ANNA UNIVERSITY,
CHENNAI-600025.

CODE OF CONDUCT POLICY
FOR STUDENTS, FACULTY, STAFF AND ADMINISTRATION

Anna University requires that all its Students, Faculty, Staff and Administrative Personal act as responsible citizens and members of a higher education academic community who are responsible to know, observe, abide by, and adhere to the applicable policies, rules, and regulations as well as relevant procedures notified by the University from time to time.

Code of Conduct of Anna University Employees including Faculty, Support Staff and Administration is governed by the Anna University Statutes and its amendments from time to time.

Students have the right to learn without interference and Faculty members have the authority to protect this right by creating and maintaining an environment that is conducive to learning. Academic requirements for studies are prescribed in the Regulations of the Programme to which the student is admitted. Different types of inappropriate conduct that may subject a student to sanctions or, disciplinary action pertaining to general conduct within the Campus, Examinations, Hostel, Sports and cultural activities, Field visits etc. are notified from Time to time and informed to the stakeholders by publishing the same in the Student Calendar and Websites of the respective Campus, Department or Centre. In addition, certain school, department, or Centre specific rules, policies, or regulations are communicated through E-mail communications, notice boards and relevant publications. These are also briefed during orientation Programmes for the students.

Rules that govern instances of Ragging and sexual misconduct/harassment are framed in line with the national and State directions and strictly enforced.

Academic dishonesty is any form of deceptive, dishonest, or fraudulent conduct will not be tolerated.

Enforcement of the Rules and Code of Conduct is ensured through monitoring committees formed by the Syndicate, Registrar, Deans of Campus, Heads of Departments or Hostel wardens as per the approved Grievance redresser mechanisms. Sanctions/consequences imposed by the Authorities for a violation of the Code of Conduct may include Verbal Warning, Written Warning, Suspension, Penalties, Expulsion etc. depending on the specific case as recommended by the respective monitoring/grievance redresser Committee.

Vice-Chancellor
Anna University (AU) provides state-of-the-art communication, software development and computational services to meet the dynamic needs of University Departments through Ramanujan Computing Centre (RCC).

**Salient features of the IT Policy:**

- Governance of computing and networking resources across four campuses
- Expert committee approved IT specification, purchases and installations according standards and guidelines
- Accessibility control of IT resources
- Monitoring of all computing and networking resources
- Adherence to policy during purchase itself

**Process of implementation and adherence to the policy:**

The implementation and enforcement of compliance of the below mentioned IT policies are entrusted with Ramanujan Computing Centre:

- Access control policy: Administrators, Teaching faculty, Administrative staff, Technical Staff are categorized, and privileges of access is provided based on VC approvals. Authentication to some of the services is through Active Directory
- Data log and retention policy: All data pertaining to web servers, firewall and access logs are stored and retained for 15 days
- Confidential data access policy: Payroll, Marks and Employee details maintained at RCC are access controlled to approved personnel only
- User accounts creation and maintenance policy: Categories like Faculty, Staff and Students is maintained, and their accounts are terminated on leaving the institute
- Video surveillance policy: Server farms and critical IT infrastructure are under continuous surveillance. The recordings are preserved for a period of 15 days
- Hostel IT Access policy: Proctored access to internet and internet applications. Control of access points usage and monitoring
- Accessibility of Internet: Internet access through firewall is provided through LAN and WiFi to all computers at the University
- Adherence: The policy is enforced through server, firewall and subnet restrictions

Vice-Chancellor
Green Campus Policy

Anna University is committed to develop its campuses as places where education is combined with environmental friendly practices to promote Sustainable Development by

- restricted entry of automobiles, promoting the use of Bicycles and provision of Pedestrian Friendly pathways
- ban on use of disposable Plastics in line with the State Government Guidelines.
- creating awareness with stakeholders on the need for maintaining greenery in the campus for sustainable ambience.
- encouraging all stakeholders to support and participate in ensuring green cover in the campus.
- preserving age old trees and protect them to have prolonged life.
- enhancement of green cover by landscaping with trees and plants.
- conduct of green audit at regular intervals and implement the suggestions towards creating green campus

The faculty, staff and students are encouraged to contribute collectively to develop an eco-friendly sustainable campus and disseminate the concept of eco-friendly culture to the nearby community and wherever possible.
e-Governance Policy

Marching towards its vision of being a world class institution, being a preferred partner to the industry and community and being a point of reference as well as a trend setter, Anna University is committed to implement in its E-governance in its administration by:

- integrating the activities of the various sections which are currently having computerised database management and documentation.

- adopting process optimization that will eliminate red tapism, redundancy and eliminate loss of time and energy leading to increased productivity.

- strategically implementing completely automated administrative work flow processes that enhances effective data storage and retrieval at all levels as per hierarchal permissions.

- comprehensive implementation of electronic mode of communication among all departments / sections of the University viz. Academics, Administration, Finance & Accounts, Admissions, Examinations, support etc. and ultimately moving towards paperless office.

