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

UNIVERSITY ETHICAL COMMITTEE (NON-RESEARCH)

MINUTES OF THE SIXTH MEETING

Meeting No.: UEC/06/2025-26
Academic Year: 2025–2026

Date

17 December 2025

Time

11.00 A.M.

Venue

Ratan Tata 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 the successful implementation of recommendations related to the Online Grievance Redressal System, student welfare initiatives, stakeholder feedback analysis, counselling services, 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 conducted across all Schools and Departments.
4. Evaluation of Fire Safety Systems and Mock Fire Drill preparedness.
5. Review of Risk Assessment, Hazard Identification, and Disaster Management Plans.
6. Discussion on Occupational Health and Safety (OHS) practices for students, faculty, and staff.
7. Review of Biomedical Waste Management, Chemical Safety, Electrical Safety, and Emergency Preparedness.
8. Strengthening Safety Awareness Training and statutory compliance.

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

Proceedings of the Meeting

The Chairperson emphasized that providing a safe, secure, and healthy learning environment is a fundamental ethical obligation of the University. Members agreed that laboratory safety, occupational health, disaster preparedness, and environmental protection are integral to institutional governance and quality assurance.

The Committee reviewed the **Laboratory Safety Audit** reports submitted by all Schools and Departments. Members examined compliance with laboratory safety protocols, availability of Personal Protective Equipment (PPE), chemical storage practices, calibration and maintenance of laboratory equipment, emergency exits, first-aid facilities, safety signage, and Standard Operating Procedures (SOPs). The Committee appreciated the overall compliance and recommended strengthening periodic internal inspections and preventive maintenance.

The Safety Officer presented the report on **Fire Safety** measures implemented across the campus. Members reviewed the maintenance status of fire extinguishers, hydrant systems, smoke detectors, emergency alarms, evacuation plans, emergency lighting, and assembly points. The Committee appreciated the successful conduct of mock fire drills and recommended organizing mandatory fire safety orientation programmes for newly admitted students, faculty members, laboratory staff, hostel wardens, and administrative personnel.

The Committee reviewed institutional **Risk Assessment** and **Hazard Identification** reports covering laboratories, workshops, classrooms, hostels, libraries, sports facilities, administrative buildings, and common areas. Members emphasized the importance of identifying potential hazards proactively and implementing corrective and preventive measures to minimize safety risks.

The Disaster Management Committee presented the updated **Disaster Management and Emergency Response Plan**, covering fire emergencies, chemical spills, electrical accidents, natural disasters, medical emergencies, infectious disease outbreaks, and evacuation procedures. Members recommended conducting periodic disaster preparedness drills and strengthening coordination with local emergency response agencies.

The Committee discussed **Occupational Health and Safety (OHS)** initiatives, including annual medical check-ups, vaccination programmes, ergonomics awareness, workplace safety, mental health support, stress management programmes, and first-aid training. Members encouraged continuous awareness programmes to promote a culture of safety and wellbeing among students and employees.

The Committee also reviewed **Biomedical Waste Management**, **Chemical Waste Disposal**, **Electrical Safety**, and **Environmental Safety** practices. Members emphasized compliance

with statutory regulations, proper segregation of hazardous waste, safe disposal procedures, periodic inspection of electrical installations, and maintenance of safety records. Departments were advised to update safety manuals and emergency contact information regularly.

The Chairperson highlighted that systematic documentation of safety audits, fire drills, risk assessments, occupational health programmes, waste management records, emergency response exercises, and statutory compliance significantly strengthens institutional quality under **NAAC**, **NIRF**, **IQAC**, Green Audit, Safety Audit, and **QS World University Rankings**. Members unanimously agreed that a strong safety culture contributes to institutional excellence, stakeholder confidence, and sustainable campus development.

Resolutions Passed

The Committee unanimously resolved to:

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

Action Points

Sl. No.	**Action Item**	**Responsibility**	**Timeline**
1	Conduct semester-wise Laboratory Safety Audits	Safety Officer & Heads of Departments	Every Semester
2	Organize Fire Safety Training and Emergency Evacuation Drills	Safety Committee	Every Semester
3	Update Risk Assessment and Hazard	Safety Officer	Quarterly

Sl. No.	Action Item	Responsibility	Timeline
	Identification reports		
4	Review Disaster Management Plan and conduct emergency response drills	Disaster Management Committee	Annual Review
5	Conduct Occupational Health and Safety awareness programmes	HR Department & Health Centre	Every Semester
6	Monitor Biomedical Waste Management, Chemical Safety, and Electrical Safety compliance	Laboratory In-charges & Estate Office	Continuous

Expected Outcomes

The Committee expects the following outcomes:

- Improved laboratory safety and statutory compliance across the University.
- Enhanced preparedness for fire emergencies, disasters, and occupational hazards.
- Strengthened safety culture through continuous awareness and training.
- Effective biomedical waste management, chemical safety, and environmental protection.
- Improved health, wellbeing, and workplace safety for students, faculty, and staff.
- Comprehensive documentation supporting institutional audits, accreditation, and quality assurance.
- Enhanced institutional performance under **NAAC**, **NIRF**, **IQAC**, Green Audit, Safety Audit, and **QS World University Rankings**.

Conclusion

The Chairperson appreciated the active participation and valuable recommendations of all members. It was emphasized that safety is a shared institutional responsibility and that continuous monitoring, awareness, preparedness, and compliance are essential for maintaining a secure and sustainable campus environment. Members unanimously resolved to implement the approved recommendations and strengthen safety governance across all Schools and Departments.

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

Prepared by

Member Secretary

Reviewed and Approved by

Chairperson

Date: 17 December 2025