

UPES
ETHICS COMMITTEE
MINUTES OF THE MEETING

25th May 2026, 03:45 PM Onwards

Venue: Trust Board Room Hubble, Bidholi Campus, UPES

Chairperson

Dr. Suni Rai, Vice Chancellor

Secretary

Mr. Manish Madaan, Registrar

Members:

1. Dr. Sunil Rai, Vice Chancellor– Chairperson
2. Dr. Arti Nautiyal, Director, SOLS&M
4. Dr. Abhishek Sinha, Dean, SOL
5. Mr. Manish Madaan, Registrar –Member Secretary
5. Dr. Shikha Dimri, Professor
6. Dr. Neelu Jyoti Ahuja, Professor
7. Mr. Mohit Dadhich, SEE
8. Nominee of Finance Officer
9. Advocate Vibhav Jain, External Member
10. NGO Representative
11. Special Invitee

ITEM 1: Record Of Attendance And Welcome

The 10th meeting of the Ethics Committee of UPES was convened on an urgent basis on 6th April 2026 under the chairpersonship of Dr. Sunil Rai, Vice Chancellor, to examine a case of financial impropriety relating to the misuse of University budget allocated for an institutional event, including procurement of an item for personal use at the University's expense, and to decide on appropriate corrective and disciplinary action.

ITEM 2: Confirmation of Minutes of the Meeting

The Minutes of the Ninth and Tenth Ethics Committee Meeting were placed before the Committee and confirmed by all members.

ITEM 3: Observations of the Committee

1. The act of procuring an item for personal use and charging it to the University's official event budget constitutes misappropriation of institutional funds and a serious breach of trust and financial propriety.
2. The conduct of the concerned faculty member amounts to gross misconduct under the University's Code of Conduct and service rules, justifying termination of employment with immediate effect.
3. The absence of a robust pre-approval, documentation, and reconciliation mechanism for event-related procurement is a systemic gap that enabled this lapse and must be remedied on priority.

ITEM 4: Status of Action on Recommendations

The following table records the action taken against each recommendation made by the Committee. Status is currently marked as "Action Initiated / In Process" for all items pending confirmation of completion from the respective responsible units.

S.No.	Action Item / Recommendation	Responsibility	Target Timeline	Status / Action Taken
1	Issue a formal letter of termination to the concerned employee with immediate effect, citing misappropriation of University funds and breach of the Code of Conduct / Service Rules, in accordance with due process already followed.	Registrar / HR	Immediate	Action Initiated

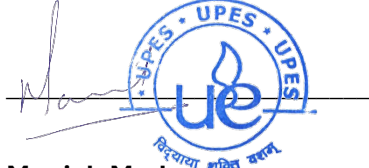
S.No.	Action Item / Recommendation	Responsibility	Target Timeline	Status / Action Taken
2	Conduct a detailed financial audit of procurement made for all University events to ascertain the extent of the misuse and identify any other irregular transactions.	Finance Officer	Within 3 weeks	Action Initiated
3	Recover the value of the items procured for personal use, along with any other identified irregular expenditure, from the concerned employee's final settlement.	HR / Legal	Within 4 weeks	In Process
4	Introduce a mandatory pre-approval workflow for all event-related procurement, requiring itemised budget estimates to be approved by the Finance Officer and event in-charge before purchase.	Finance Office	Within 1 month	Action Initiated
5	Circulate a University-wide notice reiterating that University funds and materials procured for institutional purposes may not be used for personal benefit under any circumstance, and that violations will attract strict disciplinary action including termination.	Registrar/HR	Within 1 week	Action Initiated
6	Conduct a sensitization session for all faculty and staff involved in event organization and procurement on financial propriety, procurement procedure, and consequences of misuse of University funds.	HR / Finance Office	Within 6 weeks	Action Initiated / In Process

Action on all six recommendations of the Ethics Committee has been initiated by the respective responsible units.

ITEM 5: Any Other Item With The Permission Of The Chair

No other matter was raised for discussion.

The meeting ended with vote of thanks.



Manish Madaan

Member Secretary, Ethics Committee