



**G-113**

**POLICY GUIDELINES  
FOR ANTI BRIBERY  
AND ANTI CORRUPTION**



## **G-113 <sup>1</sup>POLICY GUIDELINES FOR ANTI BRIBERY AND ANTI CORRUPTION**

*(In exercise of the powers conferred under the provisions of Sections 11 (x) of the Uttar Pradesh Private Universities Act 2019. Amity University Uttar Pradesh (AUUP) has laid down these Policy Guidelines)*

Amity University Uttar Pradesh (AUUP) is committed to fostering a corruption-free environment, as mandated by the Indian Penal Code (IPC)/ Bharatiya Nyaya Sanhita (BNS) and the Prevention of Corruption Act (PCA), 2018. This policy outlines the University's zero-tolerance approach to bribery and corruption.

### **1. SHORT TITLE, APPLICATION AND COMMENCEMENT**

- 1.1 These Guidelines may be called Amity University Uttar Pradesh (AUUP) Policy Guidelines for Anti Bribery and Anti-Corruption.
- 1.2 This policy applies to all faculty members, scientists, staff, research scholars, and students at AUUP, requiring them to conduct all activities with honesty and integrity, without resorting to corrupt practices or acts of bribery to gain any unfair advantage.
- 1.3 The University is bound by all the laws of India, including the related Acts of Bribery and corruption.
- 1.4 These guidelines shall come into force with effect from the date of Notification.

### **2. OBJECTIVE**

The objective of this policy is to:

- 2.1 Promote a culture of integrity, transparency, and accountability at AUUP by preventing, detecting, and addressing all forms of bribery and corruption.
- 2.2 Ensure that all members of the University community and its stakeholders uphold the highest ethical standards in academic and administrative processes, in accordance with applicable laws and institutional values.
- 2.3 All stakeholders are expected to:
  - Refrain from offering any form of monetary or non-monetary benefit, including gifts or hospitality, if there is a likelihood it could lead to the misuse of one's official position or influence decision-making inappropriately.
  - Avoid any misuse of official position for personal gain or to benefit others through gifts, payments, or undue favours.
  - Ensure that no offer of benefit is made with the purpose of influencing decisions that could result in any form of undue advantage for the University.

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<sup>1</sup>G-113 Guideline adopted vide 50<sup>th</sup> Academic Council meeting held on 6th December, 2023 {(Item No. AC: 50.10 (D)} & vide 28<sup>th</sup> Executive Council meeting held on 18<sup>th</sup> January, 2024 {(Item No. EC: 28.17 (D)}

The policy acts as a source of information and guidance for those working for the University and helps them recognize and deal with bribery and corruption issues, as well as understanding their responsibilities.

### 3. DEFINITIONS:

- 3.1. **Bribery:** As defined by the IPC (Section 171 & 172)/ BNS (Section 170 & 173) offering, promising, giving, or soliciting anything of value to influence the actions of another person in a dishonest or illegal way. This can be done directly or indirectly, and the value can be monetary or non-monetary (e.g., gifts, hospitality, favors).
- 3.2. **Corruption:** The abuse of entrusted power or position for personal gain or to benefit others unlawfully. This can include various acts like favoritism, nepotism, embezzlement, and extortion.

### 4. SCOPE

- 4.1. This Policy applies to all faculty members/ scientists/ staff, research scholars and students at AUUP and its campuses. This policy also includes third parties such as agency workers, consultants, subcontractors, and others working on behalf of the AUUP irrespective of their location, function, or grade.
- 4.2. This policy strictly prohibits the following:
  - 4.2.1. Offering or Accepting Bribes: This includes any attempt to influence decisions related to:
    - Admissions
    - Grades
    - Research funding
    - Contracts and procurement
    - Employment
    - Any other university activity that can be influenced improperly.
  - 4.2.2. Facilitating Payments: Offering small bribes to expedite routine or lawful actions is strictly prohibited.
  - 4.2.3. Misuse of Resources: Misuse of university resources for personal gain or to benefit others inappropriately.
  - 4.2.4. Conflicts of Interest: Engaging in any activity that creates a conflict between personal interests and professional duties at the university. This includes situations where a staff member or faculty member has a financial or other stake in a company or organization that does business with the university.
  - 4.2.5. Participating in schemes or arrangements to deceive or mislead the university for personal gain or to benefit others unlawfully.

