

Department of Biochemical Engineering and Biotechnology
Minutes of the Departmental Faculty Board Meeting
(DFB-03/2022-2023)

11/11/2022

The third meeting of the *Departmental Faculty Board* for the academic session 2022-2023 was held on **Thursday, November 11, 2022** at **12:00 PM** in the Committee Room of the Department.

The following members were present:

Prof. Ritu Kulshreshtha Chairperson
Prof. K.J. Mukherjee
Prof. Atul Narang
Prof. Preeti Srivastava
Prof. Lucinda E. Doyle
Prof. Ishaan Gupta
Prof Amit Das
Prof Sunil Nath
Prof Prashant Mishra
Prof Anjan Roy
Prof Ashish Mishra
Prof Zia A Shaikh
Prof. Kumari Priti Sinha
Prof. Ravikrishnan Elangovan Convener

Item 1: Confirmation of minutes of DFB meeting held on 13th September 2022

The minutes of meeting 03 held on September 29th 2022 were confirmed as circulated.

On matters arising,

- a. *Disposal of old chemicals and safety assessment in DBEB laboratory*
HOD appraised the faculty board to periodically remove old and expired chemicals from the laboratory and conduct a safety audit for all the labs.

***Action (All faculty):** Respective lab-in-charge Professors are requested to send details of unused/old chemicals for disposal*

***Action (DBEB Safety committee):** Department safety committee to visit all the laboratories and make recommendations for best practices*

b. *DBEB annual symposium organization*

After a brief discussion on the planned DBEB annual symposium; 21st January 2023 is tentatively scheduled as a potential date for DBEB annual symposium

***Action:** BETA team to present detailed plan with HOD for execution*

Item 2: Discussion of class committee feedback

Minutes of the class committee for each year were discussed and feedback was passed on to the respective faculty colleague managing course.

Based on the discussion following suggestions were made as policy implementation

- *Teaching assistants for the laboratory courses need to be allotted at the department level, so more teaching assistants are there to support the laboratory courses*
- *UG laboratory access was discussed and was decided to follow institute policy to have at least two students to access the laboratory in non-office times. Few Ph.D. students will be taking responsibility to enable digital lock for the laboratories*

Item 3: M.Tech project choices

Regarding project allocation to the current 2022 entry M.Tech batch, it was suggested to let students discuss with potential supervisors and give their choices. Allocation will be based on their CGPA score of Sem I.

Action: *M.Tech program coordinator to prepare the M.Tech supervisor allotment based on their preference and CGPA by 15th Dec 2022.*

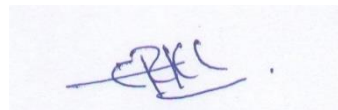
Item 4: Sem II Ph.D. selection process

The Ph.D. program coordinator updated the faculty board on the department's revised shortlisting criteria (Annexure I). It was decided to conduct the selection on 2nd Dec 2022 via online MStems platform. Any faculty member who wants to float a Ph.D. project was asked to submit them to DRC.

Item 5: Any other items

None

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



**Ravikrishnan Elangovan,
DFB Convener**

Distribution: *All Faculty (by email)*