

4956/BMS/2018/85

Proceedings of Academic and Administrative Committee of Department of Biochemistry and Microbial Sciences, held on 12 January, 2018 at 12:30 pm

The meeting of Academic and Administrative Committee of Department of Biochemistry and Microbial Sciences was held on 12-01-2018 at 12.30 pm in the office of Prof. Ramakrishna Wusirika (Hall no.6, Academic Block).

The following committee members were present:

1. Prof. Ramakrishna Wusirika, Coordinator of the Centre: Chairperson
2. Dr. Monisha Dhiman, Associate Professor, Convenor
3. Dr. Malkhey Verma, Associate Professor
4. Dr. Shashank Kumar, Assistant Professor, Member
5. Dr. Pramod Kushwaha, Assistant Professor, Member
6. Dr Manju Jain Assistant Professor, Member

Following agenda was discussed in the meeting:

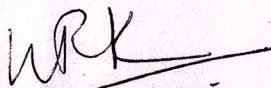
1. BoS meeting in the month of January 2018.
2. Changes in the syllabus for upcoming BoS.
3. PhD Course work

The members discussed and unanimously resolved:

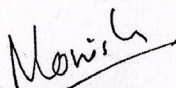
Item No. 1. The BoS of the department will be held on 19, January 2018.

Item No. 2. It was decided to introduce few more elective courses such as Developmental Biology in addition to Genetic Engineering in next academic session so that it can be approved in BoS.

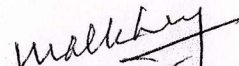
Item No. 3. The PhD course work will be starting from 29 January, 2018.



Ramakrishna Wusirika
Chairperson and HOD



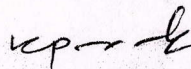
Dr. Monisha Dhiman
Associate Professor



Dr. Malkhey Verma
Associate Professor



Dr. Shashank Kumar
Assistant Professor



Dr. Pramod Kushawaha
Assistant Professor



Dr Manju Jain
Assistant Professor

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Cupb/BMS/2018/11

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Proceedings of Academic and Administrative Committee of Department of Biochemistry and Microbial Sciences, held on 12 February, 2018 at 4:00 PM

The meeting of Academic and Administrative Committee of Department of Biochemistry and Microbial Sciences was held on 12-02-2018 in the office of Prof. Ramakrishna Wusirika (Hall no.6, Academic Block). The following committee members were present:

1. Prof. Ramakrishna Wusirika, Coordinator of the Centre: Chairperson
2. Dr. Monisha Dhiman, Associate Professor, Convenor
3. Dr. Malkhey Verma, Associate Professor
4. Dr. Somesh Baranwal, Assistant Professor, Member
5. Dr. Shashank Kumar, Assistant Professor, Member
6. Dr. Pramod Kushwaha, Assistant Professor, Member
7. Dr Manju Jain Assistant Professor, Member

Following agenda was discussed in the meeting:

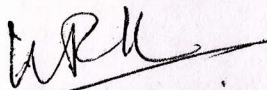
1. DST-FIST proposal from the Department.
2. Lab related issues.
3. PhD course work

The members discussed and unanimously resolved:

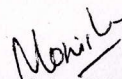
Item No. 1. Department will propose a theme based proposal where the expertise of the entire faculty will be considered. The instrument under this grant will be some higher end equipment which can be used by most of the student and faculty.

Item No. 2. The students must discard and use proper disposal protocol for waste disposal from the lab. The senior research scholars and faculty must train the MSc students in good lab practices while they are working for their project work.

Item No. 3. The PhD course work has already been started. Some of the PhD students from previous years have to take a total of 20 credit courses. The students can also take these courses from other allied life sciences departments.



