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ETHICAL CONDUCT

Policy on Ethical Conduct at UPES University

Introduction:

UPES (University of Petroleum and Energy Studies) in India is committed to upholding the highest standards of ethical conduct and integrity in all aspects of its operations. The Policy on Ethical Conduct serves as a guiding framework for students, faculty, staff, administrators, and all members of the university community to adhere to ethical principles and values in their interactions and decision-making processes. This policy reinforces UPES's commitment to promoting honesty, fairness, transparency, and accountability in academic, research, administrative, and professional endeavors.

Policy Statement:

UPES's Policy on Ethical Conduct is grounded in the following core principles:

Integrity and Honesty:

All members of the UPES community are expected to act with integrity, honesty, and transparency in their academic, research, and professional activities.

Upholding academic integrity is paramount, and any form of cheating, plagiarism, falsification, or academic dishonesty is strictly prohibited.

Respect and Fairness:

UPES promotes a culture of mutual respect, dignity, and fairness among all members of the university community, regardless of their backgrounds, identities, or affiliations.

Discrimination, harassment, bullying, or any form of behavior that undermines the dignity or rights of others is not tolerated and will be addressed promptly and effectively.

Compliance with Laws and Regulations:

All members of the UPES community are required to comply with applicable laws, regulations, and university policies governing their conduct and activities.

Any violation of laws or regulations, including but not limited to those related to academic integrity, research ethics, intellectual property, and financial management, will be subject to disciplinary action.

Confidentiality and Privacy:

UPES recognizes the importance of protecting the confidentiality and privacy of sensitive information, including academic records, personal data, and proprietary information.

Members of the UPES community are expected to handle confidential information responsibly and refrain from unauthorized disclosure or misuse.

Conflict of Interest:

UPES is committed to managing conflicts of interest effectively and transparently to ensure the integrity and impartiality of its decision-making processes.

All members of the UPES community are required to disclose any actual or potential conflicts of interest and refrain from engaging in activities that could compromise their objectivity or impartiality.

Implementation:

UPES will implement the Policy on Ethical Conduct through the following actions:

- **Education and Training:** UPES will provide education, training, and resources to help members of the university community understand and uphold ethical standards and values.
- **Awareness and Communication:** UPES will raise awareness about the Policy on Ethical Conduct through communication channels, including the university website, handbooks, orientation sessions, and training programs.
- **Enforcement and Accountability:** UPES will enforce the Policy on Ethical Conduct through appropriate disciplinary mechanisms and procedures, ensuring accountability for violations and promoting a culture of ethical responsibility.
- **Review and Evaluation:** UPES will periodically review and evaluate the effectiveness of the Policy on Ethical Conduct to identify areas for improvement and ensure alignment with evolving ethical standards and best practices.

[UPES Ethical Principles and Values:](#)

Anti-Discrimination committee

https://upeswebsitecdn-prod-hphqfhc0b8h2ffhf.a02.azurefd.net/drupal-data/pdfs/Anti-Discrimination_Committee.pdf

The UPES committee on Anti-discrimination will oversee steps to prevent any kind of discrimination on campus on the basis of gender, race, caste, marital or civil partnership status, sexual orientation, religion or belief, age, or disability.

Anti – Discrimination Cell

**For the Academic Year 1st July, 2023 to June 2025, the
“Anti-Discrimination Cell” for the UPES Dehradun Campus
would have the following members:**

- 1) Mr. Baij Nath, Director-Legal – Chairperson
- 2) Dr. Sanjeev Kumar Dubey – Member – Faculty
- 3) Dr. Gagandeep Kaur – Member – Faculty
- 4) Mr. Bhishek Singh Member – HR
- 5) Mr. Yogya Sharma – B.Tech CSE. (2021) Mob: 6306714648
- 6) Ms. Chitra Sharma – B.Tech CSE (2021) Mob: 8755356478

@ Additional members may be co-opted if required.

