UPES

ETHICS COMMITTEE

MINUTES OF THE MEETING

26th August 2025, 02:30 PM Onwards

Venue: Passion Meeting Room, Hubble, Bidholi Campus, UPES

Chairperson

Dr. Ram Sharma, Vice Chancellor

Secretary

Mr. Manish Madaan, Registrar

Members

1. Dr. Ram Sharma, Vice Chancellor– Chairperson
2. Mr. Manish Madaan, Registrar –Member Secretary
3. Dr. Arti Nautiyal, Director, SOLSM
4. Dr. Abhishek Sinha, Dean, SOL
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 No. 1: Welcome Address and Confirmation of Quorum

The Chairperson welcomed all members and confirmed that the requisite quorum was present. The Chairperson stated that the primary objective of this meeting was the formal approval of the Ethics Committee's Constitution/Charter, its Standard Operating Procedures (SOPs), and the mechanism for periodic reporting.

Item No. 2: Confirmation of Minutes of the First Meeting

The Minutes of the First Ethics Committee Meeting were placed before the members. After due consideration, the minutes were unanimously confirmed without modification.

Item No. 3: Approval of Constitution of the Ethics Committee and Terms of Reference (ToR)

The Member Secretary presented the constitution of the Ethics Committee, including the names and designations of all members, and the draft Terms of Reference (ToR) outlining the Committee's mandate, authority, responsibilities, and reporting structure.

The roles and responsibilities of the Chairperson, Member Secretary, and Committee Members were discussed and clarified.

Item No. 4: Approval of the Ethics Committee Charter

The member secretary also presented the benchmarking with the other Universities (National International, Public and Private) and accordingly enhanced the SOP’s and processes. The finalized Ethics Committee Charter, including the approved Scope of Work and the categories of cases falling under the Committee's jurisdiction, was presented for deliberation and consideration. The Scope of Work discussed and approved covered:

- Promotion of Ethical Culture — fostering integrity, transparency, accountability, and fairness, and developing awareness among faculty and staff.
- Review of Ethical Complaints — receipt, preliminary scrutiny, recommendation for investigation, and referral to competent authorities where appropriate.
- Professional Conduct and Workplace Ethics — examining professional misconduct, abuse of authority, and conflict of interest.
- Prevention of Harassment and Discrimination — reviewing concerns involving bias, victimization, or violation of dignity, in coordination with existing statutory committees.
- Data Privacy and Confidentiality — promoting ethical handling of confidential information and recommending safeguards.
- Advisory and Policy Development — recommending institutional policies and amendments to strengthen ethical compliance.
- Capacity Building and Awareness — organizing workshops, seminars, and orientation program

Item No. 5: Approval of Standard Operating Procedures (SOPs)

The Committee reviewed and approved the Standard Operating Procedures for ethical complaint management, covering:

- Procedures for complaint receipt and registration.
- Preliminary scrutiny and assessment guidelines.
- Investigation and hearing guidelines, with opportunity for all concerned parties to be heard.
- Documentation, reporting, and case closure procedures.
- Record management and retention policy.

Members emphasized that strict confidentiality must be maintained throughout the process.

Item No. 6: Ethics Committee Reporting Mechanism

The Committee discussed and approved the mechanism through which the Ethics Committee shall report on its functioning, including:

- Periodic (quarterly) reporting of case status and committee activities to the Competent Authority.
- Annual consolidated report to be placed before the University's governing body.
- Maintenance of a confidential case register and secure record-keeping of all proceedings.
- Designation of the Member Secretary as the nodal point for compiling and submitting reports.

Item No. 7: Confidentiality and Conflict of Interest Compliance

All members agreed to maintain strict confidentiality regarding deliberations and records of the Committee, and to disclose any conflict of interest before participating in case discussions. It was resolved that a Declaration of Confidentiality and Conflict of Interest Form shall be obtained annually from all Committee Members, along with a defined procedure for recusal in conflict-of-interest situations.

Item No. 8: Any Other Matter with Permission of the Chair

No additional matter was raised for discussion.

The Chairperson thanked all members for their valuable contributions in formally approving the Committee's foundational documents. The meeting concluded with a vote of thanks to the Chair.

Mr. Manish Madaan

Member Secretary, Ethics Committee