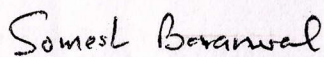
Ramakrishna Wusirika
Chairperson and HOD



Dr. Monisha Dhiman
Associate Professor



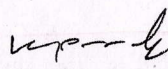
Dr. Malkhey Verma
Associate Professor



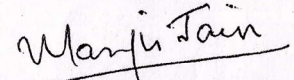
Dr. Somesh Baranwal
Assistant Professor



Dr. Shashank Kumar
Assistant Professor



Dr. Pramod Kushawaha
Assistant Professor



Dr Manju Jain
Assistant Professor

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Cup 5/BMS/2018/200/16

Proceedings of Academic and Administrative Committee of Department of Biochemistry and Microbial Sciences, held on 11 April, 2018 at 4:30 PM

The meeting of Academic and Administrative Committee of Department of Biochemistry and Microbial Sciences was held on 11-04-2018 in room no AC-22.

The following committee members were present:

1. Prof. Ramakrishna Wusirika, Coordinator of the Centre: Chairperson
2. Dr. Monisha Dhiman, Associate Professor, Convenor
3. Dr. Malkhey Verma, Associate Professor
4. Dr. Somesh Baranwal, Assistant Professor, Member
5. Dr. Shashank Kumar, Assistant Professor, Member
6. Dr. Pramod Kushwaha, Assistant Professor, Member
7. Dr Manju Jain Assistant Professor, Member

Following agenda was discussed in the meeting:

1. Status of the M.Sc. projects of fourth semester students.
2. Budget for the M.Sc. projects for next batch
3. Supervisor allotment to the 2nd semester students for the projects.

The members discussed and unanimously resolved:

Item No. 1. The faculty after discussion with the students assured that the master's projects will be completed in time as per schedule.

Item No. 2. The supervisor allotment to the 2nd semester students for the projects will be done after the second MST. The students will be asked to fill a form for their choice of supervisor.

WRK 4/5/18

Dr. Ramakrishna Wusirika
Chairperson and HOD

Monisha

Dr. Monisha Dhiman
Associate Professor

walkhey

Dr. Malkhey Verma
Associate Professor

Somesh Baranwal

Dr. Somesh Baranwal
Assistant Professor

Shashank

Dr. Shashank Kumar
Assistant Professor

Pramod

Dr. Pramod Kushawaha
Assistant Professor

Manju Jain 4/5/18

Dr Manju Jain
Assistant Professor

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Cy25/Bms/2018/19.

Proceedings of Academic and Administrative Committee of Department of Biochemistry and Microbial Sciences, held on 04 May, 2018 at 2:00 PM

The meeting of Academic and Administrative Committee of Department of Biochemistry and Microbial Sciences was held on 04-05-2018 in the office of Prof. Ramakrishna Wusirika (Hall no.6, Academic Block). The following committee members were present:

1. Prof. Ramakrishna Wusirika, Head of the Department: Chairperson
2. Dr. Monisha Dhiman, Associate Professor, Convenor
3. Dr. Malkhey Verma, Associate Professor
4. Dr. Somesh Baranwal, Assistant Professor, Member
5. Dr. Shashank Kumar, Assistant Professor, Member
6. Dr. Pramod Kushwaha, Assistant Professor, Member
7. Dr Manju Jain Assistant Professor, Member

Following agenda was discussed in the meeting:

1. Approval of curriculum changes as per IQAC guidelines
2. M.Sc. guide allotment
3. M.Sc project submission
4. DST-FIST from the department
5. MST re-examination of students

The members discussed and unanimously resolved:

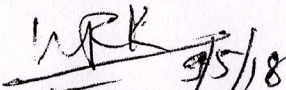
Item No. 1. The CDDC meeting of the department was convened 27-04-2018. The syllabus for 2018 was revisited and faculty after discussion accepted and approved various changes suggested as per CBCS and IQAC guidelines.

