



BOARD OF STUDIES(BoS) MEETING



DEPARTMENT OF BIOTECHNOLOGY & BIOCHEMICAL ENGINEERING

MEETING MINUTES-1

MEETING DETAILS:

Meeting	BoS Meeting	Date	Monday, 16/08/2024
Chairperson	Prof. Meera Bai S, HoD	Venue	HoD's Chamber
Morning Session	Commencement: 2.00pm	Adjourned:	3:30pm
Reference		Minutes Approved by	HoD, BT department

ATTENDANCE: -(Hybrid Mode)

Attendees			
S. No.	Name	Member details	Signature/ Remarks
1	Prof. Meera Bai S	HoD&Chairperson, BT&BCE Department	
2	Dr. P Binod	Academic Council Nominee 1	Attended online
3	Dr. Jaya Mary Jacob	Academic Council Nominee 2	
4	Mr. Alen George	Industry representative nominated by Principal	Attended online
5	Mr. Arjun Prasad	Alumni representative nominated by Principal	Attended online
6	Dr. Malu Ravi	Associate Professor, BoS member	
7	Dr. Shamamol G K	Associate Professor, BoS member	
8	Dr. ShilpaLekshmi L	Assistant Professor, BoS member	
9	Dr. ArchanaRajendran	Assistant Professor, BoS member	
10	Dr. Tamilmani J	Assistant Professor, BoS member	
11	Dr. Bindhya K P	Assistant Professor, BoS member	
12	Ms. Rincy Susan Raju	Assistant Professor, BoS member	
13	Ms. ChinchuElezebeth	Assistant Professor, BoS member	
14	Ms. Athulya Krishnan	Assistant Professor, BoS member	
15	Ms. GopikaAjit	Assistant Professor, BoS member	
16	Ms. LayaKuriakose	Assistant Professor, BoS member	

Meera Bai S

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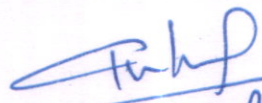
DISCUSSIONS:

INTRODUCTION:

A Board of Studies (BoS) meeting was held in Hybrid mode on 16/08/2024 at 2.00 pm in Google meet. The meeting was started with a silent prayer. The Head of Department welcomed all members and the following matters were conveyed and discussed. The discussions and decisions are presented below.

Discussions and Decisions	Implementation/Follow-up by	Due Date
1. The Chairperson welcomed all the BoS members and briefed the agenda of BoS meeting		
2. The chairperson provided an overview of the college and department and gave a brief summary of the curriculum and syllabus.		
3. The Chairperson informed the board that the department following the KTU 2024 Curriculum and syllabus for Biotechnology & Biochemical Engineering BTech and MTech program in this academic year 2024-25	Academic Council	
4. Dr. Shamnamol G K presented the curriculum of BTech and MTech in detail and syllabus for the BTech first year.		
5. Dr. P. Binod inquired about the Project-Based Learning (PBL) courses and their evaluation process. He also asked about the audit courses in the MTech program and strongly recommended including entrepreneurship and training in the MTech curriculum.	BoS Chairperson	
6. Dr. Jaya Mary Jacob inquired about the type of projects assigned to S3 and S4 students and how they will be evaluated. She recommended including language courses such as German and entrepreneurship courses in the MTech audit curriculum. She also emphasized that faculty should be able to clearly explain the syllabus to students. Additionally, she suggested incorporating basic experiments, like buffer preparation, into the first-year lab sessions.	BoS Chairperson	
7. Mr. Arjun Prasad remarked that the teaching-learning process should be more constructive. Instead of focusing solely on theory-based assignments, he	BoS Chairperson	

BoS Meeting Minutes


Meera Bai S

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Dept. of Biotechnology & Biochemical Engg.
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<p>recommended incorporating micro-project assignments to enhance the students' learning experience. He also suggested offering interdisciplinary projects, either individually or in groups, to further develop their practical knowledge.</p> <p>8. Mr. Alen George also emphasized the importance of practical courses. He advocated for the inclusion of communication courses in the curriculum and suggested that internships should begin from the second year. He stressed that faculty should understand each student's ultimate goal and provide guidance accordingly, whether individually or in groups.</p> <p>9. Finally, the Board approved the KTU Curriculum 2024 for the four year of Food Technology.</p> <p>10. The Board decided to follow the same KTU syllabus for the Postgraduate (PG) programs in Biotechnology & Biochemical Engineering.</p> <p>11. The meeting was concluded as no matter was raised by any member and chairperson BoS thanked all the members for attending the meeting and for giving suggestions</p>	<p>BoS Chairperson</p>	
<p>HoD thanked all participants and the meeting was adjourned at 3:30pm.</p>		

REFERENCE DOCUMENTS				
S/N	File Name	File Type	No of pages	Reference No:
1.	Autonomous approval order from higher education	MS Word	1	No. J2/228/2023/HEdn
2.	Constitution of Academic Council and Finance Committee	MS Word	1	No.SBCE/Aca/415/12024
3	Constitution of Governing body	Pdf	2	No.SBCE/Aca/34012024
4	Confermation of autonomous from UGC	Pdf	2	No. F. 2-1 0/2023(AC-Policv)
5	Notification of KTU for Autonomous	Pdf	2	KTU ASSET11(ADMIN)/2616/2024
6	UGC Regulations	Pdf	2	REGD. No. D. L.-33004/99
NEXT MEETING DATE				
<p>Once in every Semester (Meeting Date will be decided later)</p>				

Meera Bai S