The broad illustrative functions of the cell shall be under:

1. The Cell shall try to uphold the dignity of the institution by addressing the concerns (if any) brought into the notice related to discrimination in offering or receiving education inside the campus.
2. The Cell will try to provide due redressal into the allegations of depriving a student or a group of students on the basis of caste, creed, race, religion, language, ethnicity, gender, disability etc. to education of any type of at any end.
3. The Cell shall endeavor to safeguard interest of the students without any prejudice to their caste, creed, religion etc. and also to eliminate discrimination against or harassment of any students in all forms as well as to promote equality among students of all sections of the society in the University.
4. The Cell will endeavor to provide preventive and protective measures to facilitate eradication of discrimination of any form or harassment and punishments for those who indulge in such activities.
5. The students can contact the Cell in the below mentioned address:

Mr. Baij Nath bnath@ddn.upes.ac.in Mobile No. 9411114434

Mr. Bhishek Singh bhishek.singh@ddn.upes.ac.in Mobile No. 999777297.

The email ID of Anti-Discrimination Cell is: antidiscell@upes.ac.in



Dr. Rafin Sharma
Vice Chancellor

UPES POLICY ON PREVENTION OF SEXUAL HARRASSMENT AGAINST WOMEN

<https://upeswebsitescdn-prod-hphqfhc0b8h2ffhf.a02.azurefd.net/drupal-data/pdfs/ICC-2024.pdf>

THE UPES is committed to provide safe working and academic environment to all girl students and its women employees. Salient aspects of the UPES rules and regulations covering prevention and redressal of sexual harassment complaints against women are given in the succeeding paragraphs. UPES provisions have been framed in accordance with the existing law viz– The Sexual Harrassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

OFFICE COMMUNICATION

Ref: UPES/VC/POSH/2024-25
Date: 01/10/2024

Subject: Constitution of Internal Complaints Committee under University Grievs Commission (Prevention, prohibition and redressal of Sexual Harassment of Women employees and students in higher educational institutions) (Regulations, 2015 - UPES, Dehradun Campus).

For the period starting from 01st October 2024 to 30th September 2027, the Internal Complaints Committee as per University Grievs Commission (Prevention, prohibition and redressal of Sexual Harassment of Women employees and students in higher educational institutions) Regulations, 2015 for the UPES Campuses would have the following members:

Composition	Members
Chairperson	Dr. Shikha Dixit, Professor, 9719907101, shikha@upes.ac.in
Faculty Members (required 2 as per guidelines)	Dr. Nilanjana Banerjee, Associate Professor, 9838961656, nbanerjee@upes.ac.in Dr. Nisha Chugh, Associate Professor, 8755278080, ncchugh@upes.ac.in Dr. Shikha Saxena, Associate Professor, 8450496816, shikha.saxena@upes.ac.in
Non-Teaching Members (required 2 as per guidelines)	Dr. Nishant Mishra, Dean-Student Welfare, 9953799731, nishant.mishra@upes.ac.in Mr. Jain Rawal, Senior Director, Legal, 8332909838, jain.rawal@upes.ac.in Mr. Ravi S Kumar, Director, Human Resource, 9888358695, rskumar@upes.ac.in Ms. Soma Kanava, Deputy Chief Proctor, Proctor Office, 8178219199, soma.kanava@upes.ac.in
One NGO Member	Ms. Jyoti Bahuguna, Quadrangle Consulting, Founder and Managing Partner, 9839071537, jyoti@quadrangleconsulting.com

Note: Three students, if the matter involves students, who shall be enrolled at the Undergraduate, Master's and research scholar levels respectively. Nominations of students may be updated on yearly basis.



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Knowledge Store - Ranchi, Jharkhand, India T: +91 0311 8990743/31, 898111791

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ICC (PREVENTION, MONITORING AND GENDER SENSITIZATION)

Objectives

- Prevent discrimination and sexual harassment against women by promoting gender amity among students and employees.
 - ✓ By publicizing the policy through multimedia, posters, notices etc.
 - ✓ To plan and organize training workshops by outside experts for select groups.
 - ✓ To support structured gender sensitization sessions conducted by the UPES counselors for student and faculty/staff.
 - ✓ To organize gender sensitization focus groups among campus hostel students.
- To visit classrooms/ labs/ library/ girls hostels/ campus rounds to randomly ascertain the level of perceptions of safety amongst women. The observations and particulars be recorded.
- To carry out, crisis management and mediation whenever called upon, to do so.

- The committee will monitor adequacy of women safety measures like street lighting, traffic regulation etc. and recommend up gradations on as required basis.
- The committee will have women and student representatives from all the Colleges, who will act as Women Harassment Preventive Cells of respective Colleges.
- The Committee will also maintain coordination with Women Cell of Dehradun Police to uphold the policy on sexual harassment.

