UPES

ETHICS COMMITTEE

MINUTES OF THE MEETING

18th June 2026, 2:00 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, SOLSM
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. Student Representative

ITEM 1: Record Of Attendance And Welcome

The Chairperson called the meeting to order and welcomed the members. The Chairperson stated that this meeting had been convened to formally record the closure of all matters thus far considered by the Ethics Committee, to take stock of the Standard Operating Procedures and frameworks laid down by the Committee since its constitution, and to consider the future cadence and manner of the Committee's functioning.

ITEM 2: To Review and formally record the Closure of All Cases

The Member Secretary presented a consolidated status of all matters considered by the Ethics Committee since its constitution. The Committee noted that each of the following matters stood fully closed, with the decided action having been implemented and confirmed:

S.No.	Case	Final Action	Status
1	"Punch and Go" — biometric attendance marked without conducting classes	Warning letters issued; appraisal cycle treated as zero appraisal year	Closed
2	Misuse of event budget, including procurement of an item for personal use	Concerned employee terminated with immediate effect; procurement safeguards implemented	Closed
3	Inflation of internal / mid-semester assessment marks	Warning letters issued; marks moderated and revised; systemic safeguards implemented	Closed

The Committee further noted that the Standard Operating Procedures for complaint receipt, preliminary scrutiny, investigation, hearing, documentation, and case closure, together with the Ethics Complaint Reporting Mechanism, the Ethics Awareness and Capacity Building Plan, and the Ethics Committee Dashboard and Reporting Framework, all stand duly approved and operational, as recorded in the Committee's earlier meetings.

ITEM 3: Chairperson Address

The Chairperson placed on record his appreciation and congratulated all members of the Committee for the diligent and fair manner in which each matter had been examined and brought to closure, and for having laid down a comprehensive Standard Operating Procedure and set of frameworks governing the Committee's functioning within a short span of time.

The Chairperson observed that the Committee's work in this period had helped establish a credible and functioning mechanism for ethical governance at the University, and thanked the members for their sustained engagement and contribution.

ITEM 4 : Proposal for Monthly Meetings and Continuous Review

The Chairperson proposed that, going forward, the Ethics Committee should meet on a monthly basis, rather than only when a specific matter arises, so as to enable continuous review of the University's ethical governance framework, emerging risk areas, and the effectiveness of the mechanisms already put in place.

The Chairperson further suggested that this monthly review be undertaken in consultation with the HR Department and the University's leadership team, in keeping with the principle of Employee Engagement, so that the Committee's work remains closely aligned with the broader engagement, communication, and well-being initiatives of the University.

The Committee deliberated on the proposal and agreed that a monthly cadence, undertaken in consultation with HR and the leadership team, would strengthen preventive oversight and ensure that ethical governance remains a continuing institutional priority rather than a reactive exercise.

ITEM 5 : Process for Handling New/Uncovered Matters

The Chairperson further suggested that, in the event any new matter arises before the Committee for which a defined process has not already been laid down in the SOP, the Committee should, in the first instance, review the matter and the applicable principles, and thereafter deliberate upon and suggest an appropriate process for handling such matter, before proceeding to its disposal.

The Committee agreed that any process so evolved and approved by the Committee should be formally incorporated into the Ethics Committee SOP, so that the SOP continues to remain a living document reflecting the Committee's accumulated experience, and is available as precedent for handling similar matters in future.

ITEM 6: Decision of the Committee

After due deliberation, the Committee resolved as follows:

1. The closure of all cases listed above is formally noted and recorded.
2. The Ethics Committee shall, henceforth, meet on a monthly basis for continuous review of the University's ethical governance framework, in consultation with the HR Department and the University's leadership team, in keeping with the principle of Employee Engagement.
3. Where any new matter arises for which no process is currently defined in the SOP, the same shall first be placed before the Committee for review and recommendation of an appropriate process, which shall thereafter be formally incorporated into the SOP.

ITEM 6: Action Taken

S.No.	Action Item	Responsibility	Target Timeline
1	Notify all Committee members and concerned stakeholders of the revised monthly meeting cadence and circulate an annual meeting calendar.	Member Secretary	Within 1 week
2	Consult with the HR Department and the University's leadership team, in line with the principle of Employee Engagement, to align the Ethics Committee's monthly review with existing engagement forums and calendars.	Member Secretary / HR	Within 2 weeks
3	Prepare and circulate a standing monthly review template covering: status of open matters (if any), awareness/training activity update, and any emerging risk areas flagged by departments.	Member Secretary / IQAC	Within 3 weeks
4	Where a new matter arises for which no defined process currently exists in the SOP, place the matter before the Committee for review, along with a proposed process, prior to its disposal.	Member Secretary, on a case-by-case basis	As and when such matters arise
5	On approval by the Committee of any such new process, incorporate it formally into the Ethics Committee SOP and circulate the updated SOP to all stakeholders.	Member Secretary	Within 2 weeks of approval
6	Consolidate and archive the records of all closed cases (Punch and Go, event budget misuse, marks inflation) for institutional reference and future training use.	Member Secretary / IQAC	Within 1 month

ITEM 7: Any Other Item With The Permission Of The Chair

No other matter was raised for discussion.

The meeting concluded with a vote of thanks to the Chair.

UPES • UPES • UPES
विद्यया शक्ति वर्धनम्

Mr. Manish Madaan

Member Secretary, Ethics Committee