and Lucinda Elizabeth Doyle |
| Environmental Health and Safety Unit (EHLSU) | Saroj Mishra |
| Safety and Disaster Management Committee | Ziauddin Shaikh Ahammad |
| Institutional Biosafety Committee (IBSC) | Saroj Mishra (Internal Expert) Preeti Srivastava (Member Secretary) |
| Institute Website Committee | Ashish Misra |

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|---|---|
| Institute course on Introduction to Engineering (NIN100) | T.R. Sreekrishnan |
| Institute course on Professional Ethics and Social Responsibility (NEN100 and NEN101) | Ravikrishnan Elangovan |
| Annual Convocation 2019 | Ravikrishnan Elangovan, Shilpi Sharma and Ritu Kulshreshtha |
| SURA Evaluation Committee of IRD | Sunil Nath |
| Counseling process for female candidates | Ritu Kulshreshtha and Saroj Mishra |
| Credit equivalence for exchange students | Preeti Srivastava (TT in-charge) |
| Open House 2020 | Shilpi Sharma and Ritu Kulshreshtha |
| Tryst 2020 | HoD |

Departmental Research Committee (DRC)

| | | | |
|---|------------------------|------------------------------------|-------------------|
| 1 | Atul Narang | | Chairman |
| 2 | D. Sundar | HoD | Ex-officio member |
| 3 | T. R. Sreekrishnan | Departmental representative to BAP | Member |
| 4 | Rohan Jain | PhD and MSR Coordinator | Member |
| 5 | Ritu Kulshreshtha | MTP Coordinator | Member |
| 6 | Ravikrishnan Elangovan | UG and BTP Coordinator | Member & Convener |
| 7 | Shilpi Sharma | Postdoc Faculty Mentor | Member |
| 8 | Preeti Srivastava | IBSC/Courses/Time Table in-charge | Member |

Other Standing Committees of the Department

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| Faculty Search Committee (FSC) | Atul Narang (Chair), D. Sundar (HoD), Shilpi Sharma (Convener), Ashish Misra, Rohan Jain, Ravikrishnan Elangovan, Lucinda Elizabeth Doyle |
| Standing Selection Committee (SSC) for Postdoctoral Fellows | HoD – D. Sundar (Chair), Atul Narang (DRC Chair), Shilpi Sharma (Postdoc Faculty Mentor), Rohan Jain, Lucinda Elizabeth Doyle |
| PhD/MSR recruitment committee | DRC members and all faculty who are interested in hiring students |
| Design/Practical Experience (DPE) Non-graded Units (NGU) committee | A. K. Srivastava, Saroj Mishra, Ravikrishnan Elangovan, Ashish Misra |
| Departmental UnderGraduate Committee (DUGC) | HoD, Atul Narang, T.R. Sreekrishnan, Preeti Srivastava, Shilpi Sharma, Rohan Jain, Ravikrishnan Elangovan |
| Committee for write-off of obsolete/unserviceable stores | A.K. Srivastava, Ziauddin Shaikh Ahammad, Prof. Saroj Mishra, Rohan Jain |
| Space Planning and Utilization (including relocation to the new building 99C1) | HoD, Atul Narang, Ravikrishnan Elangovan, Ashish Misra, Ziauddin Shaikh Ahammad, Preeti Srivastava |
| Committee for evolving a proposal for launching a new M.Tech teaching program | T.R. Sreekrishnan (Chair), D. Sundar (HoD), Atul Narang, Ashish Misra, Shilpi Sharma, Preeti Srivastava (Convener) |

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|---|---|
| Class Committees for B.Tech/Dual Degree (Chairman/Member/Convener) | 2015 Entry (SM / AKS / ZAS) 2016 Entry (DS / RK / RJ) 2017 Entry (TRS / RE / SS) 2018 Entry (AN / TRS / AM) 2019 Entry (PM / SN / PS) |
| Special Advisors for weak students (UG) | T.R. Sreekrishnan, Saroj Mishra, Ravikrishnan Elangovan, Ritu Kulshreshtha |
| Committee to scrutinize nominations received for B.Tech/M.Tech dual degree Awards to be given during the annual convocation | DRC |
| Departmental Safety Committee | Ravikrishnan Elangovan, Saroj Mishra |
| MTP evaluation committee | DRC and all MTP mentoring supervisors |
| BTP evaluation committee | Will be formed by DRC |
| Employees Welfare and Grievance (for Group B, C and D staff of the department) | T.R. Sreekrishnan, Atul Narang, Preeti Srivastava, Ravikrishnan Elangovan |

