

Department of Biochemical Engineering and Biotechnology
Minutes of the Departmental Faculty Board Meeting
(DFB-04/2024-2025)

05/12/2024

The fourth meeting of the *Departmental Faculty Board* for the academic session 2024-2025 was held across two days: **Thursday, November 28th, 2024 at 03:00 PM and subsequent Monday, December 2nd, 2024 at 10 am** in the Committee Room of the Department.

The following members were present during the meetings:

<i>28th November, 2024</i>	<i>2nd December, 2024</i>
Prof. Ritu Kulshreshtha, Chairperson	Prof. Ritu Kulshreshtha, Chairperson
Prof. Prashant Mishra	Prof. Prashant Mishra
Prof. Ravikrishnan Elangovan	Prof. KJ Mukherjee
Prof. Preeti Srivastava	Prof. Atul Narang
Prof. Shilpi Sharma	Prof. Shaikh Ziauddin Ahammad
Prof. Ashish Misra	Prof. Ravikrishnan Elangovan
Prof. Priti Sinha	Prof. Preeti Srivastava
Prof. Anjan Roy	Prof. Lucinda Doyle
Prof. Jatin Panwar	Prof. Priti Sinha
Prof. Amit Das, Convener	Prof. Anjan Roy
	Prof. Jatin Panwar
	Prof. Amit Das, Convener

Item 1: Confirmation of minutes of the 3rd DFB meeting held on November 6th, 2024

*The minutes of previous meeting (DFB-03 of 2024-25) held on **November 6th, 2024** were confirmed as circulated.*

Item 2: Proposal for the UPGRAD program

HOD apprised the DFB regarding the ongoing call for proposals from academic units under the "UpGRAD" (Support for UG & pG laboratory upGRADation) program to support upgradation of existing equipment and infrastructure in undergraduate teaching laboratories, to set up new experiments to enhance the learning experience of students. The DFB noted that we have a need to upgrade and expand our current UG lab and develop a new PG lab to support for our newly launched MTech program. The current computation lab also needs several AC units, several new terminals, and a network switch to connect the computers so that practical classes can be conducted there. So, a document will be shared among the faculty to compile current requirements by 7th December 2024.

Item 3: Curriculum Revision

The DFB deliberated to float a new GE course at the institute level as part of the new curriculum across two meetings. DFB expressed concern about the current shortfall of the faculty strength in view of a perceived increase of teaching load. DFB recommended to postpone the idea of floating a new GE course at this moment.

Item 4: Proposal for the INTENT - Initiative to Intensify Industry Research & Technology Collaborations

Prof Ravikrishnan apprised the DFB on the status of the INTENT proposal. The proposal will be to utilize the funds to expand our Biosphere program over two days, organize two industry visits for MTech students, and sponsor five talks by industry experts during the regular semester. The biosphere industry day will be fully dedicated for industry related activities. The activities will involve talks by leading industry experts in multiple panels on biomanufacturing, healthcare, environment. Possible invitees may include, Reliance, Novatek, etc. The proposal will be circulated with the faculty for comments.

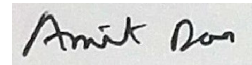
Item 5: Request from Prof. Shilpi for relieving from Department and teaching duties

DFB discussed the request from Prof Shilpi to relieve her from departmental responsibilities and reduce her teaching load following her nomination as Associate Dean, Academics (Outreach & New Initiatives). DFB recommended that Prof Shilpi's teaching load this semester may be reduced to a 1-credit course noting that associate deans need a reduced load of teaching activities. Based on DFB's recommendation and clarification from Dean (academics), Prof Shilpi agreed to continue her role as the DRC chairperson. DFB also noted that in case there is a conflict of interest regarding any matter between her departmental role as DRC chairperson and her role as the as Associate Dean, Academics (Outreach & New Initiatives) , Prof Shilpi may recuse herself from that situation.

Item 6: Discussion on the attendance criteria for the current grading of the courses

The DFB discussed the matter of the attendance policy to be used for evaluation of courses in this semester. DFB decided that each course coordinator may follow their own attendance criteria for evaluation in this semester.

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



**Amit Das,
DFB Convener**