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

UNIVERSITY ETHICAL COMMITTEE (NON-RESEARCH)

MINUTES OF THE TWELFTH MEETING

Meeting No.: UEC/12/2024-25
Academic Year: 2024–2025

Date

18 June 2025

Time

11.00 A.M.

Venue

Ratan Tata Block

Chairperson

Member Secretary

Members Present

The Chairperson welcomed all members to the Twelfth and Final Meeting of the University Ethical Committee (Non-Research) for the Academic Year 2024–2025. The quorum being present, the meeting commenced. The Member Secretary presented the Action Taken Report (ATR) of the previous meeting, confirming that the recommendations relating to Community Engagement, NSS activities, Alumni Engagement, Industry Collaboration, and Institutional Social Responsibility (ISR) had been implemented successfully.

The Chairperson appreciated the commitment and active participation of all Committee members throughout the academic year and acknowledged their contribution towards strengthening ethical governance, institutional quality, and stakeholder engagement.

Agenda

1. Confirmation of the Minutes of the Eleventh Meeting.
2. Review of the Action Taken Report (ATR).
3. Presentation of the Annual Performance Report of the University Ethical Committee (Non-Research) for Academic Year 2024–2025.
4. Review of Committee activities conducted during the academic year.
5. Evaluation of institutional ethical governance and compliance.

6. Review of Quality Enhancement Initiatives under IQAC.
7. Review of institutional preparedness for **NAAC Accreditation**, **NIRF Ranking**, and **QS World University Rankings**.
8. Review of documentation, evidence, and best practices.
9. Preparation of Annual Action Plan for Academic Year 2025–2026.
10. Any other matter with the permission of the Chair.

Proceedings of the Meeting

The Chairperson reviewed the activities undertaken by the University Ethical Committee (Non-Research) during the Academic Year 2024–2025. Members appreciated that all twelve monthly meetings were conducted as scheduled and that the Committee had successfully addressed major institutional priorities relating to faculty development, student upskilling, mentoring, grievance redressal, safety management, academic ethics, gender equality, digital governance, environmental sustainability, and community engagement.

The Member Secretary presented the **Annual Performance Report**, highlighting the implementation status of resolutions passed during each meeting. The Committee observed that the majority of recommendations had been implemented effectively by Schools, Departments, IQAC, Administrative Units, and various institutional committees. Members appreciated the systematic documentation maintained in the form of circulars, agendas, attendance registers, minutes, Action Taken Reports (ATR), photographs, reports, and supporting evidence.

The Committee reviewed institutional compliance with the University's Code of Ethics, Code of Conduct, statutory regulations, and quality assurance practices. Members noted significant improvements in ethical governance, transparency, accountability, student welfare, faculty development, safety management, grievance handling, environmental responsibility, and stakeholder participation.

The IQAC Coordinator presented a report on quality enhancement initiatives undertaken during the year. Discussions focused on curriculum enrichment, Outcome-Based Education (OBE), faculty capacity building, student support services, digital transformation, academic audits, feedback mechanisms, best practices, institutional innovations, and continuous quality improvement. Members recommended strengthening interdisciplinary learning, international collaborations, innovation ecosystems, and evidence-based decision-making.

The Committee extensively reviewed the University's preparedness for **NAAC Accreditation**, **NIRF Ranking**, and **QS World University Rankings**. Members emphasized improving key performance indicators such as academic reputation, employer reputation, faculty qualifications, citations, patents, funded projects, international collaborations, graduate employability, student satisfaction, outreach activities, sustainability initiatives, and

institutional visibility. The importance of maintaining accurate data, timely reporting, and robust documentation was also highlighted.

The Committee reviewed departmental documentation relating to Faculty Development Programmes (FDPs), Faculty Improvement Programmes (FIPs), student skill development, mentoring records, class committee meetings, grievance redressal, safety audits, environmental initiatives, outreach activities, alumni engagement, and quality assurance practices. Members recommended that all departments continue maintaining evidence-based documentation to support accreditation, ranking, and institutional audits.

Based on the experiences gained during the year, the Committee prepared the **Annual Action Plan for Academic Year 2025–2026**. The plan included strengthening faculty excellence, student employability, digital governance, AI ethics, institutional sustainability, stakeholder engagement, community outreach, academic quality, innovation, and global ranking performance.

Members unanimously agreed that ethical governance should remain an integral component of institutional planning and continuous improvement, ensuring that all academic and administrative processes are guided by integrity, transparency, accountability, inclusiveness, and social responsibility.

Resolutions Passed

The Committee unanimously resolved to:

1. Approve the **Annual Performance Report** of the University Ethical Committee (Non-Research) for Academic Year 2024–2025.
2. Approve the **Action Taken Report (ATR)** on all resolutions implemented during the academic year.
3. Strengthen institutional ethical governance through continuous monitoring and quality improvement.
4. Continue integrating ethical practices into academic, administrative, student support, and extension activities.
5. Enhance documentation and evidence management for institutional audits, accreditation, and statutory compliance.
6. Strengthen institutional preparedness for **NAAC Accreditation**, **NIRF Ranking**, **QS World University Rankings**, and other national and international quality frameworks.
7. Approve the **Annual Action Plan for Academic Year 2025–2026** with emphasis on faculty excellence, student success, innovation, sustainability, digital governance, and stakeholder engagement.

8. Direct all Schools and Departments to submit periodic compliance reports to IQAC and the University Ethical Committee for continuous monitoring.

Action Points

Sl. No.	Action Item	Responsibility	Timeline
1	Implement the approved Annual Action Plan for 2025–2026	All Schools & Departments	July 2025
2	Strengthen documentation for NAAC, NIRF, QS, and IQAC	IQAC & Heads of Schools	Continuous
3	Conduct periodic internal reviews of committee recommendations	University Ethical Committee	Quarterly
4	Innovation, and international collaboration indicators	International Relations Office	Throughout the Academic Year
5	Monitor institutional quality indicators and compliance	IQAC	Every Semester
6	Submit annual compliance and quality enhancement reports	Member Secretary	June 2026

Expected Outcomes

The Committee expects the following outcomes:

- Successful implementation of the Annual Action Plan for Academic Year 2025–2026.
- Strengthened institutional governance, ethical practices, and stakeholder confidence.
- Improved quality assurance through systematic monitoring and documentation.
- Enhanced institutional performance in **NAAC Accreditation**, **NIRF Ranking**, **QS World University Rankings**, and IQAC quality initiatives.
- Increased faculty excellence, student success, innovation, employability, and community engagement.
- Continuous institutional improvement through evidence-based planning, monitoring, and evaluation.

- Establishment of a sustainable culture of ethics, accountability, transparency, quality, and academic excellence across the University.

Conclusion

The Chairperson congratulated all members for successfully completing the Committee's activities for the Academic Year 2024–2025. The Committee expressed satisfaction with the progress achieved and reaffirmed its commitment to promoting ethical governance, institutional excellence, quality enhancement, and continuous improvement.

Members agreed that the recommendations approved during the meeting would form the foundation for the University's ethical governance framework and strategic initiatives during 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: 18 June 2025