

Department of Biochemical Engineering and Biotechnology
Minutes of the Departmental Faculty Board Meeting
(DFB-01/2023-2024)

07/08/2023

The first meeting of the *Departmental Faculty Board* for the academic session 2023-2024 was held on **Monday, August 7th, 2023** at **03:00 PM** in the Committee Room of the Department.

The following members were present:

Prof. Ritu Kulshreshtha, Chairperson
Prof. Prashant Mishra
Prof. Atul Narang
Prof. KJ Mukerjee
Prof. Shilpi Sharma
Prof. Preeti Srivastava
Prof. Ziauddin Shaikh Ahammad
Prof. Ravikrishnan Elangovan
Prof. Ashish Mishra
Prof. Ishaan Gupta
Prof. Lucinda Doyle
Prof. Kumari Priti Sinha
Prof. Anjan Roy
Prof. Amit Das, Convener

Item 1: Confirmation of minutes of the 9th DFB meeting held on June 2nd, 2023

The minutes of previous meeting (DFB-09 of 2022-23) held on June 2nd, 2023 were confirmed as circulated.

As matters arising, HoD requested faculty to share their suggestions for updating the Academic Vision and Strategic Planning Document of the Department. Once all comments are received the document will be finalized and shared.

Item 2: Finalization of the course list for the current semester

DFB considered the registration status all the courses floated from the department in the ongoing semester. Considering there were more than 4 registrations in all the courses, none of them will be dropped. The course list for the whole academic year to be decided in a later meeting.

Item 3: Nominations for departmental responsibilities for next semester

The DFB discussed the nominations for the members of departmental committees for the ongoing semester and rest of the academic year. Nominations for the departmental representatives for institute-level committees were also discussed. A provisional list was prepared following discussion with the DFB and to be circulated among the faculty for feedback.

Please refer to annexure #1 for the provisional list of nominations.

Item 4: Safety meeting for PG students

DFB discussed the date and format of the proposed lab-safety meetings for all PG students. It was decided that the members of the respective safety committees, namely, the safety committee (comprising Prof Ravikrishnan, Prof Zia and Prof Ashish) and the biosafety committee (led by Prof Preeti Srivastava) to decide the format and announce the dates of orientation meetings in the coming days.

Item 5: Core course requirement for PhD students

The DFB discussed at length the proposal of relaxing the current mandatory requirement of newly recruited PhD students to complete a set of core courses floated by the department. Two different alternatives and their pros and cons were discussed. Alternative 1 – DRC will decide the courses requirement of a particular student following recommendation from their supervisor(s). Alternative 2 – splitting the four core courses in to two sets, so that two are offered in semester 1 and two in semester 2. In this connection, Prof Ravikrishnan suggested it may be worthwhile to have a half day meeting to have a prolonged discussion on how to improve the PhD program of the department, including the course requirements, possibility of introducing a seminar course for PhD students, and so on.

The DFB recommended that these ideas should be discussed and decided along with the curriculum revision process which is ongoing.

Item 6. Evaluation modalities of MTech projects

DFB discussed possible modes for the mid- and end-semester evaluation of MTech projects. The student progress will be monitored by presentation mode along with report submission for both mid- and end-semester evaluations. The distribution of grades was decided to be – 30% weightage on the mid-semester presentation, and 70% weightage on the end-semester presentation.

Item 7. Teaching assistants for courses in the ongoing semester

Prof Anjan made a request for selecting two new TA's for his molecular biology practical classes in the course BBL771. Prof Priti Sinha also requested a TA for invigilation duties for her Mass and Energy Balance course (BBL133). DFB recommended that they have to be selected from the current list of TA's – PhD and MTechs. DFB approved that the criteria for selection of two TA's for one course is that at least one of them should be from 2nd or 3rd year of their PhD who has completed comprehensive exam. Please refer to annexure # 2 for the current allocated list of TA's. The list to be completed and shared following above-mentioned allocations.

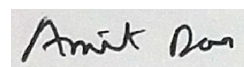
Item 8. List of companies for the Office of Career Services

DFB recommended that the departmental TnP faculty coordinator will prepare and send a list of companies related to the Department with the OCS office.

Item 9. Any other item with the permission of the Chair.

1. DFB discussed MTech course requirements for new students who graduated from DBEB through the UG program. The concern is that there may be big overlaps between the set of courses already done at UG level and the courses offered in the current MTech program. DFB will discuss it further after consultation with Dean Academics. DFB also advised the MTech coordinator to consider the possibility of suggesting alternative courses in such special situations.
2. A request from a 4th year UG student Adhiraj to change his BTP coordinator was discussed. Several professors expressed dissent against the change. Upon discussion of this matter in DFB, it was decided that the change of allocated faculty supervisor will not be permitted once allotment is done based on the student's given choice.