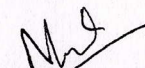
Item No. 2. The supervisor allotment to the 2nd semester students for the projects will be done by May second week. It will be based on random allotment system involving students and faculty where guides will be assigned to the top seven students as per their GPA (MSc Biochemistry) and top six students as per their GPA (MSc Microbial Sciences). The cycle will be repeated till all the students are allotted guides. It was also decided that Ramalingaswami fellow can be a guide provided a regular faculty member acts as a co-supervisor.

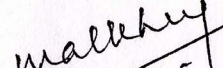
Item No. 3. The fourth semester students will submit their final report to the committee by 18 May, 2018. The project presentation will be held on 23-25 May 2018, followed by final hard bound submission within three day days of final presentation.


Item No. 4. The faculty members are asked to submit a two page individual research write up by May end or first week of June based on which the final DST-FIST proposal may be submitted by June end.


Item No. 5. The application of the students MST re-examination will be considered only for medical reasons or some emergency supported by relevant documentation.

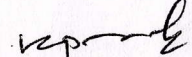

Ramakrishna Wusirika
Chairperson and HOD

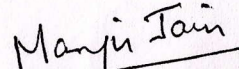

Dr. Monisha Dhiman
Associate Professor


Dr. Malkhey Verma
Associate Professor


Dr. Somesh Baranwal
Assistant Professor


Dr. Shashank Kumar
Assistant Professor


Dr. Pramod Kushawaha
Assistant Professor


Dr Manju Jain
Assistant Professor

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Proceedings of Academic and Administrative Committee of Department of Biochemistry and Microbial Sciences, held on 28 May, 2018 at 2:00 PM

The meeting of Academic and Administrative Committee of Department of Biochemistry and Microbial Sciences was held on 28-05-2018 in the office of Prof. Ramakrishna Wusirika (Hall no.6, Academic Block).

The following committee members were present:

1. Prof. Ramakrishna Wusirika, Head of the Department: Chairperson
2. Dr. Monisha Dhiman, Associate Professor, Convenor
3. Dr. Malkhey Verma, Associate Professor
4. Dr. Somesh Baranwal, Assistant Professor, Member
5. Dr. Shashank Kumar, Assistant Professor, Member
6. Dr. Pramod Kushwaha, Assistant Professor, Member
7. Dr Manju Jain Assistant Professor, Member

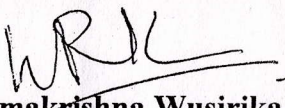
Following agenda was discussed in the meeting:

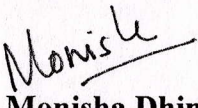
1. Distribution of the classes for the upcoming semester
2. DST-FIST from the department

The members discussed and unanimously resolved:

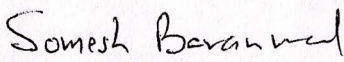
Item No. 1. The faculty member distributed the work load for various subject to be taught in semester I and III.

Item No. 2. The faculty members agreed to submit a two page individual research write up by June 5, 2018. The department will submit the DST-FIST grant on a theme "**Biochemical, Molecular and Immunological Aspects of Human Diseases and Its Applications**" by June 15, 2018. The faculty members also discussed the details of the instruments to be procured from DST-FIST grant.


Ramakrishna Wusirika
Chairperson and HOD

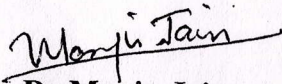

Dr. Monisha Dhiman
Associate Professor

on leave
Dr. Malkhey Verma
Associate Professor


Dr. Somesh Baranwal
Assistant Professor

on leave
Dr. Shashank Kumar
Assistant Professor

on leave
Dr. Pramod Kushawaha
Assistant Professor


Dr Manju Jain
Assistant Professor

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Proceedings of Academic and Administrative Committee of Department of Biochemistry and Microbial Sciences, held on 04 July, 2018 at 12:00 Noon

The meeting of Academic and Administrative Committee of Department of Biochemistry and Microbial Sciences was held on 04-07-2018 in the office of Prof. Ramakrishna Wusirika (Hall no.6, Academic Block). The following committee members were present:

