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

UNIVERSITY ETHICAL COMMITTEE (NON-RESEARCH)

MINUTES OF THE FIRST MEETING

Meeting No.: UEC/01/2024-25 **Academic Year:** 2024–2025

Date:15 July 2024 **Time:**11.00 A.M.

Venue: MGR Block

1. **Chairperson**
2. **Member Secretary**
3. **Members Present**

The Chairperson welcomed all members to the first meeting of the University Ethical Committee (Non-Research) for the Academic Year 2024–2025. The members introduced themselves, and the quorum being present, the meeting commenced.

Agenda

1. Constitution of the University Ethical Committee (Non-Research).
2. Confirmation of committee composition and member responsibilities.
3. Adoption of the University Code of Ethics.
4. Approval of the Annual Action Plan for Academic Year 2024–2025.
5. Orientation on the role and functions of the Committee.
6. Discussion on institutional ethical governance.
7. Integration of committee activities with NAAC, NIRF, QS World University Rankings and IQAC.
8. Any other matter with the permission of the Chair.

Proceedings of the Meeting

The Chairperson welcomed the members and emphasized the importance of establishing a strong ethical culture across the University. It was highlighted that ethical governance is an essential component of academic excellence, institutional transparency, accountability, and stakeholder confidence.

The Member Secretary presented the University Order constituting the University Ethical Committee (Non-Research). The committee composition, roles, and responsibilities of members were explained in detail. Members agreed to actively contribute to institutional ethical governance and continuous quality improvement.

The Committee reviewed the proposed **University Code of Ethics**, covering professional ethics, academic integrity, transparency, accountability, equality, inclusiveness, environmental responsibility, digital ethics, student welfare, and institutional social responsibility. Members unanimously endorsed the Code of Ethics for implementation across all Schools, Departments, Centres, and Administrative Units.

The Annual Action Plan for Academic Year 2024–2025 was presented. The Committee discussed the proposed monthly themes, including Faculty Development Programmes (FDP), Faculty Improvement Programmes (FIP), student upskilling, class committee meetings, mentoring, grievance redressal, laboratory safety, professional ethics, gender sensitization, digital ethics, Green Campus initiatives, community engagement, institutional quality enhancement, and annual review. The members approved the plan with recommendations for periodic monitoring and documentation.

The Committee discussed the importance of conducting monthly meetings with proper documentation, maintaining attendance records, agendas, minutes, Action Taken Reports (ATR), and supporting evidence for quality assurance and statutory inspections.

Members emphasized that all Schools and Departments should actively participate in ethical awareness programmes, faculty orientation sessions, student sensitization activities, and institutional best practices. It was recommended that ethical principles be integrated into academic, administrative, extension, and student support activities.

The Committee also deliberated on aligning its activities with the University's strategic goals and national and international quality frameworks, including **NAAC**, **NIRF**, **IQAC**, Outcome-Based Education (OBE), and **QS World University Rankings**. Members agreed that ethical governance contributes significantly to institutional quality, stakeholder satisfaction, graduate outcomes, and global recognition.

The Chairperson advised that every meeting should conclude with clearly defined action points, responsibilities, timelines, and measurable outcomes to ensure effective implementation.

Resolutions Passed

After detailed deliberations, the Committee unanimously resolved to:

1. Approve the constitution of the University Ethical Committee (Non-Research).
2. Adopt the University Code of Ethics for implementation across the University.
3. Approve the Annual Action Plan for Academic Year 2024–2025.
4. Conduct one committee meeting every month as per the approved schedule.
5. Organize awareness programmes on ethics, professional conduct, and institutional values for faculty members, students, and staff.
6. Maintain comprehensive records of committee meetings, circulars, agendas, minutes, attendance, and Action Taken Reports.

7. Integrate committee activities with institutional quality initiatives under **NAAC**, **NIRF**, **IQAC**, and **QS World University Rankings**.
8. Monitor implementation of committee recommendations through periodic review meetings.

Action Points

Sl. No.	**Action Item**	**Responsibility**	**Timeline**
1	Communicate committee constitution to all Schools and Departments	Member Secretary	Within one week
2	Circulate the University Code of Ethics	Member Secretary	July 2024
3	Implement the Annual Action Plan	All Committee Members	Throughout the Academic Year
4	Organize ethics orientation programmes	Heads of Schools/Departments	July–August 2024
5	Develop monitoring and reporting formats	IQAC & Member Secretary	July 2024
6	Maintain committee records and documentation	Member Secretary	Continuous

Expected Outcomes

The Committee expects the following outcomes:

- Effective functioning of the University Ethical Committee (Non-Research).
- Uniform implementation of ethical standards across the University.
- Increased awareness of professional ethics among students, faculty, and staff.
- Strengthened institutional governance, accountability, and transparency.
- Improved documentation supporting statutory compliance and quality assurance.
- Enhanced contribution towards **NAAC**, **NIRF**, **IQAC**, **QS World University Rankings**, and continuous institutional improvement.
- Development of a strong ethical culture promoting academic excellence, integrity, inclusiveness, and social responsibility.

Conclusion

The Chairperson appreciated the valuable suggestions offered by all members and emphasized the need for collective responsibility in implementing the approved action plan. Members reaffirmed their commitment to promoting ethical governance and continuous quality enhancement throughout 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: 15 July 2024