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

UNIVERSITY ETHICAL COMMITTEE (NON-RESEARCH)

MINUTES OF THE FIRST MEETING

Meeting No.: UEC/01/2025-26
Academic Year: 2025–2026

Date

16 July 2025

Time

11.00 A.M.

Venue

Ratan Tata Block

Chairperson

Member Secretary

Members Present

The Chairperson welcomed all members to the First Meeting of the University Ethical Committee (Non-Research) for the Academic Year **2025–2026**. The quorum being present, the meeting commenced. The Member Secretary presented the Annual Report and Action Taken Report (ATR) for the Academic Year **2024–2025**, summarizing the activities completed by the Committee and the progress achieved in implementing its recommendations.

The Chairperson appreciated the efforts of all members in successfully conducting twelve meetings during the previous academic year and emphasized the need to further strengthen ethical governance, quality assurance, institutional transparency, and continuous improvement during the current academic year.

Agenda

1. Confirmation of the Minutes of the Twelfth Meeting (June 2025).
2. Review of the Annual Report and Action Taken Report (ATR) for Academic Year 2024–2025.
3. Review of achievements and best practices implemented during the previous academic year.
4. Approval of the Annual Ethics Action Plan for Academic Year 2025–2026.

5. Review of Committee responsibilities and operational framework.
6. Strategic planning for institutional ethical governance and quality enhancement.
7. Integration of Committee activities with **IQAC**, **NAAC**, **NIRF**, **QS World University Rankings**, Outcome-Based Education (OBE), and Sustainable Development Goals (SDGs).
8. Identification of institutional priorities for Academic Year 2025–2026.
9. Any other matter with the permission of the Chair.

Proceedings of the Meeting

The Chairperson reviewed the overall performance of the University Ethical Committee during the Academic Year **2024–2025** and congratulated the members for successfully implementing the approved Annual Action Plan. Members acknowledged that all scheduled meetings had been conducted regularly and that the Committee had contributed significantly to strengthening ethical governance, institutional quality, student welfare, faculty development, safety management, digital governance, environmental sustainability, and community engagement.

The Member Secretary presented the **Annual Action Taken Report (ATR)** highlighting the implementation status of resolutions passed during the previous academic year. The Committee observed that most action points had been successfully completed through coordinated efforts of Schools, Departments, IQAC, Student Affairs, Examination Cell, Placement Cell, Safety Committee, NSS Unit, and various statutory committees.

The Committee reviewed institutional best practices implemented during the previous academic year, including structured Faculty Development Programmes (FDPs), student upskilling initiatives, mentoring system improvements, online grievance monitoring, safety audits, Green Campus initiatives, ethical awareness programmes, digital governance, counselling services, and community outreach activities. Members appreciated the systematic documentation maintained to support institutional audits and accreditation.

The **Annual Ethics Action Plan for Academic Year 2025–2026** was presented for discussion. Members reviewed the proposed monthly themes, objectives, implementation strategies, monitoring mechanisms, documentation requirements, and expected outcomes. The Committee unanimously approved the action plan with emphasis on continuous monitoring, measurable outcomes, and evidence-based reporting.

The Chairperson reviewed the responsibilities of Committee members and reiterated their role in promoting ethical values, transparency, accountability, fairness, inclusiveness, and compliance across all academic and administrative units. Members agreed to strengthen collaboration with IQAC and other institutional committees to ensure effective implementation of ethical policies.

The Committee discussed the University's strategic priorities for the Academic Year **2025–2026**, including faculty capacity building, student employability, digital transformation, Artificial Intelligence governance, sustainability, stakeholder engagement, innovation, international collaborations, alumni engagement, and institutional branding.

The Committee also reviewed institutional preparedness for **NAAC Accreditation**, **NIRF Ranking**, and **QS World University Rankings**. Members emphasized the importance of improving academic reputation, employer reputation, faculty qualifications, internationalization, graduate employability, sustainability initiatives, stakeholder satisfaction, and documentation quality. Departments were advised to align their annual plans with institutional strategic objectives and quality benchmarks.

Members unanimously agreed that ethical governance should continue to serve as the foundation for institutional excellence, continuous improvement, and global competitiveness.

Resolutions Passed

The Committee unanimously resolved to:

1. Approve the Annual Action Taken Report for Academic Year **2024–2025**.
2. Approve the Annual Ethics Action Plan for Academic Year **2025–2026**.
3. Continue conducting monthly University Ethical Committee meetings as per the approved schedule.
4. Strengthen ethical governance, institutional transparency, accountability, and quality assurance across all Schools and Departments.
5. Promote collaboration among IQAC, statutory committees, academic departments, and administrative units for effective implementation of ethical initiatives.
6. Strengthen institutional documentation, monitoring systems, and evidence management for accreditation and ranking purposes.
7. Focus on strategic institutional priorities including faculty excellence, student success, digital governance, sustainability, innovation and stakeholder engagement.
8. Align all Committee activities with **IQAC**, **NAAC**, **NIRF**, **QS World University Rankings**, Outcome-Based Education (OBE), and Sustainable Development Goals (SDGs).

Action Points

Sl. No.	Action Item	Responsibility	Timeline
1	Implement the approved Annual Ethics Action Plan	All Schools & Departments	July 2025 onwards
2	Circulate Committee responsibilities and annual schedule	Member Secretary	July 2025
3	Integrate ethical governance indicators into departmental plans	Heads of Schools & IQAC	August 2025
4	Review institutional quality indicators quarterly	IQAC	Quarterly
5	Maintain comprehensive committee documentation and compliance records	Member Secretary	Continuous
6	Submit quarterly progress reports to the University Ethical Committee	All Departments	Quarterly

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Expected Outcomes

The Committee expects the following outcomes:

- Successful implementation of the Annual Ethics Action Plan for Academic Year **2025–2026**.
- Strengthened institutional governance, transparency, accountability, and ethical culture.
- Improved coordination among academic, administrative, and quality assurance units.
- Enhanced documentation supporting institutional accreditation, ranking, and statutory compliance.
- Improved faculty development, student success, innovation, sustainability, and stakeholder satisfaction.
- Greater institutional preparedness for **NAAC Accreditation**, **NIRF Ranking**, **QS World University Rankings**, and other quality assessment frameworks.
- Continuous quality enhancement through strategic planning, monitoring, and evidence-based decision-making.

Conclusion

The Chairperson thanked all members for their valuable contributions and encouraged every department to actively participate in implementing the approved Annual Ethics Action Plan. Members reaffirmed their commitment to strengthening ethical governance, institutional quality, and continuous improvement throughout the Academic Year **2025–2026**.

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

Prepared by

Member Secretary

Reviewed and Approved by

Chairperson

Date: 16 July 2025