

## Department of Biochemical Engineering and Biotechnology

### Minutes of the Departmental Faculty Board Meeting

(DFB-03/2019-2020)

October 12, 2019

The third meeting of the *Departmental Faculty Board* for the academic session 2019-2020 was held on **Wednesday, October 09, 2019** at **3 PM** in the Departmental Committee Room (I-230).

The following members were present:

Prof. D. Sundar	Chairperson
Prof. Saroj Mishra	Member
Prof. Ashok Srivastava	Member
Prof. Atul Narang	Member
Prof. Shilpi Sharma	Member
Prof. Ravikrishnan Elangovan	Member
Prof. Ashish Misra	Member
Prof. Lucinda E. Doyle	Member
Prof. Rohan Jain	Member
Prof. Ritu Kulshreshtha	Convener

#### **1. Confirmation of the minutes of 2<sup>nd</sup> meeting of the DFB for the session 2019-2020 held on September 04, 2019.**

The minutes of the meeting were confirmed as circulated.

#### **2. Matters arising out of the minutes.**

Item No. 2. (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 email dated October 09, 2019 sent by Prof. Prashant Mishra indicating his objection to the moving out of the Telstar -80<sup>0</sup> C freezer from I-203 lab to Instrumentation lab. The board maintained the previously taken decision that all the major equipments purchased through PLN funds would be kept in the shared space of the Department and not in individual faculty research labs. It was decided to convey to Prof. Prashant Mishra to move the -80<sup>0</sup> C freezer to the Instrumentation lab without any further delay. It was also reiterated that other such equipments purchased from PLN funds would also be moved in due course of time. The departmental Stores is compiling such a list and will soon be presented to the DFB.

*(Action: Prof. Prashant Mishra)*

Item No. 3 - Departmental representatives to Institute bodies, constitution of DRC, and nomination of faculty for handling various departmental responsibilities.

It was informed by the Head that another non-professorial member was to be nominated for the BAP and hence Prof. Preeti Srivastava was nominated to the membership of BAP for the session 2019-2020.

**3. Regulation of purchases through Government e-Market Place (GeM) and procedure for purchases to be made from the departmental budget**

The Head apprised of the rules pertaining to GeM purchases and requested the faculty to acquire DDO's prior approval for non-GeM purchases. The faculty members were requested to get the login access for the GeM portal, so that they can complete their purchases on GeM at their convenience.

**4. Status of utilization of budget allocated by the Institute (PLN03/PLN03F/NPN05/books).**

The Head presented the status of utilization of budget allocated by the Institute under various budget heads (**Annexure I**). It was noted that additional funding would be required for some purchases and the board approved the formation of a new PFC for such purchases. The buyers of various items were requested to expedite the purchases. It was also decided that for utilization of NPN05 funds, first priority would be given to the purchase of chemicals required for practicals to be conducted in UG lab in the coming semester. The Head requested the UG lab incharges to place order for the chemicals required for conducting the UG practicals in Semester 2, 2019-2020 by early November 2019, following which the decision of allocation of remaining funds would be taken in the next DFB. It was decided to collate a list of books required for different courses and purchase them from the budget allocated for books (*Action – Preeti Srivastava*).

**5. Posting of departmental technical staff and identification of new Reporting Officers.**

The Head apprised the board on the status of recruitment of 3 SLA posts. It was informed that the shortlisting is completed and the selections are expected in the next few months. The Board reviewed the status of existing non-teaching technical/administrative staff in the department (**Annexure 2**) and finalized the new posting of the technical staff to various laboratories in the department with immediate effect (**Annexure 3**).

**6. Matters for information of the DFB**

The Head apprised about the meeting the Director had with all the Institute Postdoctoral Fellows and the Heads of the Departments. The Director has stressed the need for the postdoctoral training to help the candidates develop academic independence to develop their research ideas as well as hone their teaching skills by being part of tutorials, lab sessions, etc. The Board took note of this and decided to encourage post-docs to be involved in various departmental activities.

**7. Any other item with the permission of the Chair.**

***Nomination from the Department for purchase of special laboratory furniture for DBEB space in the new building 99C1.***

The Board decided to nominate Prof. Ziauddin Shaikh Ahammad as the departmental nominee to be part of the Institute Infrastructure Committee for the purchase of special laboratory furniture for DBEB space in the new building 99C1.

