



AMITY UNIVERSITY MAHARASHTRA

Established vide Maharashtra Act No.13 of 2014, of Government of Maharashtra, and recognized under Section 2 (f) of UGC Act 1956.

Sustainable Procurement Policy

Date: 15th January 2017

SECTION 1: BACKGROUND AND PURPOSE

The Sustainable Procurement and purchase policy is prepared for the Amity University Maharashtra. The purpose of the implementation of the policy is to systematically conduct the purchasing with key targets of maintaining the sustainability, in the benefit of the Organization and overall for the society.

SECTION 2: SCOPE

The policy is applicable to all the people, students, administrators, and including staff at the University. The purchase committee is formulated to follow the sustainable purchase and procurement policy

SECTION 3: POLICY STATEMENT

- (a) This Policy outlines our expectations with regards to ethics, business integrity, human rights, health and safety, environment, the local community and quality of product and operations.
- (b) During the procurement process the University maintains ethics, try to focus on the green products, and follows the legal and regulatory compliances. The procurement also focus on the integrity, human rights, employee health safely, and community development. The quality and social focus is the key drivers during the sustainable procurement process.
- (c) The purchase committee will work under the chairmanship of the Senior Faculty member and having the representative from the Director Administration.
- (d) The purchase committee shall set procedures and finalize the purchase as per the requirements submitted by various institutes and departments at AUM.
- (e) While purchasing the sustainable products and services it will be kept in the mind that, the organizations cost of purchasing is balancing the profit as well as the sustainability.
- (f) The purchase from the local vendors as far as possible will be preferred. However, the approvals from the Head office and suggestions will be taken into the consideration.



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- (g) While making the choice of product to be procured, the less amount of packaging either plastic or some other material will be the one of the criteria for purchasing. The product packaging not having the thermocol and plastic will be preferred.
- (h) While purchasing the product, all possible care will be taken to see the recycle capability of the product to be purchased.
- (i) After approval, Director Administration will complete the local Purchase of the items requested by HOIs/ HODs.
- (j) The Purchase committee may also consider purchase of the items from renowned shops like Big-Bazar, D-Mark, or similar outlets and/or from the other fair price shops after comparing the prices.
- (k) The purchase of the various items required for the various students centric programs such as Annual Youth festival, Sangathan Sports Events, and Techfest conducted by various institutions at the AUM. The purchasing will be done under the faculty mentor to maintain the sustainability while making the decision.

The cooperation of all university members is needed to ensure a healthy environment for everyone.

SECTION 4: PROCEDURE

The director Administration will be the authority for execution of the Sustainable procurement policy under the guidance of the Hon. Vice-Chancellor.

The revision in the Purchase committee will be done if the member resigns from the University, or not interested to work in the committee.

SECTION 5 : DEFINITIONS

All the definitions as per the AUM Private university act 2014.



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Date: 01 July 2023

In continuation to the existing policy with effect from the 15th January 2017, the policy is reviewed, and the following points are added for better implementation at all levels.

- (i) Head of the Institutions of the All schools at the Amity University Maharashtra should conduct special counseling sessions for all the faculty members to sensitize them about the Sustainable Procurement Policy. Such meetings are requested to be conducted twice a year.
- (ii) The review of the policy implementation should be done by the HOIs to understand the obstacles and the problems faced in Sustainable Procurement Policy since the last meeting was conducted.
- (iii) The students should also be educated through the counseling sessions to develop a positive environment with reference to the Sustainable Procurement Policy.
- (iv) All the stakeholders and concerned people should be educated to make them aware about the Net Zero Policy, and anti-corruption and anti-bribery policy recently adopted by Amity University Maharashtra in year 2023.