1. Prof. Ramakrishna Wusirika, Head of the Department: Chairperson
2. Dr. Monisha Dhiman, Associate Professor, Convenor
3. Dr. Malkhey Verma, Associate Professor
4. Dr. Shashank Kumar, Assistant Professor, Member
5. Dr. Somesh Baranwal, Assistant Professor, Member
6. Dr Manju Jain Assistant Professor, Member

Following agenda was discussed in the meeting:

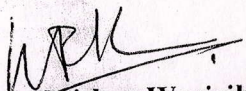
1. External Audit
2. Final teaching assignments
3. Department distribution of funds

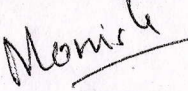
The members discussed and unanimously resolved:

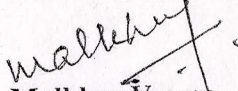
Item No. 1. The faculty members will submit the data related to the external audit by 06 July 2018 so that it can be compiled for the final presentation on 10 July, 2018.

Item No. 2. The faculty members revisited the teaching work load for various subject to be taught in semester I and III.

Item No. 3. The faculty members discussed the distribution of the departmental budget and decided that the funds will be distributed as per the criteria communicated by university authorities after allocating Rs. 1.8 Lakhs for MSc practicals and maintenance and Rs. 5000 per MSc student research. This will be done only for 2018-19 as the current students (2017-18 batch) have 24 credit hours in year 2 for research project.


Ramakrishna Wusirika
Chairperson and HOD

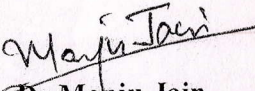

Dr. Monisha Dhiman
Associate Professor


Dr. Malkhey Verma
Associate Professor

—
Dr. Somesh Baranwal
Assistant Professor

on leave
Dr. Shashank Kumar
Assistant Professor

on leave
Dr. Pramod Kushawaha
Assistant Professor


Dr Manju Jain
Assistant Professor

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Proceedings of Academic and Administrative Committee of Department of Biochemistry and Microbial Sciences, held on 14 August, 2018 at 4 pm

The meeting of Academic and Administrative Committee of Department of Biochemistry and Microbial Sciences was held on 14-08-2018 in the office of Prof. Ramakrishna Wusirika (Hall no.6, Academic Block). The following committee members were present:

1. Prof. Ramakrishna Wusirika, Head of the Department: Chairperson
2. Dr. Monisha Dhiman, Associate Professor, Convenor
3. Dr. Malkhey Verma, Associate Professor
4. Dr. Shashank Kumar, Assistant Professor, Member
5. Dr. Somesh Baranwal, Assistant Professor, Member
6. Dr. Pramod Kumar Kushawaha, Assistant Professor, Member
7. Dr Manju Jain Assistant Professor, Member

Following agenda was discussed in the meeting:

1. Proteomics workshop
2. Inviting Dr. Hemant Kushwaha from JNU
3. Student Attendance
4. Refrigerator Space
5. Department Funds

The members discussed and unanimously resolved:

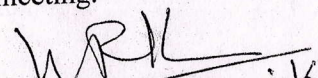
Item No. 1. Proteomics workshop be conducted in collaboration with BioRad as proposed by Dr. Monisha. The paper work required for conduction the workshop will be initiated by Dr. Monisha. It was resolved that the funds generated after deducting overhead and expenses will be utilised for teaching and research after obtaining permission from the competent authority.

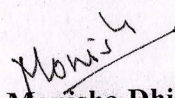
Item No. 2. Dr. Manju proposed inviting Dr. Hemant Kushwaha, Assistant Professor, School of Biotechnology, JNU, for a seminar and interaction with students and faculty. Our faculty will gain from his experience in Systems Biology and establishment of incubation centre. It was resolved to send the application for competent authority approval.

