

Department of Biochemical Engineering and Biotechnology
Minutes of the Departmental Faculty Board Meeting
(DFB-03/2024-2025)

11/11/2024

The third meeting of the *Departmental Faculty Board* for the academic session 2024-2025 was held on **Wednesday, November 6th, 2024** at **03:00 PM** in the Committee Room of the Department.

The following members were present:

Prof. Ritu Kulshreshtha, Chairperson
Prof. Prashant Mishra
Prof. KJ Mukherjee
Prof. Ravikrishnan Elangovan
Prof. Preeti Srivastava
Prof. Shilpi Sharma
Prof. Ashish Misra
Prof. Lucinda Doyle
Prof. Anjan Roy
Prof. Jatin Panwar
Prof. Amit Das, Convener

Item 1: Confirmation of minutes of the 2nd DFB meeting held on October 24th, 2024

*The minutes of previous meeting (DFB-02 of 2024-25) held on **October 24th, 2024** were confirmed as circulated.*

*As matters arising, Prof Shilpi provided clarification regarding a student feedback on her course BBL132. The feedback in question is mentioned in point ii of part b in the minutes of 2022 class committee meeting (see the minutes from DFB-02 held on 24thOctober, 2024 for details). The feedback is regarding “**Questions outside the topics taught in class**”. Prof Shilpi informed the DFB that the question tagged as “outside the topics taught in class” were in fact part of the homework assignment given to them as self-study component for the course. Prof Shilpi also clarified that she usually gives one such question in every lecture class from the contents covered by the same.*

Item 2: Regarding drafting a proposal for the INTENT program

*HOD apprised the DFB that the dean planning has requested a proposal from the department regarding participation in the recently launched “**INTENT**” (**INitiative to InTENSify Industry Research & Technology Collaborations**) program to intensify academic and research collaborations with industry. Subsequently, HOD requested Profs KJ Mukherjee and R Elangovan to lead the drafting process. The template for the draft is attached as annexure 1. The DFB noted the following points/steps to be crucial to enhance industry-engagement for the department:*

- *An extended industry session as part of the Biosphere symposium to enhance industry participation.*
- *Possible Biocluster-level programs may be organized – a core unit of faculty across 3 bio-units may be identified to handle such engagements*
- *Connecting with diverse core-biotech companies for organizing MTech/MSR/PhD student visits.*
- *Hosting industry people on regular basis for short periods of time to deliver 1-credit courses.*
- *Workshop to sensitize departmental faculty who are not working with industry.*

Item 3: Formation of Vision Committee and updation of the DBEB vision document

HOD requested the members of the DFB to participate in finalizing the DBEB vision document to include the several key aspects as requested by the institute administration (see annexure 2). In view of this, a vision committee was set-up to include the professors involved in the prior meetings to draft the vision document. The goal of this committee will be to finalize the vision document that would include a list of key performance indicators of the department and provide projections for all the parameters involved therein. The committee will also identify names of other national and international institutes and departments with which DBEB could be compared on different performance metrics. The vision committee will meet regularly to update the vision document accordingly ASAP.

The composition of the vision committee is as follows:

*Prof. Ritu Kulshreshtha, Chairperson
Prof. KJ Mukherjee
Prof. Ravikrishnan Elangovan
Prof. Preeti Srivastava
Prof. Shilpi Sharma
Prof. Ashish Misra
Prof. Anjan Roy
Prof. Amit Das, Convener*

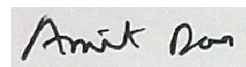
Item 4: Plans for Curriculum Revision

Prof Preeti Srivastava presented to the DFB a draft of proposed new curriculum of DBEB prepared by the DUGC committee. DFB discussed the draft with respect to the new curriculum of the institute with respect to credit distribution across different course types. The discussion focused on possible ways to re-distribute the departmental core credits for the UG program equally between biochemical engineering courses and bioscience courses. The total of 67 department core UG credits in the proposed curriculum includes 19 credits from chemical engineering courses. A possible redistribution strategy could be reducing these credits to 9 and allocate 10 credits to bioscience courses. Possible new bioscience courses that could be included to this end are Biostatistics and Biophysics. DFB decided that any final decision on this will be taken through future meetings. In addition, all the faculty members are requested to update the templates of the courses they are involved in teaching.

