

UPES
ETHICS COMMITTEE
MINUTES OF THE MEETING

15th September 2025, 11:00 AM 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. Dr. Jayasankar Elassery Variyar, Pro Vice Chancellor
3. Dr. Veena Dutta, Dean – Vice Provost
4. Mr. Manish Madaan, Registrar – Secretary
5. Prof. Bhaskar Bhatt, Dean – School of Design
6. Prof. Rahul Nainwal, Director – School of Business
7. Mr. Ravi S Kumar, HR Department

Item No. 1: Welcome Address and Confirmation of Quorum

The Chairperson welcomed all members and confirmed quorum. It was stated that the primary objective of the Third Meeting was to operationalize the Ethics Complaint Mechanism, approve the Ethics Awareness and Capacity Building Plan, finalize the reporting framework, and review sample cases through a handling simulation.

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

The Minutes of the Second Ethics Committee Meeting were placed before the members and confirmed without modification.

Item No. 3: Ethics Complaint Reporting Mechanism

The Member Secretary presented the proposed complaint mechanism for consideration. The Committee discussed and approved the following:

- Establishment of a dedicated Ethics Complaint Submission Portal/Email for receipt of complaints from faculty and staff.
- Provision for anonymous and confidential reporting, with adequate safeguards for the identity of the complainant.
- Defined complaint acknowledgement timelines, to be specified in the SOP.
- A tracking and monitoring system to record the status of each complaint from receipt to closure.

Members agreed that the mechanism should be widely publicized so that faculty and staff are aware of how and where to raise ethical concerns.

Item No. 4: Ethics Awareness and Capacity Building Plan

The Committee deliberated on activities to build ethical awareness and institutional capacity, and approved the following plan:

- Two Ethics Awareness Sessions per semester for faculty and staff.
- Faculty and Staff Ethics Training Workshops, covering the Code of Conduct and key focus areas identified by the Committee.
- Orientation sessions on ethical conduct for new faculty and staff.
- An annual Ethics and Integrity Week comprising awareness and outreach activities.
- Development and periodic dissemination of awareness materials and a communication strategy.

Item No. 5: Development of Ethics Committee Dashboard and Reporting Framework

The Committee discussed and approved a reporting framework for ongoing monitoring of the Committee's functioning, comprising:

- A framework for periodic reporting of complaint status and Committee activities.

- Preparation of annual Ethics Reports for the governing body.
- Monitoring of case trends and institutional compliance status over time.
- Definition of Key Performance Indicators (KPIs) for ethics governance, such as average case resolution time, number of awareness sessions conducted, and complaint recurrence rates.

Item No. 6: Review of Sample Ethics Cases and Case Handling Simulation

To test the practical application of the approved framework, the Member Secretary presented a set of sample ethics cases (conflict of interest, workplace misconduct, breach of confidentiality, and misuse of institutional resources) for discussion.

Members undertook a walkthrough simulation of each sample case against the approved complaint mechanism and case processing framework, covering receipt, preliminary scrutiny, investigation, hearing, and recommendation stages.

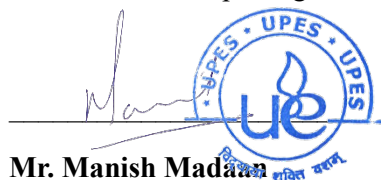
The Committee:

- Clarified the scope and work of the Ethics Committee and the applicable referral procedure in each case.
- Identified minor gaps and ambiguities in the draft SOP relating to timelines and documentation, to be addressed before finalization.
- Agreed that periodic simulation exercises of this nature would help members remain prepared to handle real complaints fairly and consistently.

Item No. 7: Any Other Matter with Permission of the Chair

The additional suggestions were made by members that all case records to be maintained for institutional learning and future reference.

The Chairperson thanked all members for their active participation in operationalizing the complaint mechanism and reporting framework. The meeting concluded with a vote of thanks to the Chair.



Mr. Manish Madan

Member Secretary, Ethics Committee