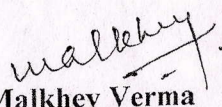
Item No. 3. The faculty members discussed and decided to display on notice board the monthly attendance of MSc students for theory courses by the end of the first week of every month starting from September

Item No. 4. The shortage of space for sample storage in refrigerator was discussed. Faculty who have refrigerators purchased from their projects were requested to give some space in common departmental refrigerators to the faculty who were not able to purchase additional refrigerators.

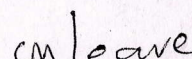
Item No. 5. The distribution of the departmental funds will be as per the decision made in the last AAC meeting.

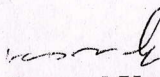

Ramakrishna Wusirika
Chairperson and HOD

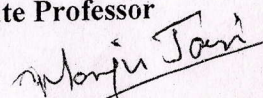

Dr. Monisha Dhiman
Associate Professor


Dr. Malkhey Verma
Associate Professor

—
Dr. Somesh Baranwal
Assistant Professor


Dr. Shashank Kumar
Assistant Professor


Dr. Pramod Kushawaha
Assistant Professor


Dr Manju Jain
Assistant Professor

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Proceedings of Academic and Administrative Committee of Department of Biochemistry and Microbial Sciences, held on 12 September, 2018 at 12 noon

The meeting of Academic and Administrative Committee of Department of Biochemistry and Microbial Sciences was held on 12-09-2018 in the HoD office (AF094).

The following committee members were present:

1. Prof. Ramakrishna Wusirika, Head of the Department: Chairperson
2. Dr. Monisha Dhiman, Associate Professor, Convenor
3. Dr. Malkhey Verma, Associate Professor
4. Dr. Somesh Baranwal, Assistant Professor, Member
5. Dr. Shashank Kumar, Assistant Professor, Member
6. Dr. Pramod Kushwaha, Assistant Professor, Member
7. Dr Manju Jain Assistant Professor, Member

Following agenda was discussed in the meeting:

1. DST-FIST budget
2. Instruments from Department budget
3. Purchase and distribution of small consumable items
4. Dr. Rajan Vyas (DBT Ramalingaswami fellow) as co-opted AAC member

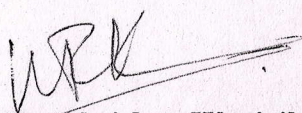
The members discussed and unanimously resolved:

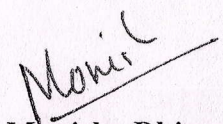
Item No. 1. The faculty prioritized budget for DST-FIST into three categories: Rs. 1 crore, 1.5 crore and 2 crores. The equipment that will be used by the maximum number of faculty members were put on top of the priority list.

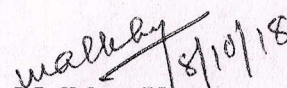
Item No. 2. The status of centrifuge and microscope to be purchased from the university budget was discussed. The centrifuge will be purchased from GeM subject to approval by the competent authority. Dr. Somesh is processing the files for the purchase of the centrifuge and microscope.

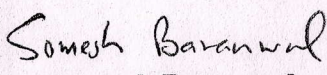
Item No. 3. Small consumable items for the lab such as cotton, paper towels etc. will be purchased from the department budget and will be distributed faculty wise for teaching and research.


Item No. 4. It was decided to allow Dr. Rajan Vyas (DBT Ramalingaswami fellow) to be a co-opted AAC member as he is contributing to research and teaching of the department.

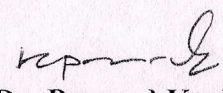

Dr. Ramakrishna Wusirika
Chairperson and HOD

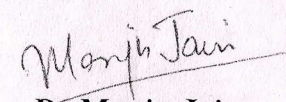

Dr. Monisha Dhiman
Associate Professor


Dr. Malkhey Verma
Associate Professor


Dr. Somesh Baranwal
Assistant Professor


Dr. Shashank Kumar
Assistant Professor


Dr. Pramod Kushawaha
Assistant Professor


Dr Manju Jain
Assistant Professor

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Proceedings of Academic and Administrative Committee of Department of Biochemistry and Microbial Sciences, held on October 4, 2018 at 4 pm

The meeting of Academic and Administrative Committee of Department of Biochemistry and Microbial Sciences was held on 4-10-2018 in the HoD office (AF094).

