VELS INSTITUTE OF SCIENCE, TECHNOLOGY & ADVANCED STUDIES (VISTAS)

UNIVERSITY ETHICAL COMMITTEE (NON-RESEARCH)

MINUTES OF THE SECOND MEETING

Meeting No.: UEC/02/2024-25
Academic Year: 2024–2025

Date: 19 August 2024

Time: 11.00 A.M.

Venue: Ratan Tata Block

The Chairperson welcomed all members to the Second Meeting of the University Ethical Committee (Non-Research). The quorum being present, the meeting commenced. The Member Secretary confirmed that the Action Taken Report of the previous meeting had been circulated to all members.

Agenda

1. Confirmation of the Minutes of the First Meeting.
2. Review of the Action Taken Report (ATR).
3. Review of Faculty Development Programmes (FDPs) conducted during the academic year.
4. Review of Faculty Improvement Programmes (FIPs), higher education initiatives, and faculty competency development.
5. Promotion of teaching innovation, ICT-enabled learning, Outcome-Based Education (OBE), and student-centric teaching.
6. Review of faculty ethics, professional conduct, and institutional responsibilities.
7. Strategies for strengthening academic leadership and faculty excellence.
8. Alignment of faculty development initiatives with **NAAC**, **NIRF**, **IQAC**, and **QS World University Rankings**.
9. Any other matter with the permission of the Chair.

Proceedings of the Meeting

The Chairperson reviewed the implementation status of the resolutions passed during the first meeting and appreciated the efforts made by the Schools and Departments in initiating ethical awareness programmes and disseminating the University's Code of Ethics.

The Committee discussed the importance of continuous professional development for faculty members to improve teaching quality, curriculum delivery, innovation, and student learning outcomes. Members emphasized that every faculty member should participate in a minimum number of Faculty Development Programmes (FDPs), Faculty Improvement Programmes (FIPs), workshops, seminars, conferences, and online certification programmes every academic year.

The Committee reviewed the FDP calendar prepared by various Schools and recommended organizing programmes on emerging technologies, Artificial Intelligence (AI), digital pedagogy, Outcome-Based Education (OBE), curriculum design, innovative assessment methods, blended learning, intellectual property rights, and industry-academia collaboration.

Members discussed the importance of faculty ethics in maintaining professionalism, integrity, transparency, accountability, fairness, and respect in academic and administrative activities. It was resolved that faculty members should strictly adhere to the University's Code of Conduct and demonstrate ethical leadership in teaching, mentoring, evaluation, and student interactions.

The Committee also reviewed initiatives relating to higher education, post-doctoral fellowships, international collaborations, professional certifications. The Chairperson highlighted the need to strengthen professional ethics and responsible by organizing awareness programmes on plagiarism prevention, copyright, intellectual property rights, and ethical use of Artificial Intelligence.

The Committee further reviewed institutional initiatives supporting faculty performance under **NAAC**, **NIRF**, **IQAC**, and **QS World University Rankings**. Members recommended strengthening faculty innovation, industry interaction, international collaborations, and academic leadership to improve institutional reputation and global visibility.

After detailed deliberations, members unanimously agreed that faculty development should remain a continuous process contributing to institutional excellence, student success, innovation, and quality enhancement.

Resolutions Passed

The Committee unanimously resolved to:

1. Strengthen Faculty Development Programmes (FDPs) across all Schools and Departments.

2. Encourage all faculty members to participate in Faculty Improvement Programmes (FIPs), certification courses, and higher education initiatives.
3. Organize regular workshops on Outcome-Based Education (OBE), digital pedagogy, Artificial Intelligence, and innovative teaching-learning practices.
4. Develop faculty leadership through mentoring, academic administration, and professional development initiatives.
5. Monitor faculty development activities through IQAC and submit periodic progress reports.
6. Align faculty capacity-building initiatives with institutional goals and quality benchmarks under **NAAC**, **NIRF**, **IQAC**, and **QS World University Rankings**.

Action Points

Sl. No.	**Action Item**	**Responsibility**	**Timeline**
1	Prepare annual FDP and FIP calendar	IQAC & Heads of Schools	September 2024
2	Organize workshops on teaching innovation and OBE	IQAC	Throughout the Academic Year
3	Conduct awareness programmes on ethics and plagiarism	Library	Quarterly
4	Encourage faculty participation in funded projects, patents, and consultancy	Heads of Departments	Continuous
5	Monitor faculty development activities and maintain records	IQAC	Monthly
6	Submit faculty training and development reports	Heads of Schools	Every Semester

Expected Outcomes

The Committee expects the following outcomes:

- Enhanced faculty competency through continuous professional development.
- Improved teaching quality using innovative and student-centric pedagogical approaches.

- Increased participation in FDPs, FIPs, certification programmes, and academic leadership initiatives.
- Improved institutional performance under **NAAC**, **NIRF**, **IQAC**, Outcome-Based Education (OBE), and **QS World University Rankings**.
- Development of a culture of academic excellence, ethical leadership, innovation, and lifelong learning among faculty members.

Conclusion

The Chairperson appreciated the active participation and valuable suggestions of all members. The Committee reaffirmed its commitment to strengthening faculty capacity building, promoting ethical academic practices, and supporting institutional quality enhancement through continuous professional development.

The meeting concluded with a vote of thanks proposed by the Member Secretary.

Prepared by

Member Secretary

Reviewed and Approved by

Chairperson

Date: 19 August 2024