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



**Amit Das,
DFB Convener**

Annexure # 1

Departmental representatives to Institute bodies, constitution of DRC and nomination of faculty for handling various departmental responsibilities

The faculty board made the following recommendations for the session 2023-2024

Departmental responsibilities – Faculty in-charge(s)

Faculty Board Convener	Amit Das
Program Coordinator (PhD)	Ziauddin Shaikh Mohammad
Program Coordinator (MSR)	Lucinda E Doyle
Program Coordinator (MTech)	Anjan Roy
Program Coordinator (UG)	Priti Sinha
Coordinator, Major Term Project (MTP)	Anjan Roy
Coordinator, Major Term Project (BTP)	Priti Sinha
Time Table in-charge	Lucinda E. Doyle
Departmental Stores (including signing on Form-C/NC of Institute/IRD/FITT projects)	HoD
Lectures and Seminars	Ishaan Gupta
Departmental Library	KJ Mukherjee
Departmental Reports	HoD
Departmental Society (BETA – Biochemical Engineers and Technologists Association)	Ravikrishnan Elangovan
Department website	HoD, Amit Das
Chairman, IRD Selection Committees	Atul Narang, Ziauddin Shaikh Ahammad
Inventory control for items purchased from Institute Funds	1) Concerned faculty member, in case the inventory item is housed in their own lab space 2) Staff member, in case the item is housed in the shared space of the department

Departmental nominees to Institute Bodies

Board of Academic Programs (BAP)	Anjan Roy, Ravikrishnan Elangovan
Board for Industrial Research & Development (BIRD)	D. Sundar
Academic Interaction Council (AIC)	Lucinda E Doyle
Computer Users Committee (CUC)	Amit Das
High Performance Computing (HPC) facility	Amit Das
Advisory Committee of Library (ACL)	KJ Mukherjee
Alumni Affairs	Ravikrishnan Elangovan
Coordinator, Gender Advancement for Transforming Institutions (GATI)	Preeti Srivastava

Coordinator for Training and Placement (TnP)	Ishaan Gupta
Faculty Affairs	Ashish Misra
Environmental Health and Safety Unit (EHLSU)	Ziauddin Shaikh Ahammad
Safety and Disaster Management Committee	Ziauddin Shaikh Ahammad
Institutional Biosafety Committee (IBSC)	Prashant Mishra (Internal Expert) Preeti Srivastava (Member Secretary)
Institute Website Committee	Amit Das
Institute course on Introduction to Engineering (NIN100)	Ashish Misra
Institute course on Professional Ethics and Social Responsibility (NEN100 and NEN101)	KJ Mukherjee
Annual Convocation 2022	Anjan Roy, Amit Das, Priti Sinha
SURA Evaluation Committee of IRD	Priti Sinha
Counseling process for female candidates	Shilpi Sharma and Preeti Srivastava
Credit equivalence for exchange students	Lucinda E. Doyle (TT in-charge)
Open House 2023	Ishaan Gupta, Lucinda E Doyle
Tryst 2023	Ishaan Gupta, KJ Mukherjee
Nomination to Senate for special knowledge	Lucinda E Doyle
Academic & Accreditation Committee (IITD-Abu Dhabi Campus)	Preeti Srivastava

Departmental Research Committee (DRC)

1	Prashant Mishra		Chairperson
2	Ritu Kulshreshtha	HoD	Ex-officio member
3	Shilpi Sharma		Member
4	Ravikrishnan Elangovan	Department representative to the BAP	Member
5	Preeti Srivastava	IBSC (Member Secretary)	Member
6	Anjan Roy	MTP Coordinator	Member
6	Priti Sinha	BTP Coordinator/PostDoc Faculty Mentor	Member
7	KJ Mukherjee		Member
8	Ziauddin Shaikh Ahammad	PhD Coordinator	Member
9	Lucinda E Doyle	MSR Coordinator	Member, Convenor

Other Standing Committees of the Department

Faculty Search Committee (FSC)	Durai Sundar (Chair), HoD, Ziauddin Shaikh Ahammad, Ashish Misra, KJ Mukherjee, Preeti Srivastava, Anjan Roy, Ishaan Gupta (Convenor)
Standing Selection Committee (SSC) for Postdoctoral Fellows	HoD (Chair), Prashant Mishra (DRC Chair), Ashish Misra, Amit Das, Lucinda E Doyle, Priti Sinha (Postdoc Faculty Mentor /Convenor)
PhD/MSR recruitment committee	DRC members and all faculty who are interested in hiring students

