

**Department of Biochemical Engineering and Biotechnology**  
**Minutes of the Departmental Faculty Board Meeting**  
(DFB-05/2022-2023)

12/1/2023

The fifth meeting of the *Departmental Faculty Board* for the academic session 2022-2023 was held on **Thursday, January 12, 2023** 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. Ishaan Gupta  
Prof Amit Das  
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 13<sup>th</sup> September 2022**

*The minutes of meeting 04 held on November 11<sup>th</sup> 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.*

*Committee designated **Zia Ansari** (instrumentation lab) and **Sumit** (UG lab) to follow up with individual labs for disposal.*

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

**Item 2: Review of courses registration in Sem II 2022-23**

*DFB members reviewed the current enrolment in all the floated course in Sem II 2022-23.*

**Item 3: DBEB Budget status**

*The current budget status of DBEB was discussed and the HoD requested everyone to settle any pending bills for this financial year.*

**Item 4: Allotment of Faculty Mentor to the New Faculty**

*DFB allotted the following faculty mentors for new faculty members of the department  
Prof Anjan Roy to be mentored by Prof D Sundar  
Prof Priti Kumari Sinha to be mentored by Prof Ravikrishnan E  
Prof Amit Das to be mentored by Prof Ravikrishnan E*

**Item 5: Discussion on Proposed draft policy framework for new academic entities**

*There was no specific objection to this proposal. DBEB faculty board welcomes policy-based decisions on the creation of new academic entities.*

**Item 6: Updation of the Information Brochure for postgraduate students**

*Head requested the new faculty members to update this brochure so their field of work is reflected in the upcoming brochure release.*

**Item 7: Discussion on execution plan for Biosphere 2023 on Jan 2023**

*There was a detailed discussion on the execution plan for Biosphere and based on the input from DFB members the sessions were re-arranged for engagement.*

**Item 8: Arrangement of workspace for new Ph.D. students**

*The head was authorized to identify suitable space for new Ph.D. students.*

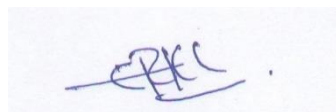
**Item 9: Assigning TA duty to all MTech/Ph.D. students for courses with large-cap**

*TA allotment was discussed and allotted as per annexure 1.*

**Item 10: Any other items**

- List of equipments purchased using department funds to be circulated to all the DBEB community. Policy for usage will be discussed in the upcoming DFB meeting.*

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



**Ravikrishnan Elangovan,  
DFB Convener**

**Distribution: All Faculty (by email)**

**Annexure 1:**

Course No	Faculty	Teaching assistant allotted
-----------	---------	-----------------------------

Bioprocess Technology (BBL431)	<b>AM</b>	<ul style="list-style-type: none"> <li>- Palistha Tuladhar</li> <li>- Sakshi</li> </ul>
Fluid Solid Systems (BBL432)	<b>KPS</b>	<ul style="list-style-type: none"> <li>- Shubham Sharma</li> <li>- Archana V</li> </ul>
Enzyme Science and Engineering (BBL433)	<b>RE</b>	<ul style="list-style-type: none"> <li>- Jaykumar Patel</li> <li>- Rukmini Sarma</li> <li>- Bhavika Agarwal</li> <li>- Neha Khaware</li> </ul>
Bioinformatics (BBL 434)	<b>IG</b>	<ul style="list-style-type: none"> <li>- Nirmal</li> <li>- Juwariya</li> <li>- Abhilash</li> </ul>
Biomolecular Engineering (BBL774)	<b>DS/PS</b>	<ul style="list-style-type: none"> <li>- Aditi Keshav</li> <li>- Chudamani Chandrakanta</li> </ul>
Bioreaction Engineering (BBL775)	<b>KJM</b>	<ul style="list-style-type: none"> <li>- Sounak Dasgupta</li> </ul>
Bioseparation Engineering (BBL731)	<b>AN</b>	<ul style="list-style-type: none"> <li>- Subhashree Pagal</li> <li>- Pallavi Chakraborty</li> <li>- Akshay Ravindra Lohakare</li> <li>- Shilpi Kumari</li> </ul>
Biological waste treatment (BBL742)	<b>ZAS</b>	<ul style="list-style-type: none"> <li>- Mahenaz Hanif</li> <li>- Nikita Deswal</li> <li>- Khadiza Parveen</li> <li>- Surabhi Mishra</li> </ul>