- strengthening the Internal Quality Assurance Cell (IQAC) and creating a centralised data management system to support the Accreditation and Rankings like NAAC, NIRF, NBA, QS ranking, THE World Rankings and etc.
Research Promotion Policy

Research promotion policy of Anna University aims to foster and sustain excellence and leadership in Research and Innovation. Our students and faculty will be encouraged to break new ground in research and achieve first of a kind impacts in technological applications/ designs/ formulation of new public policies/institutional capabilities. Our students will be encouraged to learn about the world through hands on practical problem-solving projects in collaboration with fellow student in other department and with our faculty as supervisors/ mentors. Our faculty and students would be encouraged to involve in inter disciplinary/ multi-disciplinary/ translational research in finding scientific and technological solutions to 21st Century grand challenges. Anna University desires to build strong and robust research and innovation ecosystem through,

1. Providing generous seed funding to young Assistant Professors (fresh Recruits) to establish their laboratories and kick start their research

2. Providing international travel grant to faculty and students to enable them to participate and present papers in International Conferences providing large funding in the selected emerging technologies to group of active faculty members

3. Provide funding for start-ups to students and faculty members
Gender Empowerment and Social Equity Policy

Anna University is committed to providing wide and broader opportunities in education, research and innovation for applicants from groups that are disadvantaged and/or currently under-represented so as to improve their quality of life and build capacity and empower them. National and State Government Policies in this regard are strictly adhered at Anna University with respect to Students Admission and also in Faculty/ Staff Selection.

Anna University recognizes that men and women often have different needs and priorities, face different constraints, have different aspirations, and contribute to development in different ways. The University strives to ensure that its entire staff understands the different roles, responsibilities and experiences of women and men in relation to the issues being addressed. It promotes and support a diverse workforce at all levels of teaching, non-teaching and administration.

Anna University has taken proactive steps to create, support systems to reduce the gender gap in academic and administrative domains by establishing Centre for Empowerment of Women, Day Care Centres, Prevention of Sexual Harassment Cell, Equal Opportunity Cell, Grievance Cell, Counseling facilities and Students Clubs with equal representation of boys and girls to provide mentoring, scholarships and targeted support.
Faculty Incentive Policy

Anna University strives hard to become a World Class Institution by producing professionals with high technical knowledge, professional skills and ethical values. To cater to the needs of the highly demanding student community of the fast changing world the University embarks to sustain the enthusiasm and vigor of the deserving faculty members. The University has implemented Schemes to provide incentives to award winning teachers at State / National / International levels with retrospective effect from Jan 2014.

Process of implementation and adherence to the policy

1. The Faculty members who receive award at State / National / International levels are to inform the same to the Director, IQAC within 2 months from the date of receipt of the award through the Faculty Information System portal.
2. The applications will be scrutinized by a Committee with regard to expected academic standards.
3. The selected Faculty will be given incentive as follows.

   State level
   - Announcement in the News letter / Website

   National level
   - Announcement in News letter / Website plus certificate of honor which will be awarded in an institute level program.

   International level
   - Announcement in News letter / Website plus certificate of honor which will be awarded in an institute level program plus commendation and medal at a University function.

   Vice-Chancellor
ANNA UNIVERSITY, CHENNAI-600025, INDIA

SUSTAINABILITY AND CLIMATE ACTION POLICY

Anna University is committed to be a Sustainable Higher Education Institution with priorities in the areas of prevention and control of pollution, conservation of energy and other resources to support wellbeing of its stakeholders and ecosystems. It encourages students and faculty to pilot sustainability solutions through cutting edge research and teaching practices to address Sustainable Development Goals and other real world challenges.

Our responsibility to confront the challenge of Climate Change will be addressed by reducing campus Green House Gas emissions through best practices and innovations in energy efficiency and use of renewable energy. Scope1, Scope 2 and Scope 3 emissions will be tracked and sustained efforts will be made to be a Net Zero Campus by the Year 2040.

Anna University will incorporate Green Building norms in new constructions and work towards a Zero Waste campus. Best practices will be developed to guide our operations in a sustainable and energy efficient manner to meet sustainability related standards and commitments at local and national level. Efforts will be taken to reduce transportation related emissions within the Campus.

Anna University will develop sustainability related programs and curricula. It will strengthen the Governance structures to facilitate integration of sustainability practices at all levels of the University. Sustainability accomplishments will be recognized and rewarded.

Anna University will protect and enhance the ecosystems and green spaces of our University and make sustainable efforts to promote green practices to ensure appropriate levels of biodiversity. We will use our Campus as a living laboratory to harness the power of collaboration to develop, pilot and launch sustainability solutions. We will provide mentoring, networking and professional development opportunities that prepare our students with the insight and foresight to safeguard environment.
ES4.2 Link to your institution’s sustainable procurement / purchasing policy.

Sustainable Procurement Policy

Introduction
The University implemented an Environmental Sustainability Vision, Policy, and Strategy to focus on sustainable procurement practices.

Purpose
To support and ensure that the University considers all environmental factors in their purchasing decisions for the procurement of goods and services.

Definition
According to Chartered Institute of Procurement and Supply (CIPS), the term sustainable procurement is defined as “the process wherein the University meets its needs for goods, services, and utilities while minimizing the damage to the environment.”

