

Dr. Anuradha Dhanasekaran, M.Phil, Ph.D
Director and Head of Department



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Centre for Biotechnology

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Ref: DBT/DCC/Minutes/2018

02.11.2018

To,

The Registrar,
Anna University,
Chennai 600 025.

Dear Sir,

Sub: Submission of Departmental Consultative Meeting minutes - Reg.

I am herewith enclosing the minutes of the Department Consultative Committee meeting held on 03.10.2018 at 10.00 am in the Department of Biotechnology. This is for your kind perusal.

Thanking you,

Sincerely yours

HEAD OF THE DEPARTMENT

ENCL: DCC MINUTES

Copy to

The Registrar
The Chairman, Faculty of Technology
The Dean, A.C.Tech., Campus
The Director, Centre for Academic Courses

DEPARTMENT OF BIOTECHNOLOGY

ANNA UNIVERSITY, CHENNAI – 25

MINUTES OF THE DEPARTMENTAL CONSULTATIVE COMMITTEE MEETING

The Departmental Consultative Committee Meeting was held on 03.10.2018 at 10.00 AM in the Board Room, Department of Biotechnology.

The Head of the Department welcomed the members of Committee.

Agenda Item No. 1: Online Courses

The Head of the Department informed the committee that the funds allocated towards E-Pathsala by UGC were returned as the faculty were unable to record online lectures. Dr. Anuradha informed the committee that the academic courses had recently asked the faculty members to suggest the list of possible online courses that the students could enroll and study as part of their curriculum. She also mentioned that the faculty members required additional time to choose the appropriate courses to be prescribed to the students.

The chairman, FoT, suggested that the courses from NPTEL and similar portals, which provide courses for one credit, could also be suggested for the students and the same could be forwarded to the academic courses at the earliest for the benefit of the students.

The members also suggested that the course content of these courses needs to be evaluated and approved before recommendation to the students. The evaluation criteria for the students who undertake such courses, conduction of regular monitoring and discussion sessions have to be established and conducted in a periodical and phased manner.

Agenda No. 2: CBT Building demolition

Head of the Department presented to the Committee that the administrative and lab building of the Centre for biotechnology was declared condemned for use after an expert team inspection analysis due to intense structural damage.

The committee requested Dr. B. S. Lakshmi, Associate professor to disarm the radioactive analysis room after getting the necessary permissions and sanctions from the AERB, Government of India.

Agenda No. 3: RUSA funds for construction of laboratories at Department of Biotechnology

The Head of the Department informed that committee that the necessary funds for construction of new laboratories for the department have been sanctioned under the MHRD RUSA scheme. The site for the laboratory construction has been identified behind the department and the necessary approval has been obtained from the concerned authorities at the Estate office in the University.

Agenda No. 4: Lighting at Taramani campus

The Head of the Department informed the committee that the installation of proper lighting in the Taramani campus will be helpful for the research scholars to work during the late hours.

The members suggested that a proper lighting system should be established from the entrance to the two blocks and around the campus to ensure the safety and the security of the students who work in the campus.

Also the funds for the establishment of the lighting system could be utilised from the allocated electrical funds.

Agenda No. 5: Establishment of Electronic circuit breaker at Taramani

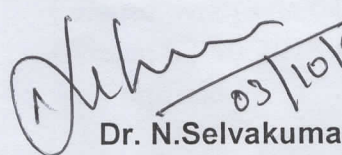
The Head of the Department informed the members that an electronic circuit breaker requires to be setup in the Taramani campus.

The members unaimously suggested that the Head of the Department should discuss with the necessary plan of action with the Estate office and Registrar so that it could be implemented.

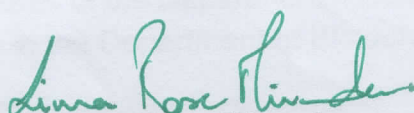
Agenda No. 6: Engaging Teaching Fellows and Guest faculty

The Head of the Department informed the members present that the contract period for the teaching fellows and guest faculty engaged by the department was coming to an end in October. She requested the members for inputs on how this could be taken up for further action as their services were necessary in the upcoming semester for the handling of theory and laboratory sessions.

