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

UNIVERSITY ETHICAL COMMITTEE (NON-RESEARCH)

MINUTES OF THE SEVENTH MEETING

Meeting No.: UEC/07/2024-25
Academic Year: 2024–2025

Date

20 January 2025

Time

11.00 A.M.

Venue

MGR Block

Chairperson

Member Secretary

Members Present

The Chairperson welcomed all members to the Seventh 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 and informed the Committee that the recommendations regarding laboratory safety, fire safety, disaster preparedness, and occupational health initiatives had been implemented across various Schools and Departments.

Agenda

1. Confirmation of the Minutes of the Sixth Meeting.
2. Review of the Action Taken Report (ATR).
3. Review of the implementation of the University's Code of Ethics and Code of Conduct.
4. Discussion on Academic Ethics and Professional Conduct among faculty, students, and staff.
5. Review of Academic Integrity in teaching-learning, assessment, and evaluation processes.
6. Evaluation of Examination Ethics and measures to prevent malpractice.

7. Review of Anti-Plagiarism Policy, plagiarism detection practices, and responsible academic writing.
8. Promotion of ethical use of Artificial Intelligence (AI) and digital technologies in education.
9. Alignment of institutional ethical practices with **NAAC**, **NIRF**, **IQAC**, Outcome-Based Education (OBE), and **QS World University Rankings**.
10. Any other matter with the permission of the Chair.

Proceedings of the Meeting

The Chairperson emphasized that academic ethics and integrity form the foundation of quality higher education and are essential for maintaining the University's academic reputation and public trust. Members unanimously agreed that ethical behaviour should be reflected in every aspect of teaching, learning, examinations, evaluation, and institutional governance.

The Committee reviewed the implementation of the University's Code of Ethics and Code of Conduct across all Schools and Departments. Reports submitted by Heads of Schools indicated that orientation programmes had been conducted for faculty members, students, research scholars, and non-teaching staff regarding professional behaviour, institutional values, ethical responsibilities, and discipline.

The Committee discussed the importance of Academic Integrity in curriculum delivery, classroom teaching, assignment evaluation, project supervision, dissertation guidance, and academic assessment. Members emphasized that faculty members should encourage originality, critical thinking, and responsible scholarship while discouraging unfair academic practices.

The Controller of Examinations presented measures adopted to strengthen Examination Ethics, including secure question paper handling, confidentiality, transparent evaluation procedures, invigilation guidelines, and strict action against examination malpractice. Members appreciated the existing examination procedures and recommended continuous sensitization of students regarding examination rules and ethical conduct.

The Committee reviewed the University's Anti-Plagiarism Policy and the use of plagiarism detection software for dissertations, project reports, seminar reports. Members recommended organizing workshops on academic writing, citation styles, referencing techniques, intellectual property rights, and publication ethics to improve awareness among students and faculty members.

The ethical use of Artificial Intelligence (AI) in education was also discussed. Members recognized the benefits of AI-enabled learning tools while emphasizing that AI should complement learning rather than replace independent thinking, originality, and academic

honesty. It was resolved that guidelines should be developed for the responsible use of AI in assignments, assessments, and academic documentation.

The Committee further reviewed institutional initiatives supporting academic quality under **NAAC**, **NIRF**, **IQAC**, Outcome-Based Education (OBE), and **QS World University Rankings**. Members agreed that maintaining high standards of academic integrity and professional conduct would significantly contribute to institutional credibility, global recognition, and stakeholder confidence.

Resolutions Passed

The Committee unanimously resolved to:

1. Strengthen the implementation of the University's Code of Ethics and Code of Conduct across all academic and administrative units.
2. Organize regular awareness programmes on Academic Ethics, Professional Conduct, and Academic Integrity.
3. Reinforce Examination Ethics through strict adherence to examination rules, confidentiality, and transparent evaluation practices.
4. Promote the effective implementation of the Anti-Plagiarism Policy for all academic submissions and publications.
5. Conduct workshops on academic writing, intellectual property rights, citation practices, and publication ethics.
6. Develop institutional guidelines for the ethical use of Artificial Intelligence (AI) in teaching, learning, and assessment.
7. Maintain comprehensive records of ethics awareness programmes, plagiarism reports, examination audits, and compliance measures.
8. Align all ethical governance initiatives with **NAAC**, **NIRF**, **IQAC**, Outcome-Based Education (OBE), and **QS World University Rankings**.

Action Points

Sl. No.	**Action Item**	**Responsibility**	**Timeline**
1	Organize Academic Ethics and Professional Conduct workshops	IQAC & Academic Affairs	February 2025
2	Conduct awareness programmes on Examination Ethics	Controller of Examinations	Every Semester

Sl. No.	Action Item	Responsibility	Timeline
3	Strengthen Anti-Plagiarism screening for academic submissions	Library	Continuous
4	Develop AI Ethics Guidelines for academic use	University Ethical Committee & IQAC	March 2025
5	Conduct faculty and student training on Professional ethics	IQAC	Quarterly
6	Submit compliance reports on ethical practices	Heads of Schools	Every Semester

Expected Outcomes

The Committee expects the following outcomes:

- Strengthened culture of Academic Integrity and Professional Ethics across the University.
- Improved awareness regarding ethical academic practices among students, faculty members, and staff.
- Transparent and fair examination and evaluation processes.
- Effective implementation of Anti-Plagiarism measures and responsible academic writing.
- Ethical adoption and responsible use of Artificial Intelligence in academic activities.
- Enhanced institutional reputation through adherence to national and international academic standards.
- Improved institutional performance supporting **NAAC**, **NIRF**, **IQAC**, Outcome-Based Education (OBE), and **QS World University Rankings**.

Conclusion

The Chairperson appreciated the active participation and valuable suggestions of all members. It was emphasized that ethical conduct, academic integrity, and professional responsibility are the cornerstones of institutional excellence. The Committee resolved to continuously strengthen awareness, monitoring, and compliance mechanisms to uphold the highest standards of ethics and academic quality across the University.

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

Prepared by

Member Secretary

Reviewed and Approved by

Chairperson

Date: 20 January 2025