

## Department of Biochemical Engineering and Biotechnology

### Minutes of the Departmental Faculty Board Meeting (DFB-07/2019-2020)

January 05, 2020

The seventh meeting of the *Departmental Faculty Board* for the academic session 2019-2020 was held on **Wednesday, January 01, 2020 at 3 PM** in the Departmental Committee Room (I-230).

The following members were present:

Prof. D. Sundar	HoD and Chairperson
Prof. Saroj Mishra	Member
Prof. Ashok Srivastava	Member
Prof. TR Sreekrishnan	Member
Prof. Sunil Nath	Member
Prof. Prashant Mishra	Member
Prof. Atul Narang	Member
Prof. Shilpi Sharma	Member
Prof. Preeti Srivastava	Member
Prof. Ravikrishnan Elangovan	Member
Prof. Ashish Misra	Member
Prof. Lucinda E. Doyle	Member
Prof. Rohan Jain	Member
Prof. Ishaan Gupta	Member
Prof. Ritu Kulshreshtha	Convener

Before taking up the Agenda, the faculty board formally welcomed Prof. Ishaan Gupta, who recently joined the department. Thereafter, the Head of the Department informed the members of the following:

- a) *Course Evaluation / Attendance Policy* - The Head thanked the members for sharing the evaluation and attendance policy for the courses that would be offered in the current Semester 2, 2019-2020. The Head requested that the other faculty members who have not yet submitted these, may share the details using the spreadsheet that was circulated.
- b) *ReMajor Tests* - It was informed by the Head that the ReMajor Examination (under 'E' and 'I' grade) in Semester 1, 2019-2020 need to be conducted by the concerned faculty members and the grades be submitted to the office before the deadline January 06, 2020.

#### **1. Confirmation of the minutes of the 6<sup>th</sup> meeting of the DFB for the session 2019-2020 held on November 28, 2019.**

The minutes of the meeting were confirmed as circulated.

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

None

### 3. Course Offering in the current semester

The board looked at the registration data and decided to offer all the courses as originally floated. The board also approved the Course Coordinators for a few courses and the Teaching Assistants for the lab courses offered in the current semester as given below:

#### New Course Coordinators

SI	Course Number	Course Title	L - T - P Structure			Credits	Course Coordinator	Slot
			L	T	P			
1	BBL434	Bioinformatics	2	0	2	3	IG	F
2	BBQ302	Seminar Course – II	0	0	2	1	SN	P
3	BBQ303	Seminar Course-III	0	0	2	1	RJ and SM	P

#### Teaching Assistants

SI.	Course	Faculty	Entry number	Name of the student
1	BBL740	AKS	BEZ158352	Rabab Anjum
2	BBL740	AKS	BEZ178288	Anika
3	BBL740	AKS	BEY187513	Praveen
4	BBL433	RE	BEZ178289	Sneha Kumari
5	BBL433	RE	BEZ168558	Shefali Singh
6	BBL749	RK	BEZ158353	Srishti Srivastava
7	BBL749	RK	BEZ178286	Indranil Mondol
8	BBL749	RK	BEZ168004	Anirban Jana
9	BBL749	RK	BEZ188241	Garima Yadav
10	BBL749	RK	BEY187508	Nidhi Solanki
11	BBL749	RK	bb5150001	A R Shubham
12	BBL749	RK	bb5150003	Bharti Meena
13	BBL434	DS	BEZ187512	Yogesh Kalakoti
14	BBL434	DS	BEZ187509	Vipul Kumar
15	BBL434	DS	BEZ188440	Sayed Shefrin
16	BBL434	DS	bb5150015	Yugesh Verma
17	BBL434	DS	bb5150004	Divya Garg

### 4. Membership of Departmental Committees

Owing to Prof. Atul Narang proceeding on sabbatical leave starting January 01, 2020 for a year, the board recommended changes to the departmental committees as given below:

SI.	Responsibility	Existing	New
1	Chairperson of the Departmental Research Committee (DRC)	AN	SS
2	Standing Selection Committee (SSC) for Postdoctoral Fellows	HoD (Chair) SS (Postdoc Mentor) AN RJ LED	HoD (Chair) SS (Postdoc Mentor) IG RJ LED

There are no other changes to the composition of the previously approved committees.

## 5. Allocation of lab space for Prof. Lucinda E. Doyle and Prof. Ishaan Gupta.

The board approved the allocation of lab space for Prof. Lucinda E. Doyle and Prof. Ishaan Gupta as given below:

Sl.	Faculty	Allocation	Current Lab incharge	New Lab incharge
1	Prof. Lucinda Doyle	Block I, Room No. 127	GPA	LED
2	Prof. Ishaan Gupta	Block I, Room No. 24	AKS	IG

## 6. Status of utilization of budget allocated by the Institute.

The Head presented the status of current utilization of the Institute budget heads and asked all concerned buyers to complete the purchase process. It was decided to finalize the utilization of the balance budget in the next DFB.

## 7. Recruitment of Technical Staff (Senior Lab Assistant - SLA).

The Board decided to propose March 04, 2020 (wednesday) as the date to the Recruitment Cell for conducting the exam (theory and practicals) for recruitment of SLA.

## 8. Biological waste management and disposal.

The Board requested Prof. Preeti Srivastava to prepare a Biosafety Manual providing all the details handling biological waste including packaging, proper segregation (chemical/biological waste, sharp objects, etc), handling, labeling, storage and treatment of biological waste from the department. Prof. Srivastava was also requested to identify appropriate location(s) within the department as well as one responsible person from each lab generating biological waste.

## 9. Proposal to DBT for seeking support for our PG program

The board authorized Prof. Shilpi Sharma to prepare and submit the proposal to DBT for seeking support for the MSR program offered by the Department.

## 10. Office and Lab Furniture for new building 99C1.

The faculty were requested to provide their feedback on the common Office furniture that is being proposed by the Office of Dean Infrastructure. It was also informed that a similar exercise will be carried out by the Dean's Office to procure special lab furniture for the new building.

## 11. Matters for information of the board.

- The Board congratulated Prof. Lucinda E. Doyle for receiving the start-up grant as well as a FIRP grant.
- The Head requested the Reporting and Reviewing Officers to complete the assessment of the reports submitted by the non-teaching staff of the department for the year 2019.
- The Head apprised the board about the IRD Report on sponsored research projects of 2018-2019 that was presented in the recently concluded ECS meeting and the department's position in terms of sanctioned projects per faculty and percentage of faculty as PI.

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

**Ritu Kulshreshtha**  
Convener, DFB

### Distribution

*All Faculty (by email)*