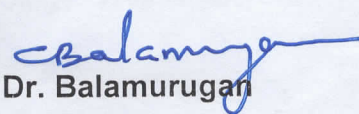
The members suggested that for engaging the teaching fellows to handle theory and laboratory, could be done after necessary approval and should be forwarded through proper channel. However, the guest faculty will be permitted to handle only the theory sessions, and the necessary approval for their engagement needs to be obtained from the Vice-Chancellor after approval from the Chairman, Faculty of Technology and Director, Academic courses


03/10/18

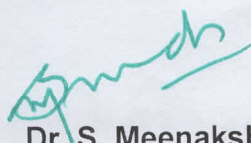
Dr. N. Selvakumar
Chairman, Faculty of Tech.,



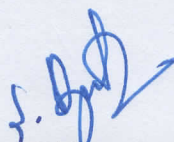
Dr. Lima Rose Miranda
Member



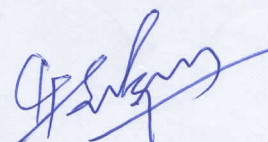
Dr. Balamurugan
Member



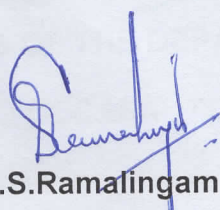
Dr. S. Meenakshisundaram
Member



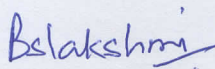
Dr. S. Renganathan
Member



Dr. M. Sukumar
Member



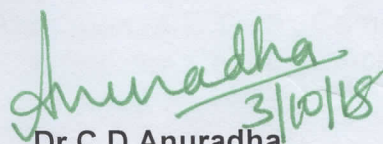
Dr. S. Ramalingam
Member



Dr. B. S. Lakshmi
Member

Absent

Dr. Sharmila Anishetty
Member


3/10/18

Dr. C. D. Anuradha
Member - Convener

DEPARTMENT OF BIOTECHNOLOGY

ANNA UNIVERSITY, CHENNAI – 25

MINUTES OF THE DEPARTMENTAL CONSULTATIVE COMMITTEE MEETING

The Departmental Consultative Committee Meeting was held on 28.01.2019 at 11.00 A.M. in the Board Room, Department of Biotechnology.

The Head of the Department welcomed the members of Committee.

The following agenda were placed by the Head of the Departments and decisions made.

Agenda Item No. 1: R-2019 Syllabus Revision - Recommendations

The Head of the Department informed the committee that Syllabus Sub-committee meetings for the Undergraduate (B.Tech Industrial Biotechnology, Pharmaceutical Technology and Food Technology) and Postgraduate programs (M.Tech Biotechnology, Biopharmaceutical Technology, Food Technology, Computational Biology and Nanoscience Technology) were held 7th to 9th of January, 2019.

The necessary changes based on the suggestions offered by the members of the sub-committee have been incorporated in the proposed revised curriculum and syllabi. She also informed the members that the 'bridge course' as suggested by the members was not incorporated in the M.Tech Food Technology syllabus as the revised syllabi already contains the course contents suggested.

The HOD informed the DCC members that the revised curriculum and syllabi will be submitted to the Academic courses by the 30th of January 2019 for further processing.

Agenda No. 2: Hiring of Private auditors

The Head of the Department proposed to the committee that the Department intends to hire private auditors for the various project related accounts in order to facilitate sending the required documents on time to the funding agencies. By doing so, the dispersal of the next installments of the funds would be received on time.

The members suggested that the private auditors could be hired provided their expenditure is met from the respective projects and overheads.

Shuradha

Agenda No. 3: Advancing M.Tech Admissions

The Head of the Department informed the committee that the department intends to request the University Admissions office to conduct the admissions to the various M.Tech programs run by the department at a much earlier date. By advancing the admissions, it would facilitate the top ranking students who always have CBT as their first choice to seek admission at this Center and prevent them from seeking admissions elsewhere.

The DCC members suggested that in this regard the HOD has to send an official VC note through Director, Admissions through the proper channel. The members suggested that the process has to be carried out on an emergency mode as delay in processing this note could result in unfilled seats at the department if not carried out in a quick pace.

Agenda No. 4: Biotechcellence and Avidadham 2019

The Head of the Department informed the committee that the annual technical symposium of the department undergraduate and postgraduate students, Biotechcellence and Avidadham 2019 are proposed to be conducted on 23rd February, 2019 and 25th to 27th of February, 2019 respectively. The HOD informed the members that the current edition of Biotechcellence was the 25th edition since its inception.

