

Department of Biochemical Engineering and Biotechnology
Minutes of the Departmental Faculty Board Meeting
(DFB-09/2023-2024)

11/07/2024

The ninth meeting of the *Departmental Faculty Board* for the academic session 2023-2024 was held on **Wednesday, July 03, 2024**, at **10:30 AM** in the Committee Room of the Department. The main agenda of this meeting was to discuss the departmental damages inflicted in the recent flooding on June 28th, allocation of departmental budget, and decide a few nominations for different committees.

The following members were present:

Prof. Ritu Kulshreshtha, Chairperson

Prof. Prashant Mishra

Prof. Preeti Srivastava

Prof. Ashish Misra

Prof. Ishaan Gupta

Prof. Kumari Priti Sinha

Prof. Anjan Roy

Prof. Jatin Panwar

Prof. Amit Das, Convener

Item 1: Confirmation of minutes of the previous DFB meeting held on March 18th, 2024

The minutes of the previous DFB meeting (DFB-08 of 2023-24) held on April 30th, 2024, were discussed, and confirmed.

Item 2: Nominations for different departmental committees

Following nominations are to be sent for different committees:

- *Prof AD to continue in the Computer User's Committee*
- *Prof. Lucinda E Doyle to continue as Member of Senate for Special Knowledge*
- *Prof AR to replace Prof KJ in the Advisory Committee for the Library*
- *Nominations for the Awards*
 - *BOSS AWARD - Niraj Gandhi (2020BB10033) (BTech Thesis Supervisor-Prof Preeti Srivastava)*
 - *Amit Garg Memorial Ethical Leadership Skill Award 2023-24 (Snigdha Malhotra (2020BB10057))*

Item 3: Encountering the damages in all the teaching labs due to flooding on 28/06/2024.

Following are the main points discussed by the DFB –

- *An industrial grade air-blower may be purchased for drying equipment and damp areas.*
- *A mass disinfection package may be suitable for recovering RK lab, PS lab, KPS lab and the teaching labs*
- *HOD informed that students from the flood-affected labs of Profs RK, PS and KPS will be relocated to different labs of the department till their labs become fully functional.*
- *The freezers from the ground floor labs will be shifted to Instrumentation lab till the ground floor labs become operational or shifted to 99C.*

- *Some alternate locations and slots may be considered for experimental practical classes in the upcoming semester for UG and PG. Possible locations discussed are LHC and KSBS UG lab.*
- *All professors taking experimental practical classes in the upcoming semester are requested to share their plans with the HOD.*
- *UG lab instructors are requested to present plans and budgets to make provisions for preventing flooding related damages in future.*
- *All lab in charges for the flood affected labs are requested to share the requirements for damage related budget estimation with the HOD who will then share it with the Director and the Dean Planning who had assured the Department of their help in reviving the affected labs.*

Item 4: Utilization of the departmental budget 2024-25.

It was decided that the NPN05 and PLN03 budget will be utilized initially for the flood affected labs or the upcoming UG/PG practical classes. HOD will be sharing the damage related requirements with the Deans and the Director for release of the extra budget for the affected labs and other DBEB requirements.

Item 5: Plans for moving to 99c

The DFB discussed at length the details of the deep damages suffered by several laboratories of the department situated on the ground floor. The DFB recommended that in view of these events, there must be efforts to organize a round table discussion regarding plans for moving to 99c with the deans and other official and engineering personnel responsible for setting up the biolabs in the new building. Such a meeting must involve faculty from all the three biounits.

Item 6: Students under probation

HOD informed the DFB that memorandum of several weak BTech students have been received from the academic section. These students include the students who are underperforming and possibly go in probation in the upcoming semester. HOD mentioned that she will try to make sure that the repeated probation students are assigned to the same faculty advisor as the last time.

Item 7: Attendance policy for the upcoming semester.

DFB discussed the matter of poor attendance of UG students observed in the previous semester for all courses. DFB made following recommendations which may be conveyed to the academic section and the DBEB UG students before the start of the upcoming semester:

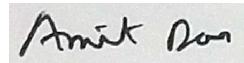
- *Attendance may be made mandatory for the students under probation*
- *It can also be suggested to the academic section that only the students with 75% or more attendance in classes of a given course should be allowed to submit feedback for that course.*
- *The feedback form is unnecessarily long. It should be made focussed and repeated questions should be removed.*

Item 8: Any other matters.

- *HOD informed that we have to conduct exams for the recruitment of a Junior Technical Officer and a Teaching Assistant. Details will be discussed in near future.*
- *HOD informed about the joining of the new staff, Mr. Mahesh Kumar Meena as Assistant Admin Officer and shared that the responsibilities of the old and new staff will be properly allocated for smooth functioning of the Department.*

- Prof AR mentioned that one 2nd year MTech student Shrish Tiwari has requested change of supervisor for the MTP. He informed that the student has been asked to discuss possible MTP options with the assistant professors in the department.
- Prof AR also informed that the 2nd year MTech students wants to host a fresher's party for incoming MTech batch. DFB suggested possible location can be SAC lawn.

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

A handwritten signature in black ink on a light gray rectangular background. The signature reads "Amit Das" in a cursive, slightly slanted script.

**Amit Das,
DFB Convener**