Action on receipt of Inputs

- On receipt of any kind of verbal, written or information about grievance or simmering discontent on account of harassment of any women, it will be reported to the Vice Chairperson at the earliest.
- Vice Chairperson will consult Chairperson and Member Secretary and decide if the case be handled as per OGRS or by the Preventive Committee or handed over to Complaint Redressal Committee. Case will then be progressed accordingly.

ICC (COMPLAINT REDRESSAL)

Objectives:

- Prevent discrimination and sexual harassment against women by promoting gender amity among students and employees.
- Deal with cases in a time bound manner as per provisions contained in the Act 2013, referred above.
- It will act to ensure support services to the victim complainant as also cessation of harassment.
- Examine and investigate all complaints of the UPES in accordance with detailed provisions laid down vide the abovementioned law.
- Recommend appropriate punitive action against the guilty party.
- All consultations and proceedings of ICC and identity of the victim will be kept strictly confidential as far as possible. To recommend action against the complainant in case the complaint is found to be false or malicious or evidence tendered is found to be false.

The aforementioned law has conferred the ICC, with the powers of summoning / enforcing attendance of witness, taking their deposition on oath and production of such documents / evidence as may be required.

DEFINITIONS

Sexual harassment means and includes the “unwelcome” sexually determined behavior “whether directly or by implication” and also;

- Demand or request for sexual favors;
 - Sexually colored or double meaning or unsavory remarks;
 - Showing pornography or other offensive or derogatory pictures, cartoons, pamphlets or sayings;
 - Other unwelcome physical, verbal or non verbal conduct of sexual nature.
 - Eve teasing, jokes causing or likely to cause awkwardness or embarrassment, innuendos and taunts;
 - Gender based insults and taunts;
 - Unwelcome sexual overtones in any manner: such as over telephone/ mobile/ social media (Facebook, Twitter, Whats Apps etc (repeated missed calls, obnoxious calls or sms /mms messages/ circulation of pictures / posting of videos. Even keeping of someone else's obscene picture in mobile/ computer / hard copy or any other device is prohibited.
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- Physical contact and advances, touching and brushing and brushing against any part of the body, including forcible physical touch or molestation of any kind;
 - Physical confinement against one's will or any other act likely to violate one's privacy.

(Authority - The Sexual Harrassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and UPES Policy against Sexual Harassment, under the Employee Welfare Scheme Version 1.1)

PROCEDURE FOR APPROACHING THE ICC

Any person feeling aggrieved of such offence by any employee or student of the UPES may complain in writing / by email to Member secretary, Convener or Chairperson. Confidential mail ID for the purpose is as follows;

dsafeedback@gmail.com

Student Grievance Redressal Committee

UPES has a student grievance redressal mechanism in accordance with the UGC (Grievance Redressal) Regulations 2018 and ensures the closure of all the complaints received within the time frame as per the regulations in exercise of the provision under Article 3.3.7(xvi) of the First Statutes of the University "Grievance Redressal Mechanism".

Email ID - grievanceredressal@ddn.upes.ac.in

Portal:

GRIEVANCE PORTAL

Student Name *	<input type="text" value="Enter Your Name"/>
Father's Name *	<input type="text" value="Enter Father Name"/>
Mobile Number *	<input type="text" value="Enter Mobile Number"/>
Email ID *	<input type="text" value="Enter Email Id"/>
Are you a Registered Student? *	<input type="radio"/> Yes <input type="radio"/> No
Subject of Query *	<input type="text" value="Enter Subject of Query"/>
Description of Query *	<input type="text"/>

[Portal](#)

Departmental Student Grievance Redressal Committee (DSGRC)

Whenever, there is a complaint pertaining to the Department, the Dean of the School will constitute the Grievance Redressal Departmental Committee as follow:

- Head of Department – Chair person
- Three Senior Faculty nominated by HoD
- A student representing the Department where the Grievance has occurred to be nominated, based on academic merit

The Departmental Committee will submit its report with recommendation to the Dean within 15 days from the date of receipt of the complaint

Institutional/University Level Student Grievance Redressal Committee (ISGRC)

- ✓ Where a complaint does not relate to any academic Department, School or Centre of a University, as the case may be, the matter shall be referred to this Committee.
- ✓ The quorum for the meetings of the ISGRC, including the Chairperson, but excluding the special invitee, shall be three.
- ✓ This Committee shall send its report with recommendations, if any, to the Vice Chancellor, along with a copy thereof to the aggrieved student, within a period of 15 working days from the date of receipt of the grievance.