Design/Practical Experience (DPE) Non-graded Units (NGU) committee	Ashish Misra (Chair and Convener), Amit Das, Ishaan Gupta
Departmental Under Graduate Committee (DUGC)	T.R. Sreekrishnan (Chair), HoD, Ravikrishnan Elangovan, Priti Sinha, Ziauddin Shaikh Ahammad, KJ Mukherjee, Preeti Srivastava (Convener)
Committee for write-off of obsolete/unserviceable stores	Durai Sundar (Chair), Ziauddin Shaikh Ahammad, Ishaan Gupta
Space Planning and Utilization (including relocation to the new building 99C1)	HoD, Ravikrishnan Elangovan, Ziauddin Shaikh Ahammad, D. Sundar, Preeti Srivastava
Class Committees for B.Tech/Dual Degree (Chairman/Member/Convener)	2020 Entry (PM / AD / PS) 2021 Entry (ZAS / IG / LED) 2022 Entry (KJM /KPS/ AM) 2023 Entry (AN/AR/RE)
Special Advisors for weak students (UG)	T.R. Sreekrishnan, Preeti Srivastava, Ravikrishnan Elangovan, Shilpi Sharma
Committee to scrutinize nominations received for B.Tech/M.Tech Awards to be given during the annual convocation	DRC
Departmental Safety Committee	Ravikrishnan Elangovan, Ashish Misra, Ziauddin Shaikh Ahammad
MTP evaluation committee	DRC and all MTP mentoring supervisors
BTP evaluation committee	All BTP mentoring supervisors
Employees Welfare and Grievance (for Group B, C and D staff of the department)	T.R. Sreekrishnan, Atul Narang, Preeti Srivastava, KJ Mukherjee
Covid Monitoring Committee	Ashish Misra

In-charges of shared space of the department

Instrumentation Lab	KJ Mukherjee and Ashish Misra
UG Lab	Preeti Srivastava, Ashish Misra
Bioprocess Lab	Atul Narang, Ziauddin Shaikh Ahammad
Computation Lab – OLD (I-132)	HoD
Computation Lab – NEW (I-231)	Ishaan Gupta
Dark room	Preeti Srivastava
Radioactivity Lab	Atul Narang
Cold room (I-124)	Ziauddin Shaikh Ahammad
Cold room (I-302)	Shilpi Sharma

Other in-charges

Government e-Marketplace (GeM)	<ul style="list-style-type: none">☐ Sumeet Kapoor and Anish Raju for teaching-related purchases☐ Other regular staff members for purchases related to concerned sharedlabs☐ Concerned faculty members for purchases where they are the buyers
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Annexure # 2**Current TA list for courses in Semester 1, 2023-2024**

Departmental Core Courses (DC)				
Sl. No	Course Number	Course Title	Course Coordinator	TA's involved
1	BBL131	Principles of Biochemistry	LED	Debasa Mukherjee, Monika Luthra, Shriya Grover, Kshitij Kathait, Nitesh Kanojia
2	BBL132	General Microbiology	SS	Soumya Sahai Saxena and Sriya Mistry
3	BBL133	Mass and Energy Balances in Biochemical Engineering	KPS	
4	BBL231	Molecular Biology and Genetics	PS	Krati Garg, Archana V, Chudamani Chandrakanta
5	BBL331	Bioprocess Engineering	KJM	
6	BBP332	Bioprocess Engineering Lab	KJM	
7	BBL731	Bioseparation Engineering	AM	Palistha, Sakshi
8	BBL732	Bioprocess Plant Design	ZAS	Mahenaz, Khadeeja, Supraja and Nikita
9	BBL733	Recombinant DNA Technology	RK	Rahul Gupta, Aastha Singh, Anuj Kumari, Ritanksha Joshi

Program Electives (PE)				
Sl. No	Course Number	Course Title	Course Coordinator	TA's involved
1	BBL735	Genomics and Proteomics	IG	Triveni Shelke, Preeti Yadav
2	BBL737	Instrumentation and Analytical Methods in Bioengineering	RK	
3	BBL741	Protein science and engg	DS	No TA involved
4	BBL754	Optics with Life Sciences	RE	Jaykumar Kiritkumar Patel, Ratnabali ghosh
5	BBL746	Current Topics in Biochemical Engineering and Biotechnology	AR	

MSR/M.Tech/PhD Courses				
Sl. No	Course Number	Course Title	Course Coordinator	TA's involved
1	BBL771	Microbial Biochemistry and Molecular Biology	PM/AR	Shubham Sharma & Surbhi, Deeksha
2	BBL772	Data Analytics and informatics in Biotechnology	AD	Avinash Narayana
3	BBL773	Applied Mathematics for Biochemical Engineering	AN	Sugata Lahiri (need to speak to Prof. KJM)