The following committee members were present:

1. Prof. Ramakrishna Wusirika, Head of the Department: Chairperson
2. Dr. Monisha Dhiman, Associate Professor, Convenor
3. Dr. Malkhey Verma, Associate Professor
4. Dr. Somesh Baranwal, Assistant Professor, Member
5. Dr. Shashank Kumar, Assistant Professor, Member
6. Dr. Pramod Kushwaha, Assistant Professor, Member
7. Dr Manju Jain Assistant Professor, Member

Following agenda was discussed in the meeting:

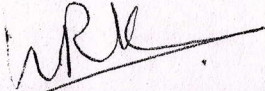
1. Guidelines for the repair and maintenance of computers from the department budget
2. Purchase of glassware, water purification system filters, plasticware and other material for the lab from the department budget
3. Lab audit

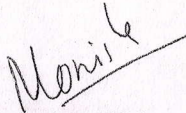
The members discussed and unanimously resolved:

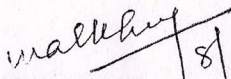
Item No. 1. Funds up to Rs. 6,500 for the repair and maintenance of computers will be allocated from the department budget to each of the seven faculty members.

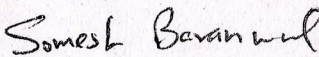
Item No. 2. Part of the department funds allocated for teaching will be used for the purchase of glassware, water purification system filters, plasticware and other material for the lab.

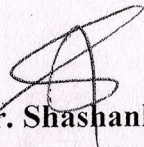
Item No. 3. Dr. Monisha and Deepak will take care of all the requirements for lab audit with the help of faculty and students.

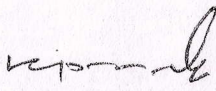

Dr. Ramakrishna Wusirika
Chairperson and HOD

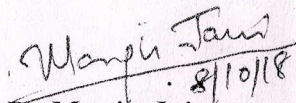

Dr. Monisha Dhiman
Associate Professor


Dr. Malkhey Verma
Associate Professor


Dr. Somesh Baranwal
Assistant Professor


Dr. Shashank Kumar
Assistant Professor


Dr. Pramod Kushwaha
Assistant Professor


Dr Manju Jain
Assistant Professor

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Proceedings of Academic and Administrative Committee of Department of Biochemistry and Microbial Sciences, held on November 15, 2018

The meeting of Academic and Administrative Committee of Department of Biochemistry and Microbial Sciences was held on 15-11-2018 at 10.15 am in the HoD office (AF094).

The following committee members were present:

1. Prof. Ramakrishna Wusirika, Head of the Department: Chairperson
2. Dr. Monisha Dhiman, Associate Professor, Convenor
3. Dr. Malkhey Verma, Associate Professor
4. Dr. Shashank Kumar, Assistant Professor, Member
5. Dr. Pramod Kushwaha, Assistant Professor, Member
6. Dr. Rajan Vyas, DBT Ramalingaswami Fellow, Co-opted Member

Dr. Somesh Baranwal was attending refresher course and Dr Manju Jain could not attend the meeting.

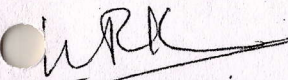
Following agenda was discussed in the meeting:

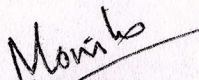
1. Departmental equipment purchase
- .. PhD admission

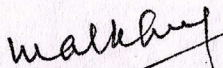
The members discussed and unanimously resolved:

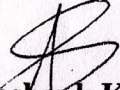
Item No. 1. Some items from last year budget for equipment were purchased, some items are pending and the remaining files have been closed. A new approval will be requested for all the equipment corresponding to closed files. In addition, the possible equipment to be purchased from this year budget was discussed. These include but not limited to refrigerated shaker, probe sonicator/tissue homogenizer, real-time PCR, and refrigerated centrifuge. Some instruments for CIL were also discussed. These included fluorescence activated cell sorter and ultracentrifuge. The discussion will continue in the next AAC.

