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

UNIVERSITY ETHICAL COMMITTEE (NON-RESEARCH)

MINUTES OF THE FOURTH MEETING

Meeting No.: UEC/04/2025-26
Academic Year: 2025–2026

Date

15 October 2025

Time

11.00 A.M.

Venue

Board Room, Administrative Block

Chairperson

Member Secretary

Members Present

The Chairperson welcomed all members to the Fourth 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 departments had initiated several employability enhancement activities, strengthened industry collaborations, expanded internship opportunities, and conducted entrepreneurship and placement training programmes.

Agenda

1. Confirmation of the Minutes of the Third Meeting.
2. Review of the Action Taken Report (ATR).
3. Review of Class Committee Meetings conducted during the semester.
4. Evaluation of Student Progress Monitoring and Academic Performance.
5. Review of the Mentor–Mentee System and Student Guidance Mechanism.
6. Discussion on Academic Support Services for slow learners and advanced learners.
7. Review of Student Feedback Analysis and Corrective Measures.
8. Strategies to improve student success, academic engagement, retention, and progression.

9. Alignment with **NAAC**, **NIRF**, **IQAC**, Outcome-Based Education (OBE), National Education Policy (NEP 2020), and **QS World University Rankings**.
10. Any other matter with the permission of the Chair.

Proceedings of the Meeting

The Chairperson emphasized that continuous academic monitoring and student support are essential for maintaining educational quality and promoting student success. Members agreed that regular Class Committee Meetings, mentoring, timely academic interventions, and student feedback mechanisms contribute significantly to improving learning outcomes and institutional effectiveness.

The Committee reviewed the reports submitted by various Schools regarding the conduct of Class Committee Meetings. Members observed that meetings had been conducted as per the academic calendar with active participation from faculty members, student representatives, and Heads of Departments. Key issues discussed included syllabus completion, teaching methodologies, laboratory facilities, internal assessments, attendance, timetable management, classroom infrastructure, learning resources, and student welfare.

The Committee reviewed the academic performance of students based on Continuous Internal Assessment (CIA), attendance records, semester examination results, and classroom participation. Members appreciated departments that had demonstrated improved academic performance through continuous monitoring and timely academic counselling. It was recommended that departments develop individualized academic support plans for students requiring additional assistance.

The Mentor–Mentee System was reviewed in detail. Reports indicated that mentors had conducted regular meetings with students to discuss academic progress, attendance, behavioural concerns, career planning, personal wellbeing, financial issues, and professional development. The Committee appreciated the effective implementation of the mentoring system and recommended maintaining updated mentoring records, parent interactions, counselling reports, and follow-up action plans.

Special attention was given to the identification of slow learners and advanced learners. Members recommended organizing remedial coaching classes, bridge courses, tutorial sessions, peer-assisted learning, and academic counselling for slow learners, while providing advanced learners with opportunities for innovation activities, competitive examinations, internships, certifications, and higher education guidance.

The Committee reviewed student feedback collected on curriculum delivery, teaching effectiveness, laboratory facilities, learning resources, mentoring, infrastructure, and student support services. Members emphasized that feedback analysis should be systematic, transparent, and action-oriented. Heads of Departments were instructed to implement corrective actions wherever required and submit Action Taken Reports to IQAC.

The Committee also discussed student retention, progression, graduation rates, placement performance, and higher education admissions as important institutional performance indicators. Members recommended strengthening academic counselling, career guidance, psychological support, mentoring, and student engagement activities to improve overall student success.

The Chairperson highlighted that effective academic monitoring, mentoring, student support services, and documentation of Class Committee Meetings are key quality indicators under **NAAC**, **NIRF**, **IQAC**, Outcome-Based Education (OBE), National Education Policy (NEP 2020), and **QS World University Rankings**. Members emphasized maintaining comprehensive records of committee meetings, mentoring activities, feedback analysis, remedial measures, and student progression for accreditation and ranking purposes.

Resolutions Passed

The Committee unanimously resolved to:

1. Strengthen the conduct of Class Committee Meetings in all Schools and Departments.
2. Enhance Student Progress Monitoring through regular academic review and counselling.
3. Continue effective implementation of the Mentor–Mentee System with proper documentation and follow-up.
4. Strengthen academic support mechanisms for slow learners and provide enrichment opportunities for advanced learners.
5. Ensure systematic collection, analysis, and implementation of student feedback.
6. Improve student retention, progression, employability, and academic success through coordinated institutional support.
7. Maintain comprehensive documentation of mentoring, class committee meetings, feedback analysis, and academic interventions.
8. Align all student support and academic monitoring initiatives with **NAAC**, **NIRF**, **IQAC**, Outcome-Based Education (OBE), National Education Policy (NEP 2020), and **QS World University Rankings**.

Action Points

Sl. No.	Action Item	Responsibility	Timeline
1	Conduct Class Committee Meetings as per the academic calendar	Heads of Departments	Every Semester
2	Monitor student attendance, CIA performance, and academic progression	Faculty Members & Mentors	Monthly
3	Organize remedial coaching and enrichment programmes	Academic Departments	Continuous
4	Maintain updated Mentor–Mentee records and parent interaction reports	Faculty Mentors	Continuous
5	Analyze student feedback and submit Action Taken Reports	IQAC & Heads of Departments	Every Semester
6	Submit consolidated reports on student progression and academic support initiatives	Member Secretary	Quarterly

Expected Outcomes

The Committee expects the following outcomes:

- Improved student academic performance, retention, and progression.
- Strengthened Mentor–Mentee relationships and personalized student guidance.
- Effective implementation of Class Committee recommendations across all departments.
- Enhanced support for slow learners and advanced learners through structured interventions.
- Improved teaching-learning processes based on systematic student feedback.
- Increased student satisfaction, academic engagement, and successful programme completion.
- Enhanced institutional quality under **NAAC**, **NIRF**, **IQAC**, Outcome-Based Education (OBE), National Education Policy (NEP 2020), and **QS World University Rankings**.

Conclusion

The Chairperson appreciated the active participation and valuable recommendations made by all members. The Committee reaffirmed that student-centric academic monitoring, mentoring, and continuous quality improvement are essential for institutional excellence. Members resolved to strengthen academic support systems, monitor student progress systematically, and implement evidence-based improvements to ensure holistic student development and academic success.

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

Prepared by

Member Secretary

Reviewed and Approved by

Chairperson

Date: 15 October 2025