

UPES
ETHICS COMMITTEE
MINUTES OF THE MEETING

17th November 2025, 11:30 AM Onwards

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

Chairperson

Dr. Ram Sharma, Vice Chancellor

Secretary

Mr. Manish Madaan, Registrar

Members Present

1. Dr. Ram Sharma, 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. Student Representative

Item No. 1: Welcome Address

The Chairperson called the meeting to order and welcomed the members. The Chairperson stated that this meeting had been convened on an urgent basis to examine matters of academic and administrative integrity and to consider corrective measures required to safeguard the institution's reputation, and stakeholder trust.

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

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

Item No. 3: To Examine a Reported Practice, Referred to as “PUNCH AND GO”

It was brought to the notice of the Committee, that a pattern described as “punch and go” has been observed in certain departments. Under this pattern, a faculty member registers attendance in the classroom at or near the scheduled start time, thereby appearing compliant on institutional records but subsequently leaves the classroom, arrives significantly late, or otherwise does not deliver the class for its scheduled duration.

The Committee deliberated on the matter at length. The key points raised during discussion were as follows:

- The card punch system was implemented to record faculty presence on campus and in the classroom; it was never intended to serve as a proxy for actual teaching delivery. Its misuse in this manner defeats its administrative purpose and constitutes a misrepresentation of institutional records.
- Repeated instances of unengaged classroom time erode student learning outcomes, increase dependence on self-study, and may contribute to declining performance in areas that feed into the University's academic reputation.
- The practice raises a clear question of professional and ethical conduct on the part of the faculty concerned, as it involves creating a false institutional record of duty performed.
- Members noted that isolated or occasional deviations (e.g., due to a genuine emergency) should be distinguished from a deliberate and repeated pattern of attendance manipulation; the response framework must be proportionate and fair, with due process for the faculty member concerned.
- It was emphasised that punitive action alone will not resolve the issue; systemic verification mechanisms and a supportive culture of accountability are equally necessary.
- After the verification of the class attendance record it has been found that 28 such incidences were reported which is .01% of the overall academic delivery sessions.

Item No. 4: Observations of the Committee

1. The “punch and go” practice, where confirmed, amounts to a breach of professional ethics and institutional trust, and is inconsistent with the University's Code of Conduct.
2. Depending only on card punch attendance will not suffice, it may impact on the institutional reputation.

Item No. 5: To Recommend a policy and Enforcement Framework to university Faculty and Staff

The Committee resolved to recommend the following measures to the Vice-Chancellor / Competent Authority for approval and implementation:

S.No.	Action Item	Responsibility	Target Timeline
1	Issue institution-wide circular clarifying that punch marks attendance only and does not, by itself, constitute delivery of a scheduled class.	Registrar / Dean/HOD	Within 1 week
2	Cross-verify “punch” logs against the class timetable, e-content upload logs, of classrooms on a random-sample basis every month.	APO with IT Cell	Monthly, ongoing
3	Introduce class-specific surprise visit by the competent authority/members of committee to cross check the faculty presence in the actual teaching session.	Registrar / Dean/HOD	Immediate and on-going
4	Treat substantiated instances of “punch and go” as misconduct under service rules and route through the established disciplinary process, with counselling for first-time lapses and escalation for repeated violations.	HR / Staff Disciplinary Committee	As and when reported
6	Sensitize faculty through an orientation session on academic integrity, professional ethics, and the institutional cost of attendance manipulation to reputation.	Ethics Committee	Within 1 month
7	Place a status report on implementation of these recommendations before the Ethics Committee in its next meeting.	Member Secretary	Next meeting

Item No. 6: Any Other Matter with Permission of the Chair

No additional matters were raised for discussion.

The next meeting of the Ethics Committee shall be held on **18th Dec 2025** or earlier if circumstances so require, to review the status of implementation of the above recommendations.

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



Manish Madaan

Member Secretary, Ethics Committee