In-charges of shared space of the department

| | |
|--------------------------------------|----------------------------------|
| Instrumentation Lab | Atul Narang |
| UG Lab | Preeti Srivastava and Rohan Jain |
| Bioprocess Lab | Atul Narang |
| Computation Lab (I-132) | HoD |
| New Computation Teaching Lab (I-231) | D. Sundar |
| Dark room | Preeti Srivastava |
| Radioactivity Lab | Atul Narang |
| Cold room (I-124) | Ziauddin Shaikh Ahammad |
| Cold room (I-302) | Shilpi Sharma |


Other in-charges

| | |
|--------------------------------|--------------------------------|
| IMPREST | Mukesh (Storekeeper) |
| Government e-Marketplace (GeM) | Deepak Kerketta and Anish Raju |

Item No. 4 – Budget (PLN03, PL03F)

The board recommended the purchase of equipments from budget head PLN03 and laptops from budget head PLN03F as given in **Annexure 1**.

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


(D. SUNDAR)
HoD

Distribution

All Faculty (by email)

(a) Items approved for purchase from PLN03 budget during 2019-2020

| Sl | Name of Equipment | Amount (in lacs) | Course | No. of Students | Lab name and Location | Buyer |
|--------------|---|------------------|----------------|-----------------|-----------------------------|-------|
| 1 | Probe <u>sonicator</u> | 2.5 | BBL713 | 60 | UG lab (I-30) | RJ |
| 2 | Repair of micro- and ultra-filtration units | 2.5 | BBL713 | 60 | UG lab (I-30) | RJ |
| 3 | Repair of <u>Bioengineering</u> bioreactors | 2.5 | BBL332 | 60 | UG lab (I-30) | AN |
| 4 | <u>Centrifuge</u> with different rotors | 10.0 | Many courses | | UG lab (I-30) | RJ |
| 5 | Vertical gel electrophoresis unit plus <u>powerpack</u> (4) | 2.0 | Many courses | | UG lab (I-30) | PS |
| 6 | New GC-MS | 25.0 | BBL737 | 60 | Instrumentation lab (I-231) | AN |
| 7 | Repair of FPLC | 5.5 | BBL737 | 60 | Instrumentation lab (I-231) | SM |
| 8 | Repair of LC-MS | 15.0 | | | Instrumentation lab (I-231) | AN |
| 9 | <u>Autosampler</u> for HPLC (Shimadzu) | 4.0 | | | Instrumentation lab (I-231) | ZAS |
| 10 | 4 Peristaltic Pumps | 4.0 | BBL332, BBL850 | 90 | UG lab (I-30) | AN |
| 11 | 2 Gas Analyzers | 5.0 | BBL332, BBL850 | 90 | Bioprocess lab (I-103) | AN |
| 12 | 2 Mass flow controllers | 2.0 | BBL332, BBL850 | 90 | Bioprocess lab (I-103) | AN |
| 13 | 3 Mass flow meters | 3.6 | BBL332, BBL850 | 90 | Bioprocess lab (I-103) | AN |
| 14 | 4 Desktop PCs | 2.0 | BBL332, BBL850 | 90 | Bioprocess lab (I-103) | AN |
| 15 | AD/DA terminal & PCI with cable | 1.4 | BBL332, BBL850 | 90 | Bioprocess lab (I-103) | AN |
| 16 | Water demineralization unit | 1.8 | BBL332, BBL850 | 90 | Bioprocess lab (I-103) | AN |
| 17 | CO2 incubator | 6.0 | BBL749 | | I-32 | RK |
| Total | | 94.8 | | | | |

(b) Allocation of PLN03F budget in FY 2017-2018

| Item | Quantity | Beneficiary/Buyer |
|--------|----------|-------------------------|
| Laptop | 1 | Rohan Jain |
| Laptop | 1 | Lucinda Elizabeth Doyle |

(Action: Concerned Faculty/Buyers to work with the Departmental Stores to initiate the purchase)