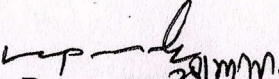
Item No. 2. The process for PhD admission for December 2018/ January 2019 was discussed. It was decided to constitute a single committee of 3-4 faculty members of the department as per seniority following the rules of the Examination Cell. These members will have signatory authority. All other faculty members can participate in the interview process. A list of faculty members with their area of specialization will be provided to the applicants. Once the applicant chooses a guide, the student will be allocated to the faculty member on mutual consent.

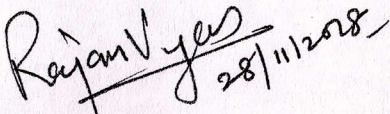

Dr. Ramakrishna Wusirika
Chairperson and HOD


Dr. Monisha Dhiman
Associate Professor


Dr. Malkhey Verma
Associate Professor


Dr. Shashank Kumar
Assistant Professor


Dr. Pramod Kushawaha
Assistant Professor


Dr. Rajan Vyas
DBT Ramalingaswami Fellow

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Proceedings of Academic and Administrative Committee of Department of Biochemistry and Microbial Sciences, held on November 28, 2018

The meeting of Academic and Administrative Committee of Department of Biochemistry and Microbial Sciences was held on 28-11-2018 at 11 am in the HoD office (AF094).

The following committee members were present:

1. Prof. Ramakrishna Wusirika, Head of the Department: Chairperson
2. Dr. Monisha Dhiman, Associate Professor, Convenor
3. Dr. Malkhey Verma, Associate Professor
4. Dr. Shashank Kumar, Assistant Professor, Member
5. Dr. Pramod Kushwaha, Assistant Professor, Member
6. Dr. Rajan Vyas, DBT Ramalingaswami Fellow, Co-opted Member

Dr. Somesh Baranwal was attending refresher course and Dr Manju Jain was on leave.

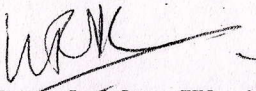
Following agenda was discussed in the meeting:

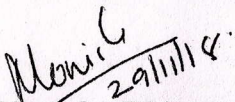
1. Departmental equipment purchase
2. Ph.D. admission

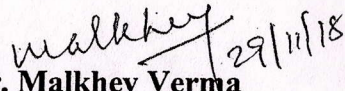
The members discussed and unanimously resolved:

Item No. 1. The list of equipment to be purchased from this year (2018-19) budget of 81 Lakhs allocated to the department was discussed. Essential equipment required for teaching and research were prioritized. All members present at the meeting approved the list. HoD will be the indenter for all the departmental equipment purchases. These instruments will be transferred on the name of the next HoD whenever he/she takes charge.

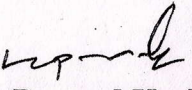
Item No. 2. PhD admission committee will comprise of HoD and two or three faculty members (as per Examination Cell instructions) based on seniority and representation from both Biochemistry and Microbiology. The committee members will award marks and have signatory authority. All other faculty members will be involved in the interview process. The students appearing in the interview will be given a list of faculty members who have open positions. The student will be allocated to a specific guide based on mutual consent of the student and the concerned faculty member.

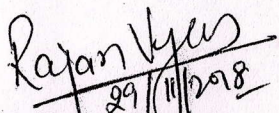

Dr. Ramakrishna Wusirika
Chairperson and HOD


Dr. Monisha Dhiman
Associate Professor


Dr. Malkhey Verma
Associate Professor

Dr. Shashank Kumar
Assistant Professor


Dr. Pramod Kushawaha
Assistant Professor


Dr. Rajan Vyas
DBT Ramalingaswami Fellow

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