

Department of Biochemical Engineering and Biotechnology
Minutes of the Departmental Faculty Board Meeting
(DFB-01/2024-2025)

30/08/2024

The first meeting of the *Departmental Faculty Board* for the academic session 2024-2025 was held on **Wednesday, August 21th, 2024** at **03:00 PM** in the Committee Room of the Department. A follow up meeting was held **Thursday, August 29th, 2024** at **03:30 PM** to complete the discussion on some of the agenda items. The combined minutes are presented below.

The following members were present on :

21/08/2024

Prof. Ritu Kulshreshtha, Chairperson

Prof. Prashant Mishra

Prof. Sunil Nath

Prof. Atul Narang

Prof. KJ Mukerjee

Prof. Preeti Srivastava

Prof. Ashish Mishra

Prof. Ishaan Gupta

Prof. Kumari Priti Sinha

Prof. Anjan Roy

Prof. Jatin Panwar

Prof. Amit Das, Convener

The following members were present on :

29/08/2024

Prof. Ritu Kulshreshtha, Chairperson

Prof. Prashant Mishra

Prof. KJ Mukerjee

Prof. Shilpi Sharma

Prof. Ashish Mishra

Prof. Lucinda Doyle

Prof. Kumari Priti Sinha

Prof. Anjan Roy

Prof. Jatin Panwar

Prof. Amit Das, Convener

Item 1: Confirmation of minutes of the 9th DFB meeting held on July 11th, 2024

*The minutes of previous meeting (DFB-09 of 2023-24) held on **July 11th, 2024** were confirmed as circulated.*

As matters arising, HoD provided some update about moving to 99c that Ms Sabiya, associated with Dean Infra Office, will contact the heads of 3 flood-affected labs and make plans for lab designs. HoD also mentioned that we plan to organize a separate meeting with the DFB members to discuss regarding 7500 sq ft space for new UG/PG lab at 99C.

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. There were more than 4 registrations in all the courses, so none of them needs to be dropped.

Item 3: Project evaluation modalities

The DFB discussed the modalities to be followed for the evaluations for BTP and MTP this semester. It was decided that for BTP four committees will be made each containing four professors and each committee will evaluate projects from specific domains. Prof Priti Sinha provided a list of the committees which is attached as annexure #1.

All professors will be present and evaluate the MTP.

As matters arising, Prof Ashish requested the DFB to fix the dates of DPE evaluations for the whole semester. Following dates were allocated: 25th September, 2024, and 27th November, 2024.

Item 4: Placement related activities and funding

Prof Ishaan provided some updates on placement related activities concerning PG students. He informed the DFB that the current placement team of DBEB, which has about 10 PG students, is making a list of companies with probable interest in hiring DBEB students. He also mentioned that now departments have a lot of autonomy in placement activities, and they can decide the names of potential recruiting companies. He also informed about the new website (https://bit.ly/NUCLEUS_DBEB) for managing all the data related to placements from past and future activities.

Prof Ishaan requested the DFB to discuss allocating some department funds for our PG students for two things:

- (a) to access the premium features of two job search-related websites: LinkedIn and Biotechnika.*
- (b) to organize a workshop by ARTPARK, which is a non-profit organization promoted by the Indian Institute of Science (IISc) working in the startup, industry, research, and government ecosystem. Prof Ishaan emphasized that ARTPARK specialize in soft skill development and this workshop will be extremely beneficial for our MTech and PhD students.*

DFB agreed and asked Prof Ishaan to share an estimated cost for the two activities and share with her.

Item 5: JTO/TA recruitment exam

The modalities of these exams were informed by respective coordinators. Following are the details: 1. JTO Exam: Coordinator – Prof Jatin Panwar, date 28/08/2024, 3 – 3:45 pm at the Instrumentation lab, DBEB. 2. TA exam: Coordinator – Prof Preeti Srivastava and Prof Ashish Misra, date 28/08/2024, 4:15 – 5 pm at the UG lab, DBEB. Both the exams have same modality: there are two steps: 10 min written (MCQ) and 35 min skill test with the instruments.

Item 6: 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.

Some members of the DFB recommended that all members of the DFB can be part of the DRC from now on. It was decided that while the DRC composition will be as per the attached table, all the faculty members of DBEB are welcome to attend the DRC meetings.

Please refer to annexure #2 for the provisional list of nominations.

Item 7. Teaching assistants for courses in the ongoing semester

DFB discussed the TA allocations for the semester. Please refer to annexure #3 for the current allocated list of the TAs. The list to be completed and shared following any pending allocations.

Item 8: NPN05 allocation

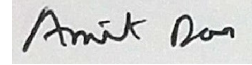
HoD discussed with the DFB about a potential allocation from NPN05 for each laboratory. Following allocation criteria was decided:

- 1. Professors – 1 lakh each*
- 2. Associate professors – 1.25 Lakhs each*
- 3. Assistant Professors – 1.5 lakhs each*

Item 9: TK Ghose memorial lecture

This item was discussed in the meeting on 29/08/2024. The DFB nominated Prof B. D. Malhotra for the upcoming Prof TK Ghose memorial award lecture. The date of the proposed lecture and the award function is 11/09/2024, tentatively to start at 3 pm in LHC.

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

A handwritten signature in black ink that reads "Amit Das". The signature is written in a cursive style and is placed on a light gray rectangular background.