Members

- Mr. Manish Madaan, Registrar
- Dr. Nishant Mishra, Dean Student Welfare
- Dr. Gurvinder Singh Virk, Dean SOE
- Dr. Vijay Kumar Singh, Dean

Special Invitees

- Student representative of the School to be nominated by the Vice Chancellor based on academic merit/excellence in Sports/performance in Co-curricular activities
- Representative from Department of Student Engagement & Experience - Convenor

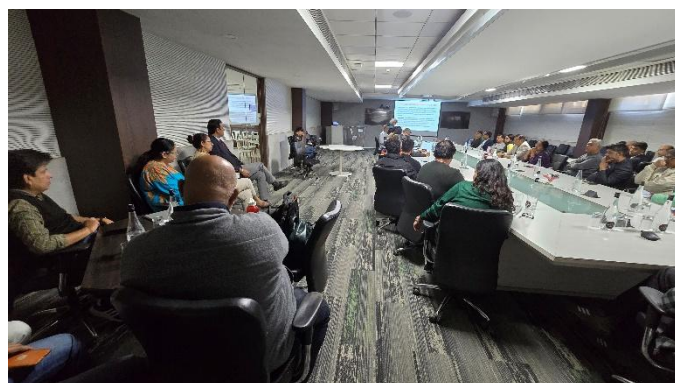
UPES POLICY ON PREVENTION OF SEXUAL HARRASSMENT AGAINST WOMEN - SALIENT FEATURES

THE UPES is committed to provide safe working and academic environment to all girl students and its women employees. Salient aspects of the UPES rules and regulations covering prevention and redressal of sexual harassment complaints against women are given in the succeeding paragraphs.

UPES provisions have been framed in accordance with the existing law viz– The Sexual Harrassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

PoSH Training :

UPES conducts annual Prevention of Sexual Harassment (PoSH) training for all employees and members of the Internal Complaints Committee (ICC) through face-to-face sessions and online session. The training aims to create awareness about workplace conduct, educate participants on the provisions of the PoSH Act, and reinforce the organization’s commitment to a safe and respectful work environment. It also covers roles and responsibilities of employees and ICC members, reporting mechanisms, and redressal procedures. This training has been conducted every year.



ICC (PREVENTION, MONITORING AND GENDER SENSITIZATION)

The UPES Internal Complaints Committee (ICC) under the above Act stands constituted. The key members, (Screening Cell) who can be contacted by any aggrieved person, are as follows;

<https://upeswebsitecdn-prod-hphqfhc0b8h2ffhf.a02.azurefd.net/drupal-data/pdfs/ICC-2024.pdf>

OFFICE COMMUNICATION

Ref: UPES/NC/POSH-2024-25
Date: 01/10/2024

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	Dr. Mihir Chugh, Associate Professor, 8755278090, michugh@ddn.upes.ac.in
Non-Teaching Members (required 2 as per guidelines)	Dr. Shikha Saxena, Associate Professor, 9650496176, shikha.saxena@ddn.upes.ac.in
	Dr. Nishant Mishra, Deans-Student Welfare, 9953799731, nishant.mishra@ddn.upes.ac.in
One NGO Member	Mr. Jatin Rawal, Senior Director, Legal, 8373908908, jatin.rawal@upes.ac.in
	Mr Ravi S Kumar, Director, Human Resource, 9868539009, ravi.kumar@upes.ac.in
	Ms. Sonal Katewa, Deputy Chief Proctor, Proctor Office, 8178219389, sonal.katewa@ddn.upes.ac.in
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OFFICE COMMUNICATION

