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

UNIVERSITY ETHICAL COMMITTEE (NON-RESEARCH)

MINUTES OF THE SIXTH MEETING

Meeting No.: UEC/06/2024-25
Academic Year: 2024–2025

Date

16 December 2024

Time

11.00 A.M.

Venue

MGR Block

Chairperson

Member Secretary

Members Present

The Chairperson welcomed all members to the Sixth Meeting of the University Ethical Committee (Non-Research). The quorum being present, the meeting commenced. The Member Secretary presented the Action Taken Report (ATR) of the previous meeting, highlighting improvements in grievance redressal, student support services, counselling, and institutional transparency.

Agenda

1. Confirmation of the Minutes of the Fifth Meeting.
2. Review of the Action Taken Report (ATR).
3. Review of Laboratory Safety Audit reports.
4. Evaluation of Fire Safety systems and Mock Fire Drill preparedness.
5. Review of Electrical Safety, Chemical Safety, and Biomedical Waste Management practices.
6. Discussion on Risk Assessment and Hazard Identification across the campus.
7. Review of Disaster Management and Emergency Response Plans.
8. Evaluation of Occupational Health and Safety (OHS) initiatives and safety awareness programmes.

9. Alignment with **NAAC**, **NIRF**, **IQAC**, Green Audit, and **QS World University Rankings**.
10. Any other matter with the permission of the Chair.

Proceedings of the Meeting

The Chairperson emphasized that maintaining a safe, healthy, and secure campus environment is a fundamental ethical responsibility of the University. The Committee recognized that safety management plays a vital role in protecting students, faculty members, staff, visitors, and institutional infrastructure while supporting compliance with statutory regulations and quality assurance standards.

The Safety Officer presented the Laboratory Safety Audit reports submitted by various Schools and Departments. The Committee reviewed compliance with laboratory safety protocols, availability and maintenance of safety equipment, chemical storage practices, standard operating procedures (SOPs), use of personal protective equipment (PPE), laboratory signage, emergency exits, and first-aid facilities. Members recommended that periodic internal safety audits be conducted to ensure continuous compliance.

The Committee reviewed the status of fire safety systems, including fire extinguishers, smoke detectors, hydrants, emergency alarms, evacuation maps, and emergency assembly points. Members appreciated the successful conduct of mock fire drills during the semester and recommended organizing fire safety awareness programmes for all newly admitted students, faculty members, laboratory personnel, and administrative staff.

The Committee discussed Electrical Safety practices, emphasizing preventive maintenance of electrical installations, regular inspection of laboratory equipment, safe handling of electrical devices, and reporting of potential hazards. Departments were instructed to maintain inspection records and ensure immediate rectification of identified deficiencies.

Biomedical Waste Management, Chemical Waste Disposal, and Hazardous Waste Management practices were reviewed in accordance with applicable statutory guidelines. Members stressed the importance of proper segregation, collection, storage, transportation, treatment, and disposal of biomedical and chemical waste to safeguard public health and the environment.

The Committee also evaluated institutional Disaster Management and Emergency Response Plans covering fire emergencies, chemical spills, electrical accidents, natural disasters, medical emergencies, and evacuation procedures. It was recommended that emergency response teams be constituted in every School and that periodic emergency preparedness drills be conducted.

Occupational Health and Safety (OHS) initiatives, including annual health check-ups, vaccination drives, first-aid training, ergonomics awareness, workplace safety, and mental

health awareness programmes, were reviewed. Members encouraged continuous safety education and capacity-building programmes to strengthen the University's safety culture.

The Chairperson highlighted that comprehensive documentation of safety audits, fire drills, risk assessments, emergency preparedness exercises, waste management records, and safety training programmes would provide valuable evidence during institutional assessments under **NAAC**, **NIRF**, **IQAC**, Green Audit, and **QS World University Rankings**.

Resolutions Passed

The Committee unanimously resolved to:

1. Conduct periodic Laboratory Safety Audits across all Schools and Departments.
2. Organize Mock Fire Drills and emergency evacuation exercises every semester.
3. Strengthen Electrical Safety, Chemical Safety, and Biomedical Waste Management practices.
4. Conduct comprehensive campus-wide Risk Assessment and Hazard Identification programmes.
5. Update Disaster Management and Emergency Response Plans annually.
6. Enhance Occupational Health and Safety (OHS) initiatives through regular training and awareness programmes.
7. Maintain complete documentation of safety inspections, audit reports, fire drills, emergency response activities, and statutory compliance records.
8. Align institutional safety management practices with **NAAC**, **NIRF**, **IQAC**, Green Audit, environmental sustainability initiatives, and **QS World University Rankings**.

Action Points

Sl. No.	**Action Item**	**Responsibility**	**Timeline**
1	Conduct laboratory safety inspections	Safety Officer & Heads of Departments	Quarterly
2	Organize fire safety awareness programmes and mock drills	Safety Committee	Every Semester
3	Review electrical installations and laboratory equipment	Engineering & Maintenance Department	Quarterly

Sl. No.	Action Item	Responsibility	Timeline
4	Monitor biomedical, chemical, and hazardous waste management practices	Laboratory In-charges	Continuous
5	Update Disaster Management and Emergency Response Plan	Safety Officer	January 2025
6	Conduct Occupational Health and Safety training programmes	HR Department & Safety Committee	Every Semester

Expected Outcomes

The Committee expects the following outcomes:

- Improved laboratory safety and statutory compliance across the University.
- Enhanced fire safety preparedness and emergency response capabilities.
- Strengthened risk assessment, hazard identification, and accident prevention measures.
- Effective biomedical waste, chemical waste, and hazardous waste management.
- Increased awareness of Occupational Health and Safety (OHS) among students, faculty, and staff.
- Development of a proactive safety culture through continuous training and preparedness.
- Improved institutional performance under **NAAC**, **NIRF**, **IQAC**, Green Audit, environmental sustainability initiatives, and **QS World University Rankings**.

Conclusion

The Chairperson appreciated the commitment shown by all Schools and Departments in maintaining campus safety and emphasized that safety is a shared responsibility requiring continuous vigilance and improvement. Members agreed to implement the approved resolutions and strengthen institutional preparedness through regular audits, training programmes, and monitoring mechanisms.

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

Prepared by

Member **Secretary**

Reviewed and Approved by

Chairperson

Date: 16 December 2024