**Amit Das,
DFB Convener**

Annexure #1

BTP panel constitution:

**Panel 1: Cancer/Molecular biology and other
AM, JP,SC, RK, IG**

**Panel 2: Microbial/Bioprocess system and other
AN, KJM, AR, PS**

**Panel 3: Biophysics and other
SN, KPS, AD, PM**

**Panel 4: Environmental biology and other
RE, ZIA, SS, LED**

Annexure #2

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 2024-2025

Departmental responsibilities – Faculty in-charge(s)

Faculty Board Convener	Amit Das
Program Coordinator (PhD)	Amit Das
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	Anjan Roy
Departmental Reports	HoD, Shilpi Sharma
Departmental Society (BETA – Biochemical Engineers and Technologists Association)	Ravikrishnan Elangovan, Amit Das
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, Preeti Srivastava
Board for Industrial Research & Development (BIRD)	Prashant Mishra
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)	Anjan Roy
Alumni Affairs	Ravikrishnan Elangovan, Shilpi Sharma
Coordinator, Gender Advancement for Transforming Institutions (GATI)	Priti Sinha
Coordinator for Training and Placement (TnP)	Ishaan Gupta
Faculty Affairs	Ashish Misra
Environmental Health and Safety Unit (EHSU)	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)	Sunil Nath
Annual Convocation 2025	Jatin Panwar, Ishaan Gupta, Anjan Roy
SURA Evaluation Committee of IRD	Priti Sinha
Counseling process for female candidates	Lucinda E Doyle and Priti Sinha
Credit equivalence for exchange students	Lucinda E. Doyle (TT in-charge)
Open House 2024	Jatin Panwar, Ravikrishnan Elangovan
Tryst 2024	Jatin Panwar, 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	Shilpi Sharma		Chairperson
2	Ritu Kulshreshtha	HoD	Ex-officio member
3	Prashant Mishra		Member
5	Preeti Srivastava	IBSC (Member Secretary)	Member
6	Anjan Roy	MTP Coordinator	Member
6	Priti Sinha	BTP Coordinator Mentor	Member
7	KJ Mukherjee		Member
8	Amit Das	PhD Coordinator	Member
9	Lucinda E Doyle	MSR Coordinator	Member, Convenor

Other Standing Committees of the Department

Faculty Search Committee (FSC)	KJ Mukherjee (Chair), HoD, Ziauddin Shaikh Ahammad, Ashish Misra, Jatin Panwar, Ishaan Gupta, Anjan Roy (Convenor)
Standing Selection Committee (SSC) for Postdoctoral Fellows	HoD (Chair), Shilpi Sharma (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), Ishaan Gupta, Jatin Panwar
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	KJ Mukherjee (Chair), Ziauddin Shaikh Ahammad, Jatin Panwar
Space Planning and Utilization (including relocation to the new building 99C1)	HoD, Ravikrishnan Elangovan, Ziauddin Shaikh Ahammad, Anjan Roy, Preeti Srivastava 99C Ground Floor- Prof. Ravi and Prof. Zia 99C First Floor- Prof. Shilpi and Prof. Preeti 99C Second Floor- Prof. Ishaan and Prof. Anjan
Class Committees for B.Tech/Dual Degree (Chairman/Member/Convener)	2021 Entry (ZAS / IG / LED) 2022 Entry (KJM /KPS/ AM) 2023 Entry (AN/AR/RE) 2024 Entry (PM / AD / SS)
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	Priti Sinha
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 shared labs☐ Concerned faculty members for purchases where they are the buyers
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Annexure #3**TA list for courses in Semester 1, 2024-2025**

Departmental Core Courses (DC)				
Sl. No	Course Number	Course Title	Course Coordinator	TA's involved
1	BBL131	Principles of Biochemistry	LED	Shriya Grover, Kshitij Kathait, Monika Luthra, Debasa Mukherjee, Nitesh Kanojia, Paras Chaudhury (MTech)
2	BBL132	General Microbiology	SS	Argha Sinha, Soumya Saxena, Kanika Chawla, Shreya (MTech)
3	BBL133	Mass and Energy Balances in Biochemical Engineering	KPS	Chandrakanta Chudamani
4	BBL231	Molecular Biology and Genetics	AR	Ambeesh, Gursimar, Ganesh, Anish
5	BBL331	Bioprocess Engineering	AM	-
6	BBP332	Bioprocess Engineering Lab	AM	Shrish
7	BBL731	Bioseparation Engineering	SN	Tathagat (MTech), Krishna (MTech) and Shatakshi
8	BBL732	Bioprocess Plant Design	ZAS	-
9	BBL733	Recombinant DNA Technology	RK	Anuj Kumari, Ritanksha Joshi, Anadi, Mansi, Ankita (MTech)
10	CLL252	Mass Transfer-I	JP	Sagar Gwal (MTech)

Program Electives (PE)

Sl. No	Course Number	Course Title	Course Coordinator	TA's involved
1	BBL735	Genomics and Proteomics	IG	Soumyadeep Paul, Khushi Chauhan
2	BBL737	Instrumentation and Analytical Methods in Bioengineering	RK	Only required for the conduct of exam- Office Staff will help
4	BBL754	Optics with Life Sciences	RE	Ratnabali and Jay Kumar
5	BBL756	Plasmid Biology	KJM	Sounak

MSR/M.Tech/PhD Courses

Sl. No	Course Number	Course Title	Course Coordinator	TA's involved
1	BBL771	Microbial Biochemistry and Molecular Biology	PM/PS	Shubham Sharma, Surbhi, Riya Poorvika, Archana
2	BBL772	Data Analytics and informatics in Biotechnology	AD	Kavya (MTech)
3	BBL773	Applied Mathematics for Biochemical Engineering	AN	-