



University Level Ethics Committee

1. Introduction

KIIT Deemed to be University maintains a dedicated Ethics Committee (non-research related), hereafter referred to as the **University Level Ethics Committee**. This committee operates independently from research ethics bodies and focuses on institutional integrity, ethical governance, and grievance redressal.

1.1 Scope

The scope of the ULEC (Non-Research) includes:

- Ethical governance across administrative and operational activities.
- Review of grievances, misconduct complaints, and ethical concerns unrelated to research.
- Providing ethical guidance for institutional programs, policy implementation, and community initiatives.
- Ensuring transparency, fairness, and compliance with university regulations and legal requirements.

1.2 Definitions

For clarity, the following definitions apply:

- **Ethical Concern:** Any issue related to fairness, integrity, misconduct, misuse of authority, discrimination, or procedural irregularity.
- **Non-Research Ethical Review:** Ethical oversight of activities that do not involve human or animal research, including administrative and operational processes.
- **Stakeholder:** Any student, faculty member, staff, administrator, or external individual impacted by university operations.
- **Grievance:** A formally submitted ethical concern or complaint requiring institutional review.

1.3 Committee Mandate

The mandate of the University Level Ethics Committee includes:

- Ensuring adherence to university ethical standards.
- Reviewing and resolving ethical complaints submitted by stakeholders.
- Monitoring compliance with administrative policies and procedures.



- Advising university leadership on ethical risks and corrective measures.
- Recommending updates to institutional policies to strengthen ethical practices.
- Facilitating a safe, confidential, and transparent platform for ethical reporting.

1.4 Composition of the Committee

As per the official notice (31st May 2024), the University Level Ethics Committee has been reconstituted with the following members:

- **Prof. Ashok K. Sahoo**, Director, R&D – Chairman
 - **Prof. Benu Gopal Mohapatra**, Director, Consultancy Services – Member
 - **Prof. Srinivas Patnaik**, Dean, School of Biotechnology – Member
 - **Prof. Prasanta Rath**, Dean, School of Applied Sciences – Member
 - **Prof. Shikta Singh**, Associate Professor, School of Management – Member
 - **Prof. Madhuri Meelee**, Assistant Professor, School of Law – Member
 - **Dr. Alpana Mishra**, Professor, Community Medicine – VC Nominee
 - **Prof. Damodar Jena**, Dean, School of Rural Management – Convener
- KIIT Deemed to be University maintains a dedicated Ethics Committee (non-research related), hereafter referred to as the **University Level Ethics Committee (ULEC–Non-Research)**. This committee functions independently from research-oriented ethical review bodies and focuses on ethical governance, administrative integrity, grievance redressal, and institutional ethical compliance. The committee operates under the directives issued by the Registrar and relevant university authorities.

2. Meeting Structure and Frequency

The ULEC (Non-Research) follows a structured calendar of meetings that ensures consistency and timely decision-making.

2.1 Regular Monthly Meetings

The committee meets **once every month**, ensuring continuous oversight of ethical matters, compliance issues, and grievance review.

2.2 Record of Meetings Held

The committee has met **consistently every month for the past 12 months**, reflecting its active engagement in institutional ethical governance.



2.3 Special Meetings

Additional meetings may be convened when urgent ethical matters arise or when multiple cases require expedited review.

2.4 Example of Recent Meetings

As per the approval communication (Jan 2025), the ULEC held two meetings on:

- **11 December 2024**
- **27 January 2025**

In these meetings, the committee reviewed eight applications and recommended all for approval after detailed deliberations.

The Ethics Committee follows a well-defined and regular meeting schedule. Meetings are conducted once every month to review submitted concerns, evaluate ongoing cases, and discuss institutional ethical standards and improvements.

The ULEC (Non-Research) undertakes several critical functions to uphold ethical standards within the university.

3.1 Oversight of Institutional Ethics

The committee ensures fairness, integrity, transparency, and ethical conduct in all administrative and operational activities.

3.2 Grievance Handling

The committee reviews:

- Ethical misconduct complaints
- Administrative grievance cases
- Workplace behaviour issues
- Policy compliance breaches

3.3 Policy Guidance and Recommendations

The committee recommends new policies or improvements based on observed patterns, recurring ethical issues, or emerging institutional needs.

3.4 Clearance for Non-Research Institutional Activities

The committee provides ethical review or certification for non-research activities when required (e.g., community programs, administrative interventions).

Over the past 12 months, the Ethics Committee has met consistently once a month without



exception. This regularity ensures timely assessment and resolution of ethical issues raised by stakeholders.

4. Procedures

The ULEC (Non-Research) follows a transparent process for reviewing ethical concerns and institutional issues.

4.1 Submission of Complaints or Ethical Concerns

Stakeholders may submit complaints through:

- The online grievance portal
 - Email to the committee convener
 - Written submissions to the Registrar's office
- All submissions must include a clear description of the issue and supporting evidence, where applicable.

4.2 Preliminary Screening

Upon receiving a complaint, the Convener:

- Verifies the completeness of the submission
- Determines whether the matter falls within the committee's scope
- Assigns the issue for review during the next scheduled meeting or calls for a special session if urgent

4.3 Review and Deliberation

During the meeting:

- Members review the case documents
- Stakeholders may be invited for clarification
- The committee evaluates the issue based on ethical standards, institutional policies, and fairness

4.4 Decision-Making

Decisions are made collectively and may include:

- Dismissal of the complaint (if unsubstantiated)
- Recommendations for corrective action
- Referral to appropriate administrative or disciplinary authorities



4.5 Communication of Decisions

All decisions are formally communicated to relevant parties through:

- Email notification
- Official letters issued by the Registrar's office

4.6 Follow-up Actions

The committee may monitor compliance with issued recommendations to ensure corrective measures are implemented.

