




# AMITY UNIVERSITY

— R A J A S T H A N —

Kant Kalwar, NH-11C,  
Jaipur (Rajasthan) 303002  
Tel. : 01426-405678  
Fax : 01426-405679

Name of the Policy	Date of Issue	Date of Review	Authorised Signatory
Policy on Anti Bribe and Corruption	24/07/2019	-	



# AMITY UNIVERSITY

## — R A J A S T H A N —

### ANTI-BRIBERY AND CORRUPTION POLICY FOR AMITY UNIVERSITY RAJASTHAN

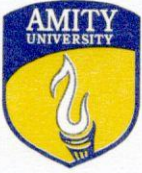
#### 1. INTRODUCTION

- Amity University Rajasthan is committed to upholding the highest standards of integrity, transparency, and ethical conduct. Amity University Rajasthan understand that this is crucial to their continued success and reputation.
- This Policy emphasizes AUR's zero tolerance towards bribery and corruption practices and reflects AUR's commitment for maintaining highest ethical standards and best practices of Universities Governance.
- This Policy provides necessary information and guidance on how to deal with bribery and corruption issues.
- This document should be read in conjunction with the following documents and their respective amendments if any:
  - a) Procedure on Ethical Code and Conduct of Employees .
  - b) AUR Service Rules Procedures .
  - c) Whistle Blower Policy.
  - d) Procurement policy .
  - e) Policy on Outsourcing of Activities
  - f) Code of Ethics for Employees
  - g) Guidelines for Independent External Persons
- In addition, this policy should be read along with anti-bribery and anticorruption legal and statutory framework prevalent in India.

#### 2. Scope

- This policy aims to prevent and prohibit any form of bribery, corruption, or unethical practices within the university's operations.
- This policy applies to all members of the university community, including students, faculty, staff, contractors, vendors, and any other individuals associated with the university.
- The Policy sets out the minimum standards that must be followed at all times. Where any local regulations are stricter than this policy, they will take precedence over this Policy.





# AMITY UNIVERSITY

## — R A J A S T H A N —

- The Policy also applies globally. If travelling outside of India, AUR's stakeholders are subject to the laws of the country they are in. The principles of this Policy must be followed regardless of whether or not that country has specific anti-bribery and anti-corruption laws.

### 3. Definitions:

1. **Bribe** - A bribe is an act of offering, promising or providing an inducement or reward, directly or indirectly in order to influence a decision of the recipient in an improper manner or to induce improper performance from the recipient, all of which may result in a business, financial or other kind of gain or advantage to the offerer.
2. **Corruption** - It is the abuse of entrusted power for a private gain or for gain of any person or organization which is directly or indirectly associated with the person who is entrusted with such power.
3. **Employee** - includes all permanent, probationary, temporary, or fixed term contractual employees directly engaged by AUR irrespective of their function, level or standing.
4. **Students**- All enrolled students of AUR.
5. **Public officials** - Public officials would include any public servant as defined in the Prevention of Corruption Act of India. The same would cover officials of any local authority or corporation established by or under Central, Provincial or State Act or anybody controlled, owned, or aided by the Government.
6. **Stakeholders** - Includes including students, faculty, staff, contractors, vendors, and any other individuals associated with the AUR as defined above.

### 4. Gifts

- AUR strictly prohibits soliciting any gifts or favours from any associates or agencies and their representatives; with whom AUR employees deals on an official basis.
- However, HR issues advisory on gifts from time to time, which should be adhered to by all stakeholders of AUR.

### 5. Bribery and Corruption Practices





# AMITY UNIVERSITY

## — R A J A S T H A N —

- AUR prohibits all forms of bribery and corruption practices involving, but not limited to, Public Official or a private sector person or company.

### 6. Sensitive and Confidential Information

- All Stakeholders, unless otherwise required by law, shall maintain confidentiality, and shall not divulge / disclose any information obtained in the discharge of their duty and no such information shall be used for personal gains.
- This section will also be applicable to all Stakeholders, for a period of 6 months, post completion of their association with AUR.