Ignite 2019, a program organized by the undergraduate students for the school students will also be conducted on 2nd of February, 2019.

Agenda No. 5: Appointment of Honorary Professors

The Head of the Department informed the members that two honorary professors viz. Dr. G Krishnamoorthy and Dr. K.B.Ramachandran have been appointed in the department based on the recommendations provided by the honorable Vice-Chancellor of the University. The HOD enquired the members if honorary professors need to receive remuneration on a monthly basis or on an hourly basis for their contribution to the department. As per the existing norms of the University pay scale, an Emeritus professor receives remuneration, in turn have to teach atleast two theory courses and remuneration can be decided only by the university authorities.

The members suggested that the necessary permissions for payment of the remuneration for the Emeritus professors needs to be obtained from the Director, Academic Courses. In the same letter the mode of calculation of their salary can be clarified.



It was also clarified that if the honorary professors are paid on a monthly basis then the norms for subject allotment recommended by the University Syndicate needs to be checked and followed.

Agenda No. 6: Infrastructure and equipments for the newly introduced laboratory courses for PG as well as Budget to meet the consumables and maintenance associated with the lab courses.

The HOD informed the members that the newly constructed laboratory block contains two floors of laboratory space which will house the common laboratories such as Biochemistry, Microbiology and Cell Biology. The laboratories need to be furnished with the equipment, consumables, and maintenance. In this regard the department intends to seek permission to utilize the university funds to develop the infrastructure for the lab and sustained maintenance .

Agenda No. 7: Inclusion of Journal in the Annexure

The HOD requested the permission of the members to include the Adipocyte journal in the Annexure. It was accepted by the members after checking information about publishers and impact factor etc.

Agenda No. 8: Funding of M.Tech Food and Pharma students requirement

The HOD informed the members that the department proposes to seek funds from the University to support the M.Tech Food and Pharma students. It was also informed to the members that based on their CGPA and area of specialization, the M.Tech Biotechnology students were allotted to the mentors for their phase 1 & 2 projects.

The members suggested that the necessary permissions can be obtained from the Vice Chancellor to seek grants from the University.

Agenda No. 9: Requirement for bus to transport to Taramani

The HOD informed that the department plans to request the Logistics department to provide transportation for faculty and students to attend the laboratory sessions at Taramani. She also informed that the condemned Omni available in the department would be exchanged for an omni van if its available from the University.

The members suggested that a requisition letter about the same has to be forwarded to the Logistics Department of the University through proper channel.

Anuradha

Miscellaneous Agenda

The Head of the Department informed that the Radiation Dump behind the teaching complex has been decommissioned .

She thanked the University Authorities for extending help with RUSA funds towards construction of the teaching labs.

She proposed based on faculty recommendations that Food tech and Biopharma syllabi to be included in the TANCET syllabi making it better for the Food Technology and Biopharma students to write the TANCET examination,

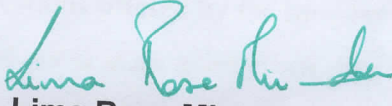
Head of the Department also mentioned that there would be resignation of couple of Teaching fellows next semester due to personal reasons and hence those positions need to be filled for the next semester to run smoothly.


The Head of the Department thanked all the DCC members for their valuable time and suggestions.


The DCC meeting concluded at 1:00 P.M.

Absent


Dr. N.Selvakumar
Chairman, Faculty of Tech.,

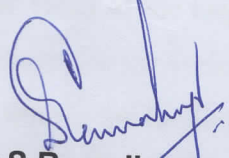

Dr. Lima Rose Miranda
Member 28/1/19



Dr. Balamurugan
Member


Dr. S. Meenakshisundaram
Member

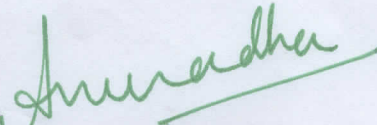

Dr. S. Renganathan
Member 28/1/19


Dr. M. Sukumar
Member


Dr. S. Ramalingam
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Dr. B. S. Lakshmi
Member

Absent
Dr. Sharmila Anishetty
Member


Dr. C. D. Anuradha
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