

PARUL UNIVERSITY

Office of the Registrar

Date: July 07, 2022

Note

Policy for Anti-bribery and Anti-Corruption

Preamble:

Parul University uphold the ethical principles of behavior by all its teaching and non-teaching staff, direct and indirect employees, and all types of students. This anti-bribery and anti-corruption policy aims to delineate the working principles to be adopted by all in Parul University in all walks of life.

Definitions:

- **Bribery:** Offering, promising, giving, or demanding an undue advantage (money, gift, hospitality, etc.) to influence a decision in a business or academic setting.
- **Corruption:** The abuse of entrusted power for personal gain.

Policy Guidelines:

The Committee on Anti-bribery and Anti-Corruption shall oversee the implementation and will take disciplinary action in case of violation.

Anti- Bribery:

1. Any person working for Parul University or representing Parul University on any front will not give bribe in any form, cash or otherwise.
2. Any person working for Parul University or representing Parul University will not seek preferential treatment or special treatment in lieu of monetary consideration or favor in any form. Any such demand from anyone shall be politely and firmly declined.
3. All personnel affiliated with or employed by Parul University are required to promptly notify the appropriate authorities of any such contacts or incidents.
4. Parul University shall follow all the laws of land in respect of anti-bribery enacted by the government.
5. Any person found to be violating this policy and acting in a manner which can be tainted as bribery or corruption shall be subject to disciplinary action as decided by the concerned authority of Parul University.

6. Mode of disposal of the gifts also needs to be decided by Parul University.
7. In case Parul University has a practice of giving gift items as honorarium the same shall be suitably specified in this policy.

Anti-Corruption:

1. No person working in PU or for / on behalf of PU shall accept anything in cash or in kind as a favour in lieu of performing his duty (supposed to be done in normal course of assigned role and responsibilities).
2. No person working in PU or working for and on behalf of PU shall offer anything in cash or in kind to get preferential treatment.
3. No person working in PU or for PU shall accept any gift on any occasion exceeding the value of Rs. 1000/- (One thousand Only).
4. If any person receives a gift which is more than Rs. 1000/- or is uncertain about its value shall within 15 days of receipt of such gift intimate the Committee about the same.
5. The Committee shall, in the letter and spirit of this policy, evaluate and decide whether the gift can be retained by the receiver or should be deposited in the custody of Parul University.

Responsibilities:

University Management: Carry out risk assessments, give training, and implement and enforce this policy.

Employees and Academic Staff: Respect this policy, report any suspected infractions, and stay out of conflict of interest.

Students: Report any suspected infractions, be informed of this policy, and refrain from giving or receiving bribes.

The authority structure for implementation of this policy needs to be decided by the Parul University.

Reporting Procedures:

Anybody who believes there have been violations of this policy is encouraged to report them to the University confidentially. Reporting channels may include:

- Supervisor/Department Head
- Dean/Director
- University Ethics Officer
- Anonymous reporting hotline (if available)

Consequences of Violations

Violations of this policy will be taken seriously and may result in disciplinary action, up to and including termination of employment or expulsion from the University. Additionally, legal action may be pursued.

Training and Awareness

The University will provide training on this policy to all staff, faculty, and students to ensure awareness and understanding.

Review and Revision

This policy will be reviewed and revised periodically to reflect changes in legal requirements and best practices.

Exclusions:

Mementos given on occasions or commemorative articles given can be excluded.

Exceptions to the policy also needs to be decided by the PU.



Registrar

REGISTRAR
PARUL UNIVERSITY

To,

- 1) Deans of Faculties
- 2) Dean, Doctoral Studies & Research
- 3) Controller of Examinations
- 4) Hostel Superintendent
- 5) Chief Librarian
- 6) HOIs/Principals of Colleges
- 7) Executive/ Academic Directors
- 8) Director, CDC / EDC/ IRC / ISAC / AFMC/ CHRD / CEC / Security/ Marketing / CR4D / Alumni Association Cell/ CEP / EDP / Visiting Parents Cell/ Internship Cell/ ICT
- 9) Central Administration/ Accounts Section/ Purchase Department/ Students' Section/ MIS/ Marketing/ Security

Submitted to,

- 1) The President
- 2) The Vice President
- 3) Dr.Parul Patel, Member, Governing Body and Chairperson, Admissions Committee
- 4) Dr.Geetika Madan Patel, Member, Governing Body and Medical Director
- 5) Dr.Komal Patel, Member, Governing Body and Director
- 6) The Provost
- 7) The Pro Vice-Chancellor