



Sustainable Procurement Policy

Date: 12th January 2018

SECTION 1: BACKGROUND AND PURPOSE

The Sustainable Procurement and Purchase Policy is implemented for the Amity University Madhya Pradesh. The purpose of the implementation of the policy is to integrating environmental and social responsibilities in the University's activities and systematically conducts the purchasing with key targets of maintaining the sustainability.

SECTION 2: SCOPE

The policy is applicable to all the people, 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 AUMP.
- (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.
- (g) While making the choice of product to be procured, the less amount of packaging will be the one of the criteria for purchasing. The product packaging not having the thermocol, 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.

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

SECTION 4: PROCEDURE

The matters depending on its nature are initially discussed in committee and are submitted to higher authorities for approval making the whole process highly effective. The Director Administration will be the authority for execution of the Sustainable Procurement Policy under the guidance of the Hon. Vice-Chancellor.