5. Code of Conduct

Members of the ULEC must adhere to a code to ensure fairness, confidentiality, and integrity.

5.1 Confidentiality

Committee members must maintain the confidentiality of:

- Submitted complaints
- Discussions held during meetings
- Personal information of complainants and respondents

5.2 Impartiality

Members must:

- Avoid conflicts of interest
- Recuse themselves from cases involving personal relationships or professional connections

5.3 Professionalism

All members are expected to:

- Maintain respectful communication
- Uphold the dignity and policies of the university
- Base decisions solely on facts, evidence, and ethical principles

5.4 Integrity

Members must ensure that:

- Decisions are unbiased



- Processes are transparent
- No undue influence affects deliberations

6. Record-Keeping Requirements

Accurate documentation is essential for account# 6.1 Meeting Records

The committee maintains:

- Attendance logs
 - Meeting agendas
 - Detailed minutes of discussions and decisions
- These records are securely archived by the Convener's office.

6.2 Case Files

Each complaint has a dedicated file that includes:

- Submission documents
- Evidence provided
- Notes from deliberations
- Final decision and follow-up actions

6.3 Annual Compilation

All activities are compiled into the **Annual Ethical Governance Report**, which is:

- Submitted to university leadership
- Published on the university website

6.4 Confidential Storage

Records are stored in accordance with:

- University data protection guidelines
- Non-disclosure and confidentiality requirements

7. Monitoring and Review

The University Level Ethics Committee maintains continuous oversight of the institution.

7.1 Continuous Monitoring

The committee tracks ethical compliance through:

- Regular review of submitted cases



- Follow-up evaluations on resolved matters
- Periodic coordination with school heads and administrative units

7.2 Performance Review

Annual assessments evaluate:

- Efficiency of grievance handling processes
- Timeliness of case resolutions
- Effectiveness of policy implementation and committee recommendations

7.3 Policy Enhancement

Based on committee insights and stakeholder feedback, revisions may be proposed to:

- Ethical guidelines
- Submission procedures
- Institutional safeguards and reporting systems

7.4 Reporting to University Leadership

The committee submits monitoring outcomes, improvement suggestions, and strategic recommendations to the Registrar, Vice Chancellor, and other relevant authorities. Transparency is a core principle of the ULEC.

4.1 Annual Report

The committee prepares and publishes an **Annual Ethical Governance Report**, which includes:

- Summary of meetings held
- Types of cases reviewed
- Actions taken and resolutions
- Policy recommendations offered

The annual report is uploaded on the **official university website** for public access.

4.2 Meeting Minutes

All meeting proceedings are systematically documented. Minutes are approved by the Registrar and Vice-Chancellor's Office before archiving.

4.3 Ethical Clearance Certification



Upon approval of the meeting minutes, certificates are issued. For example, the committee has recently recommended eight applications for clearance (as per Jan 2025 communication). An annual report summarizing the committee's activities, meeting highlights, actions taken, and policy recommendations is published on the official university website. The report is accessible to all stakeholders, reflecting the university's commitment to transparency and responsible governance.

5. Public Access and Submission Process

KIIT Deemed to be University ensures that grievance and complaint submission mechanisms are easily accessible.

5.1 Submission Portal

A dedicated web link on the university website provides:

- Step-by-step instructions for submitting ethical concerns
- Contact information of the ULEC Convener
- Downloadable forms and templates

5.2 Transparency Measures

The university ensures:

- Public visibility of submission guidelines
- Confidential handling of complaints
- Assurance of non-retaliation

5.3 Stakeholder Access

Students, faculty, staff, and other stakeholders can submit ethical concerns without administrative barriers.

Information regarding the procedure for submitting claims, complaints, and ethical concerns is publicly available and accessible via a dedicated link on the university website. This ensures that students, staff, faculty, and other stakeholders can easily reach the committee and file concerns in a structured manner.

6. Monitoring and Review

The University Level Ethics Committee maintains continuous oversight of ethical practices across the institution. Monitoring and review activities include:

6.1 Continuous Monitoring

The committee tracks ethical compliance across administrative units through:



- Regular review of submitted cases
- Follow-up evaluations on resolved matters
- Periodic communication with departmental heads

6.2 Performance Review

Annual assessments are conducted to evaluate:

- Efficiency of grievance handling processes
- Timeliness of case resolutions
- Effectiveness of policy implementation

6.3 Policy Revision and Updates

Based on observations and stakeholder feedback, the committee may recommend:

- Updates to ethical guidelines
- Improvements to complaint submission processes
- Strengthening of institutional safeguards

6.4 Reporting to University Leadership

The committee submits its monitored outcomes and recommendations to the Registrar, Vice Chancellor, and other relevant authorities to ensure informed decision-making and continuous ethical improvement throughout the university. The University Level Ethics Committee at KIIT Deemed to be University is committed to promoting an ethical environment characterized by transparency, accountability, and fairness. Through regular meetings, documented procedures, publicly accessible grievance systems, and published reports, the committee ensures that ethical standards are embedded in all non-research institutional operations.

The Ethics Committee at KIIT Deemed to be University remains committed to upholding the highest ethical standards. Through regular meetings, transparent reporting, and accessible grievance mechanisms, the committee ensures fair and accountable practices across the institution.