## **5. RESPONSIBILITIES AND CONSEQUENCES OF NON-COMPLIANCE**

- 5.1. All AUUP Personnel and Third-Party Representatives are expected to be aware of, and comply with this Policy and immediately report, actual or suspected violations to AUUP Registrar (Legal Department).
- 5.2. Head of Institution (HoIs) are expected to oversee their direct reports understanding and compliance with this Policy and Anti-Bribery and Anti-Corruption Laws. Violations of this Policy by any AUUP Personnel may result in disciplinary action up-to-termination of employment as well as the potential for prosecution, fines, or imprisonment in accordance with applicable laws. Any Third-Party Representatives who violate this Policy may face termination of contracts and business relations with AUUP.

## **6. GIFTS AND HOSPITALITY**

- 6.1. This policy does not prohibit modest gifts and reasonable hospitality (given and received as mementos) to or from third parties provided certain rules and requirements are met.
- 6.2. All employees of AUUP shall follow as under:
  - Gifts, hospitality, or entertainment must never be offered, promised, or provided if there is a risk that it may be perceived as a bribe or as an attempt to secure an improper advantage.
  - Similarly, no gift, hospitality, or entertainment should be solicited, agreed upon, or accepted if it could be interpreted as an inducement or lead to a conflict of interest.
  - Care must be taken when dealing with public officials; under no circumstances should such interactions involve offers that could be seen as attempts to improperly influence their decisions or duties.
  - Prior written approval must be obtained from the designated authority before offering or accepting gifts, hospitality, or entertainment that exceed defined thresholds or involve sensitive recipients.

## **7. SPONSORSHIPS**

- 7.1. Definition and Purpose: Sponsorships refer to financial or in-kind contributions made by external entities to the University in support of specific purposes such as research projects, academic conferences, educational workshops, community events, or local sports and cultural initiatives aligned with the University's objectives.
- 7.2. Compliance and Transparency: All sponsorships must serve legitimate academic, business, or charitable purposes and must not involve any expectation of undue influence, personal gain, or preferential treatment in return.
- 7.3. Approval and Documentation: Every sponsorship arrangement must be transparent, formally approved by the designated competent authority, and appropriately documented and recorded in the University's official records.

## **8. RAISING CONCERN**

All individuals are encouraged to promptly report any suspected instances or concerns related to bribery or corruption. If there is uncertainty about whether a specific action constitutes a violation of this policy, or if further clarification is needed, the matter should initially be discussed with the concerned Head of Institution/ Department (HoI/ HoD). If concerns remain unresolved, the issue should be escalated to the competent authority for additional guidance.

## **9. PROTECTION**

- 9.1. The University shall support anyone who raises concerns in good faith under this policy, even if any subsequent investigation finds that they were mistaken.
- 9.2. The University shall ensure that no one suffers any detrimental treatment because of refusing to accept or offering a bribe or other corrupt activities or because they reported a concern relating to potential act(s) of bribery or corruption.
- 9.3. Detrimental treatment refers to dismissal, disciplinary action, treats, or unfavorable treatment in relation to the concern the individual raised. If anybody has reason to believe that he or she has been subjected to unjust treatment because of a concern or refusal to accept a bribe, the matter should be informed the HoI/ HoD immediately and thereafter to the competent authority at the University level.
- 9.4. Upon receiving the matter, the competent authority must report it to the Vice Chancellor, AUUP.
- 9.5. A special committee, nominated by the Vice Chancellor, shall be constituted to examine such cases. Report within the stipulated time frame shall be prepared including the findings and recommendations.

## **10. RECORD KEEPING**

- 10.1. Office of the competent authority shall keep detailed and accurate financial records and will have appropriate internal controls in place to act as evidence for all payments made from which ever department/center it is carried.
- 10.2. Where payments are made to third parties, the legitimate business reason for such payments must always be clearly recorded.
- 10.3. It shall be ensured that all expenses relating to gifts, hospitality or expenses incurred by third parties are submitted in accordance with the relevant travel and expenses policy in force at the University and, in each case, specifically record the reason for the expenditure.

## **11. APPROVING AUTHORITY**

The Vice-Chancellor, AUUP shall be the approving authority for implementing actions related to bribery and corruption on the campus.

## **12. REVIEW OF POLICY**

The policy shall be reviewed periodically to ascertain the effectiveness of the implementation of anti-bribery and anti-corruption practices.