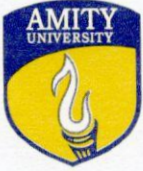
### 7. Reporting of violations

- When a stakeholder suspects that act of bribery or corruption has occurred, he/she can report this to Risk Management Department at - **registraraur@jpr.amity.edu**
- He/she can also report to the concerned official as per the Whistle Blower Policy at **whistleblower @jpr.amity.edu**
- The Risk Management Department may communicate such incident to relevant functionaries, depending upon exigencies. The reporting person's identity in any follow up discussion or enquiries should be kept in confidence to the extent appropriate and permitted by law.
- Officer receiving input about any suspected bribery or corruption should ensure that all relevant records, documents, and other evidence are being immediately taken into custody and being protected from being tampered, destroyed, or removed.
- A mischievous or malicious allegation of bribery or corruption will constitute a breach of the code of conduct. Any reprisal, retaliation or disciplinary action against stakeholders for reporting the act in good faith shall be prohibited.

### 8. Investigation Process

1. The Chief Risk Officer before initiating any investigative action at AUR should consult Vice- Chancellor, Registrar and Pro- Vice Chancellor for determining the course of action. Other departments to be consulted on need-to-know basis only.
2. The means to carry out the investigation will be within the bounds established by law.
3. The investigation will be conducted diligently with high professional standards without any bias.





# AMITY UNIVERSITY

## — R A J A S T H A N —

4. All investigation will be carried out in an independent manner with due regard for the individual's rights but without regard to length of service, position held or relationship with AUR.
  5. All investigation must be kept confidential. Information may be revealed only on a need-to-know basis.
  6. Care must be taken in an investigation to avoid mistaken accusations or alerting suspected individuals that an investigation is underway.
  7. The result of investigations should be disclosed by the investigating officers to only those individuals who require the information to perform their roles.
  8. Investigation should be completed within the reasonable time frame.
  9. Submission of comprehensive report to the Risk Management Committee giving details, including details of the act committed, parties who committed the act, gaps in the systems & processes, gaps in adherence & compliance and suggestions for strengthening the systems & plugging the gaps, etc.
  10. Submission of interim or flash reports apprising the status may also be considered as & when felt necessary.
  11. The report should be, wherever necessary supported & substantiated by evidence, disclosures, confession statements, statement by witnesses. All the material & documents collected prior & during the investigation should be kept confidential & under proper custody.
  12. The findings of the investigation need to be discussed out with all concerned for ensuring cross sectional views and for addressing the other requirements.
  13. Incidents of bribery or corruption should be reported to appropriate regulatory and /or law enforcement agencies as per the requirement.
  14. Record of all the investigations needs to be maintained & tracked.
- ❖ Any complaint against Executive Management of AUR members including those against Vice-Chancellor, Registrar, Pro Vice- Chancellor, Directors, HOI's shall be investigated as per the directions given by Chancellor office of AUR.

### 9. Action in case of violation

If, at the conclusion of its investigation, AUR determines that a violation has occurred, AUR will take effective remedial action commensurate with the nature of the offense. This action may include disciplinary action against the accused party, up to and including termination. Reasonable and necessary steps will also be taken to prevent any further violations of AUR's policy.





# AMITY UNIVERSITY

## — R A J A S T H A N —

### 10. Training and Awareness

AUR provides appropriate training for its employees on prevalent anti bribery & anti-corruption laws, their role and importance; in order to be in conformance with legal requirements and be in compliance thereof.

### 11. Public Communication

- ❖ Publicize the university's commitment to anti-bribery and corruption through appropriate channels, such as the university website and official publications.
- ❖ This policy should be reviewed and approved by the university's governing body, communicated to all stakeholders, and incorporated into the university's code of conduct and employee handbook. Additionally, regular training and awareness programs should reinforce the importance of adhering to the policy.
  
- ❖ This policy gives only the guidelines, and is not exhaustive and may be suitably amended from time to time as per the UGC notifications.

