

UPES
ETHICS COMMITTEE
MINUTES OF THE MEETING

18th December 2025, 03:30 PM Onwards

Venue: Trust Board 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. Special Invitee

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 as a follow-up to the Committee's earlier meeting dated 17th Nov. 2025 wherein the practice of “punch and go” faculty members marking card attendance in the classroom without conducting the class had been examined, and a set of recommendations had been made for verification and corrective action.

The purpose of the present meeting was to review the status of implementation of those recommendations, consider the findings of the verification exercise, and decide on the final course of action against the faculty members found responsible.

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

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

Item No. 3: To Consider The Findings Of The Cross-Verification Exercise (Attendance Logs, Timetable, Dean/Hod Observation Reports).

The Member Secretary presented the action taken report on the recommendations made by the Committee in its previous meeting.

S.No.	Recommendation dated	Status	Remarks
1	Institution-wide circular clarifying that card punch attendance only and does not, by itself, constitute delivery of a class.	Completed	Circular issued and acknowledged by all departments.
2	Cross-verification of card punch logs against class timetable, e-content upload logs	Completed	Verification exercise conducted for the reported period.
3	Unannounced classroom visits by Heads of Department/Dean/Special committee with weekly observation reports.	Completed	Implemented with immediate effect.
4	Disciplinary action for substantiated instances, as per service rules.	Completed	Findings and disciplinary decision

ITEM 4: To Decide And Record The Final Disciplinary Action To Be Taken Against The Concerned Faculty Members.

The Committee was apprised that, pursuant to the cross-verification of card punch logs against the class timetable, e-content upload logs and the subsequent unannounced classroom visits conducted by Heads of Department/ Dean/Special Committee.

The concern members were individually informed of the specific instances identified against them and were given an opportunity to offer their explanation as part of the preliminary inquiry. The explanations furnished were found insufficient to justify the recorded lapses.

ITEM 5: To Recommend Continued Monitoring Measures To Prevent Recurrence.

The Committee deliberated on the appropriate course of action having regard to the findings. The key points raised were as follows:

- Members noted that while the conduct constitutes a serious breach of professional integrity.
- Members discussed linking the disciplinary outcome to the faculty appraisal process, given that the underlying conduct directly concerns teaching delivery — a core component of faculty performance evaluation.
- It was agreed that treating the current cycle as a “zero appraisal year” for the concerned faculty members — i.e., withholding any increment, rating upgrade, or performance-linked benefit for that cycle — would be a proportionate and meaningful consequence directly tied to the nature of the misconduct.
- The Committee agreed that this decision should be communicated in writing, along with a formal warning, and placed on the service record of each concerned faculty member.

After due deliberation, and having regard to the findings of the verification exercise and the explanations offered, the Committee resolved as follows:

1. A written warning letter shall be issued to each faculty member found, on verification, to have engaged in the “punch and go” practice, to be placed on their service record.
2. The current appraisal cycle shall be treated as a “zero appraisal year” for each such faculty member, meaning that no increment, rating upgrade, or performance-linked benefits.
3. The concerned faculty members shall be clearly informed that any recurrence of the practice will be treated as a repeat offence and will invite stricter disciplinary action, up to and including termination of service, in accordance with the applicable service rules.

ITEM 6: Any Other Item With The Permission Of The Chair

No additional matters were raised for discussion.

The next meeting of the Ethics Committee shall be held in the 2nd week of January 2026.

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



Manish Madaan

Member Secretary, Ethics Committee