Item 5: Any other matter with the permission of the chair

Prof Prashant raised concern about the response time for requests to the write-off committee. DFB noted that the staff given responsibility for processing these requests take very long and as a result they reach the chair of the write-off committee very late. DFB recommended that the relevant staff members should be directed to process write-off requests within a fixed time frame of two weeks.

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



**Amit Das,
DFB Convener**

Annexure 1: Template for INTENT proposal



Indian Institute of Technology Delhi

Application for the



IIT Delhi's INitiative to InTENSify Industry Research & Technology Collaborations

- 1. Name of the academic unit:**
- 2. Coordinator for the INTENT Program (HoD or faculty nominated by faculty board):**
- 3. Technical topics and industry sectors to be covered:**
 - Provide a bulleted list of technical topics and industry sectors to be covered
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- 4. Objectives:**
 - Provide a bulleted list of objectives for organization of the roundtable meeting/workshop (please see program guidelines provided in Annexure I for possible objectives. The academic unit is free to set up additional objectives.)
- 5. Tentative schedule of the roundtable meeting/workshop**
 - Please provide a detailed planned technical program for the duration of the entire duration of the roundtable meeting/workshop, including dates/venue. Please provide session-wise details of the planned presentations to be made by HoD/HoC/HoS, faculty members, industry participants. Please see the expected list of activities provided in Annexure I. The academic units are free to decide on the activities suitable for their academic unit. Provide a tentative schedule and if required, the academic unit may revise it later.
 - The offices of R&D (opportunities for R&D collaborations), Corporate Relations (CSR and corporate engagements) and FITT (IP, Technology transfer, start-ups, R&I park) will make brief presentations on behalf of the institute (~ 20 minutes each). FITT will organize a visit to Research & Innovation (R&I) Park (~ 60 minutes). Please include these talks/visit in the program.
- 6. List of faculty participants**
 - List of faculty members who will make brief presentations and tentative topics
- 7. List of industries to be invited:**
 - List of industries, with sector/vertical details

8. Budget

Sr. No	Expenditure details	Budget requirements
1.		
2.		
3.		
4.		
	Total	

See Annexure I for guidelines on the activities that can be funded

9. Expected outcomes

- List of expected outcomes against which the final report will be evaluated.

10. Declaration:

This proposal has been prepared in consultation with the faculty board. I will myself will coordinate OR the academic unit has appointed Prof./Dr.to coordinate, the organization of this INTENT roundtable meeting/workshop. Our department/center/school will complete the necessary payments and submit a report in prescribed formation, within 3 months of completion of the roundtable meeting/workshop .

Name and Signature of the Head of the Academic Unit

Annexure 2: Key aspects of Vision document

Research

1. Current research strengths and recent impact in these areas
2. Mention 2-3 institutions (both within and outside India) with which the academic unit can compare itself. Mention why these institutions are chosen and the metrics involved in the comparison.
4. What will be the thrust areas and strengths in the next 10 years? Rationale/justification (ideally with some SWOT analysis).
5. What is the relevance of these research areas with respect to (i) knowledge frontiers and/or (ii) societal impact?

Academic programs

1. Current academic programs
2. Will any of these programs be modified, and if so, how?
3. Any new programs? Rationale/justification.
4. Vision for how the academic units' teaching approach may evolve in the next 10 years.

Strategic plan

Please outline your (realistic) strategy to achieve your vision. This includes a faculty hiring plan (i.e., how many faculty in which areas, taking into account retirements over this period) and other resources that might be required.