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

**Ritu Kulshreshtha**  
*Convener, DFB*

**Distribution**

*All Faculty (by email)*

## Status of Purchases from PLN03

S.NO	PFC NO.	PFC. DATE	DESCRIPTION	AMOUNT	BUYER	CHAIRMAN	MEMBER 1	MEMBER 2	MEMBER 3	STATUS (as on Oct 09)
1	27498	05/09/19	REPAIR OF MICRO AND ULTRA FILTRATION UNIT	250000	RJ	AN	ZAS	RJ		Repair of micro and ultrafiltration unit
2	27499	05/09/19	SONICATOR	250000	RJ	TRS	RJ	AM		Quotations received, budget is low.
3	27504	05/09/19	VERTICAL GEL ELECTROPHORESIS UNIT PLUS PO	200000	PS	RK	PS	RJ		
4	27506	05/09/19	PERISTALTIC PUMPS (order 1)	200000	AN	RKE	AN	ZAS		DDO approval received on 07/10/2019
5	27497	05/09/19	CENTRIFUGE WITH DIFFERENT ROTORS	1000000	RJ	AN	RJ	ZAS	AM	Looking for cheaper less sophisticated centrifug
6	27500	05/09/19	REPAIR OF FPLC	550000	SM	AN	SM	PS	RKE	As the representative from Pharmacia is now not sure if the computer is working, he would like us to have the computer upgraded or changed. So, the quotation may have to be revised. We are looking into it and hope to finalize the purchase in the next 10 days or so.
7	27503	05/09/19	CO2 INCUBATOR WITH ACCESSORIES	600000	RK	PM	RK	RKE	AM	Will reorder the CO2 incubator purchased by Dr. Vivek (KSBS) and Dr. Jayanta (CBME). Was unsure of the GeM issue regarding this purchase. Now, I will soon go ahead with the purchase.
8	27505	05/09/19	AUTOSAMPLER FOR HPLC (SHIMADZU)	400000	ZAS	AN	ZAS	AM	RJ	Vendor has asked 6.6 lakhs for the auto-sampler. Negotiating to get it within our budget
9			SPARE OF BIOENGINEERING BIOREACTORS	250000	AN					
10			NEW GC-MS	2500000	AN					To be budgeted for 7 lakhs for repair of old one
11			2 GAS ANALYZERS	500000	AN					waiting for setup of softwares
12			2 MASS FLOW CONTROLLERS	200000	AN					waiting for software upgrade
13			3 MASS FLOW MERERS	360000	AN					waiting for software upgrade
14			4 DESKTOP PCS	200000	AN					Purchasing of 1 desktop through Gem (under processing)(PFC: 27721 AMT: 70000)
15			AD/DA TERMINAL & PCI WITH CABLE	140000	AN					waiting for software upgrade
16			WATER DEMINERALIZATION UNIT	180000	AN					reqd for Pilot Plant, waiting for Mr. Khan
17			SPARE OF LC-MS	1500000	AN					repair, quotations to be obtained this week
18			PERISTALTIC PUMPS (order 2)	200000	AN					To be ordered after receiving the previous ones

## Available balance under different Institute budget heads

PLN03/BBCE		NPN05/BBCE	
Total Allocation by Institute	₹1,15,02,000	Total Allocation by Institute	₹25,36,000
Amount already settled (A)	₹12,19,658	Amount already settled (A)	₹5,41,785
Amount committed (B)	₹99,80,000	Amount committed (B)	₹1,83,888
Total Expense (A+B)	₹1,11,99,658	Total Expense (A+B)	₹7,25,673
Available balance (as on 07/10/2019)	₹3,02,342	Available balance	₹18,10,327
Available balance as per Anzio (as on Oct 03, 2019)	₹63,38,367	Available balance as per Anzio (as c	₹17,86,075

PLN05/BBCE	
Total Allocation by Institute	₹1,88,235
Amount already settled (A)	₹0
Amount committed (B)	₹88,643
Total Expense (A+B)	₹88,643
Available balance (as on Sept 06, 2019)	₹99,592

Faculty	Fund
RKE	88643
RJ	99592

RJ is yet to settle

PLN03F/BBCE	
Total Allocation by Institute	₹3,00,000
Amount already settled (A)	₹0
Amount committed (B)	₹1,50,000
Total Expense (A+B)	₹1,50,000
Available balance (as on Sept 06, 2019)	₹1,50,000

Faculty	Fund
RJ	75000
LCD	75000

## Budget for Books (allocated on 23-09-2019)

Books allocation	
Total Allocation by Institute	₹2,72,152
Amount already settled (A)	₹0
Amount committed (B)	₹0
Total Expense (A+B)	₹0
Available balance (as on Sept 06, 2019)	₹2,72,152