Ref. UPES/VC/POSH-2024-25
Date: 01/10/2024

Under Graduation level: Name: Pratiksha Bahuguna Course: B.Tech.-CSE Year: 3 rd Year SAP ID: 500105543 Contact No: 7452048151 Email ID: pratiksha.105543@stu.upes.ac.in	Post-Graduation level: Name: Jatin Gupta Course: MBA-LSOM Year: 2 nd Year SAP ID: 500123647 Contact No: 7042677430 Email ID: jatin.123647@stu.upes.ac.in	PhD. Scholar Name: Anshu Singh Course: PhD. Scholar SAP ID: 500099840 Contact No: 9554670975 Email ID: 500099840@stu.upes.ac.in
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The ICC will ensure the following at workplace:

- Development and implementation of policy - In letter and spirit - on sexual harassment, thereby ensuring an environment free of any kind of gender-based discrimination;
- Awareness on sexual harassment in its various forms;
- Creation of a secure physical and social environment to deter any act of sexual harassment.
- Evolution of a permanent mechanism for the prevention and redressal of sexual harassment cases and other acts of gender-based discrimination

Approved By

 Ravi Sharma
 Vice Chancellor

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 Knowledge Acre: Kandi Via Prem Nagar, Dehradun - 248007 (Uttarakhand), India T: +91 817797921/2/3, 7504111725

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Objectives

- Prevent discrimination and sexual harassment against women by promoting gender amity among students and employees.
- To visit classrooms/ labs/ library/ girls hostels/ campus rounds to randomly ascertain the level of perceptions of safety amongst women. The observations and particulars be recorded.
- To carry out, crisis management and mediation whenever called upon, to do so.
- The committee will monitor adequacy of women safety measures like street lighting, traffic regulation etc. and recommend up gradations on as required basis.
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- Vice Chairperson will consult Chairperson and Member Secretary and decide if the case be handled as per OGRS or by the Preventive Committee or handed over to Complaint Redressal Committee. Case will then be progressed accordingly.

Composition

The Prevention, Monitoring and Gender Sensitization Committee will be constituted as follows;

- Two women faculty from each College and one woman officer from HR department.

- Two girl students each from each of the College.

- Ex Officio Appointments;

} Director IA- Chairperson

} DSA- Vice Chairperson

} Deputy Proctor- Member Secretary

} College Shadow Proctors- Members

Tenure of members will be for one year.

Vice Chancellor will nominate the Committee at the commencement of academic session, on the recommendation of Chairperson and Vice Chairperson.

ICC (COMPLAINT REDRESSAL)

Objectives:

- Prevent discrimination and sexual harassment against women by promoting gender amity among students and employees.
- Deal with cases in a time bound manner as per provisions contained in the Act 2013, referred above.
- It will act to ensure support services to the victim complainant as also cessation of harassment.
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Prevention of Sexual Harassment at Workplace Policy

https://upeswebsitecdn-prod-hphqfhc0b8h2ffhf.a02.azurefd.net/drupal-data/2024-10/UPES_PoE_04_oct_2023_1.pdf

HR Induction Program:

The HR Induction Program is conducted for all new joiners to familiarize them with the organization's policies, processes, and employee value propositions. The session aims to ensure a smooth onboarding experience and enable employees to understand their roles, responsibilities, and available support systems.

During the induction, an overview of key HR policies is provided, including attendance and leave policies, code of conduct, performance management framework, employee lifecycle processes. Emphasis is placed on maintaining ethical standards, workplace discipline, culture and adherence to organizational norms.

The session also covers a detailed introduction to employee benefits offered by the organization. This includes health insurance coverage, wellness initiatives, leave entitlements, learning and development opportunities, employee assistance programs, and other welfare benefits. Employees are guided on how to access these benefits and whom to contact for support.

Additionally, employees are introduced to important HR touchpoints, communication channels, and grievance redressal mechanisms to ensure transparency and ease of access to HR services.

The induction concludes with a Q&A session to address queries and reinforce understanding. This structured approach ensures that all new joiners are well-informed, aligned with organizational expectations, and equipped to effectively utilize the policies and benefits provided. During the calendar year 2024 & 2025, more than 500+ employees have been inducted.

Conclusion:



The Policy on Ethical Conduct underscores UPES's commitment to fostering a culture of integrity, transparency, and accountability in all aspects of its operations. By adhering to ethical principles and values, UPES aims to uphold its reputation for excellence, trustworthiness, and ethical leadership in the academic and professional communities. Through collective adherence to this policy, members of the UPES community contribute to the creation of a positive and ethical learning and working environment that fosters respect, fairness, and trust among all stakeholders.