Composition, Roles and Responsibilities of the University Ethical Committee (Non-Research)

Composition of the Committee

The University Ethical Committee (Non-Research) is constituted by the Competent Authority of the University to promote ethical governance, integrity, transparency, accountability, fairness, and compliance in all non-research academic, administrative, and institutional activities. The Committee comprises senior academic administrators, faculty representatives, administrative officers, and external experts possessing multidisciplinary expertise to ensure objective, transparent, and balanced decision-making.

The composition of the Committee is as follows:

Position	**Designation**
Patron	Vice-Chancellor (FAC)
Chairperson	Registrar
Member Secretary	Professor, Department of Management Studies
Nodal Officer	Controller of Examinations
Member	Dean, School of Legal Studies
Member	Finance Officer
Member	Director, School of Life Sciences
Member	Associate Professor & Head, School of Engineering
Member	Assistant Professor, School of Pharmaceutical Sciences
External Expert	Founder, Nobel Trust
External Expert	Founder, Victoria Dental Care

The Chairperson may invite subject experts, Heads of Departments, legal professionals, industry experts, or other specialists as special invitees whenever required to provide technical guidance on agenda-specific matters.

Roles and Responsibilities of Committee Members

1. Patron (Vice-Chancellor)

The Patron shall:

- Provide overall guidance and strategic direction to the Committee.
- Ensure that ethical governance remains an integral component of institutional administration.
- Approve major policy recommendations whenever required.
- Encourage implementation of ethical standards throughout the University.
- Support quality enhancement initiatives aligned with institutional objectives.

2. Chairperson (Registrar)

The Chairperson shall:

- Preside over all meetings of the University Ethical Committee.
- Approve the meeting agenda and review policy matters.
- Ensure impartial, transparent, and evidence-based decision-making.
- Facilitate effective implementation of Committee resolutions.
- Monitor institutional compliance with ethical policies and statutory requirements.
- Promote ethical culture across academic and administrative units.
- Review Action Taken Reports (ATR) and monitor implementation.

3. Member Secretary

The Member Secretary shall:

- Coordinate all activities of the Committee.
- Issue meeting notices, agendas, and circulars.
- Organize Committee meetings and maintain quorum.
- Record Minutes of Meetings accurately.
- Maintain all Committee records and official documentation.

- Prepare Action Taken Reports (ATR).
- Coordinate follow-up activities with various departments.
- Prepare annual reports and documentation required for statutory bodies.
- Act as the primary liaison between the Committee and University administration.

4. Nodal Officer

The Nodal Officer shall:

- Coordinate implementation of Committee recommendations across departments.
- Facilitate communication between academic and administrative units.
- Monitor compliance with approved ethical guidelines.
- Review institutional processes requiring ethical oversight.
- Submit periodic compliance reports to the Committee.
- Assist during audits, inspections, and quality assurance activities.

5. Internal Committee Members

The Internal Members shall:

- Participate actively in Committee deliberations.
- Review agenda items objectively and independently.
- Recommend policy improvements and corrective measures.
- Promote ethical practices within their Schools and Departments.
- Monitor implementation of Committee decisions.
- Participate in inspections, audits, awareness programmes, and institutional reviews.
- Support ethical governance related to academics, administration, student welfare, safety, and quality assurance.
- Maintain confidentiality regarding sensitive matters discussed during meetings.

6. External Experts

The External Experts shall:

- Provide independent and unbiased professional opinions.

- Advise the Committee on ethical issues based on professional experience.
- Assist in reviewing institutional policies and best practices.
- Recommend improvements aligned with national and international standards.
- Support transparency and fairness during Committee deliberations.
- Participate in policy review and institutional quality enhancement initiatives.

Collective Responsibilities of the Committee

The University Ethical Committee shall collectively:

- Promote ethical governance throughout the University.
- Review institutional policies related to ethics and professional conduct.
- Promote Faculty Development Programmes (FDP) and Faculty Improvement Programmes (FIP).
- Encourage student upskilling, employability, entrepreneurship, and innovation.
- Review Class Committee Meetings and Mentor–Mentee activities.
- Monitor Online Grievance Redressal Systems and student welfare initiatives.
- Review laboratory safety, fire safety, occupational health, and environmental safety practices.
- Promote academic integrity, examination ethics, and anti-plagiarism awareness.
- Strengthen gender equality, equal opportunity, inclusiveness, and human values.
- Review digital ethics, cybersecurity, Artificial Intelligence governance, and data protection practices.
- Promote environmental sustainability, Green Campus initiatives, and resource conservation.
- Encourage community engagement, NSS activities, institutional social responsibility, alumni participation, and industry collaboration.
- Monitor institutional quality initiatives aligned with IQAC.

- Support institutional preparedness for NAAC Accreditation, NIRF Ranking, QS World University Rankings, and other national and international quality frameworks.
- Recommend corrective and preventive actions wherever ethical concerns are identified.
- Ensure that all proceedings are properly documented and implemented through periodic monitoring and Action Taken Reports (ATR).

Ethical Responsibilities of Every Committee Member

Every Committee Member shall:

- Act with honesty, integrity, impartiality, and professionalism.
- Maintain confidentiality of all Committee proceedings.
- Avoid conflicts of interest and disclose any potential conflict before participating in discussions.
- Participate actively in meetings and decision-making.
- Respect institutional policies, statutory regulations, and ethical principles.
- Promote fairness, transparency, accountability, and inclusiveness in all institutional activities.
- Support continuous quality improvement and evidence-based decision-making.
- Uphold the values, vision, and mission of the University while serving on the Committee.