**List of Non-Teaching staff in DBEB** (as on Oct 09, 2019)**Technical Staff (Regular)**

Sl.	Emp Code	Emp Name	Designation	Basic Pay	Pay Scale	Current Lab Location in DBEB
1	26155	RENU SETHI	Technical Superintendent	76500	47600-151100	Enzyme Engg. Lab
2	26646	RAJEEV KUMAR DAHIYA	Technical Superintendent	62200	47600-151100	Electrical workshop
3	26813	SUMEET KAPOOR	Technical Superintendent	53600	47600-151100	BRL
4	25713	SANT RAM	Jr. Tech. Superintendent	62200	44900-142400	Pilot Plant
5	27198	SITA RAM ROY	Jr. Laboratory Assistant	36100	21700-69100	Head's Office
6	26927	ANISH RAJU	Jr. Laboratory Assistant	26800	21700-69100	Bioprocess Lab

**Administrative Staff (Regular)**

Sl.	Emp Code	Emp Name	Designation	Basic Pay	Pay Scale	Current Lab Location in DBEB
1	27327	DEEPAK KERKETTA	Jr. Superintendent	36500	35400-112400	Head's Office
2	50572	SANJEEV KUMAR	Attendant	33000	19900-63200	Instrumentation Lab

**Contractual Staff (through Outsourcing Agency)**

Sl.	Emp Name	Designation	Current work location	Contract expiry date
1	SAKSHI BHATNAGAR	Jr. Assistant	Head's Office	Oct 21, 2019
2	JATIN KUMAR	Project Admn Assistant (PAA) - IRD	Dept Stores	Oct 21, 2019
3	SUSHIL KUMARI	Project Admn Assistant (PAA) - IRD	Dept Stores	Oct 21, 2019
4	ASHISH KUMAR	Multi-tasking Staff (MTS)	UG Lab	Oct 21, 2019
5	YOGESH KUMAR	Multi-tasking Staff (MTS)	Bioprocess Lab	Oct 21, 2019
6	PARSHANT KUMAR GOSWAMI	Multi-tasking Staff (MTS)	Electrical workshop	Oct 21, 2019

**Contractual Staff (others)**

Sl.	Emp Name	Designation	Current work location	Contract expiry date	Source
1	MUKESH ANAND	Technical Superintendent	Instrumentation Lab	Oct 22, 2019	Institute (E-2)
2	MUKESH SINGH	MTS	UG Lab	Dec 04, 2019	Institute (E-2)
3	MUKESH PAL	Jr. Project Assistant	Dept Stores	Sep 21, 2019	DDF

**NEW posting of the Non-Teaching staff in DBEB****Technical Staff (Regular)**

Sl.	Emp Code	Emp Name	Designation	Current Lab Location	NEW Lab Location	NEW Reporting Officer
1	26155	RENU SETHI	Tech. Supdt.	Enzyme Engg. Lab	UG Lab	PS
2	26646	RAJEEV KUMAR DAHIYA	Tech. Supdt.	Electrical workshop	Electrical workshop	AN
3	26813	SUMEET KAPOOR	Tech. Supdt.	BRL	UG Lab	PS
4	25713	SANT RAM	Jr. Tech. Supdt.	Pilot Plant	Pilot Plant	ZAS
5	27198	SITA RAM ROY *	Jr. Lab Assistant	Head's Office	Head's Office / UG Lab *	DS / PS
6	26927	ANISH RAJU	Jr. Lab Assistant	Bioprocess Lab	UG Lab	PS

\* Until further orders, Mr. Sita Ram Roy would work in the Head's Office in the forenoons and work in the UG Lab in the afternoons. He will continue to be responsible for the departmental dak (diary dispatch) and perform other duties assigned by the Head.

**Administrative Staff (Regular)**

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1	27327	DEEPAK KERKETTA	Jr. Superintendent	Head's Office	Head's Office	DS
2	50572	SANJEEV KUMAR	Attendant	Instrumentation Lab	Instrumentation Lab	AN

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1	SAKSHI BHATNAGAR	Jr. Assistant	Head's Office	Head's Office	DS
2	JATIN KUMAR	Project Admn Assistant (PAA) - IRD	Dept Stores	Dept Stores	DS
3	SUSHIL KUMARI	Project Admn Assistant (PAA) - IRD	Dept Stores	Dept Stores	DS
4	ASHISH KUMAR	Multi-tasking Staff (MTS)	UG Lab	UG Lab	RJ
5	YOGESH KUMAR	Multi-tasking Staff (MTS)	Bioprocess Lab	Bioprocess Lab	AN
6	PARSHANT KUMAR GOSWAMI	Multi-tasking Staff (MTS)	Electrical workshop	Electrical workshop	AN

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2	MUKESH SINGH	MTS	UG Lab	UG Lab	RJ
3	MUKESH PAL	Jr. Project Assistant	Dept Stores	Dept Stores	DS