Objectives
The objectives of the sustainable procurement process are:

- Comply with local and relevant laws and regulations
- Promote awareness among suppliers, contractors, and user communities
- Reduce negative environmental impact
- Include sustainable criteria when evaluating offers
- Measure the sustainable practices using standards
- Use the measures to monitor the procurement process for continuous improvement
- Use the results to benchmark the performance against other organizations
- Identify the areas that need improvement

Criteria
The criteria to consider are:

- Assess and define the need
- Evaluate the options
- Design and specifications
- Supplier selection
- Tender evaluation
- Post-contract management
- Supplier development

**Action / Practices**

**Standing offers and Supply arrangements**

- Switch to suppliers that divulge chemical ingredients
- Seek out to producers using natural or non-hazardous materials
- Suppliers should disclose their greenhouse gas (GHG) emissions
- Procure products composed of recycled materials (e.g., recycled paper, remanufactured ink cartridges, and refurbished furniture)
- Purchase from companies with green production practices that has minimal negative impact on the environment such as pollution, biodiversity loss or habitat disruption
- Green procurement should mitigate over-exploitation of scarce resources
- Purchase of energy-saving electricals
- Commission new construction from renewable materials
- Procurement of organic food ingredients for the university canteen
- Opt for business with small, local, and/or ethnic minority-owned enterprises
- Look for reusable, returnable, or recyclable packaging for all procurements
- Procurement of design and construction services should disclose and reduce the embodied carbon of construction projects
- The bidder must demonstrate that they address a minimum of 2 of the following environmental considerations: GHG reduction, hazardous chemical reduction, plastic reduction, or waste reduction
- Encourage the suppliers to participate in the net-zero challenge, document their GHG emissions' reduction targets, and publicly disclose its previous year's verified GHG emission inventory
- Provide inventory numbers for replacement parts when available

**Furniture**

- The materials used in the procured product must have the following attributes:
  - Hazardous air pollutant free
  - Non-toxic surface coating
  - recycled content for steel components
  - sustainable wood originating from sustainably managed forests
  - composite wood products must contain recycled material
  - plastic components must be recyclable at the end-of-life
  - suppliers must have certificates to denote that the products do not contain chlorofluorocarbon (CFC) or polybrominated diphenyl ether (PBDE)
• Parts susceptible to wearing must be designed to be replaceable
• Waste material from the manufacturing process must be minimized and/or recycled
• The facility must have a hazardous and toxic material management system in place
• All products purchased must come from a manufacturer that has a chemical management plan in place

Office supplies
• Actions around all phases of the lifecycle (extraction (raw materials), transformation (manufacturing plant), distribution, product use, and end-of-life (recovery transport, recycling, and landfiling) will be considered
• Products have minimal packaging and it is recyclable, biodegradable, or made from renewable resources
• Supplies made from post-consumer recycled content

Vehicles
• Consider the procurement of hybrid electric vehicles, battery vehicles, hydrogen vehicles, and fuel-cell vehicles rather than conventional types
• Fuel consumption and GHG emission values should be calculated and included in financial evaluation or evaluated price
• Survey of suppliers to identify environmental features must be done periodically
• Supplier is ISO-certified
• Major rigid plastic parts stamped with composition code for recycling

Wireless services
To reduce paper waste, consider the following:
• e-ordering via web portal
• Digitalized service-related reports
• User-guides to be available online

Outcome
Sustainable procurement allows the university to mitigate key issues such as greenhouse gas emissions, improve resource efficiency, and recycling. It sends strong signals to market in favor of sustainable goods and services, thereby enabling a transition to a green economy.
ES8.1 Please add the amount of energy generated in campus through renewable sources, in kWh, for the last reporting year. This would include energy consumed, stored, or sold on.

Total energy from renewables (June 2021 – July 2022): ______ kWh

(Checked with the IES team and confirmed that the data will be given to IQAC by IES on Monday after final calculations)

(Note: Total annual energy (kWh equivalent) generated through renewable energy sources for the whole estate.

This may include energy derived from:

- biomass-fuelled boilers
- solar electric panels (photovoltaics)
- solar thermal panels (solar water heating)
- wind turbines
- ground source heat pumps
- other

The consumed energy may not only be consumed by the university, but may also be sold on or stored.)

Environmental Research (3)

ER3 Research Centre with Sustainability Focus

Presence of a Research Centre with a specific focus on environmental sustainability

**ER3.1 The Research Centre has dedicated FTE staff** ✓

**ER3.2 This Research Centre contributes (through curriculum, teaching, and supervision) to the teaching of undergraduate programmes and/or postgraduate programmes. ✓**

**ER3.3 Please provide evidence or supporting statement (Links can be included, Maximum 100 words)**

Anna University has established 25 research centres to bring together campus-wide expertise for research and education activities with sustainability focus. The centres provide novel solutions to environment challenges through research projects on: Wind turbine CFD modelling, Bioenergy and Green Technology (projects that convert world’s waste into energy), Climate change on groundwater resilience, Capacitive deionization technology for water treatment, Green hydrogen, Solar cell, Nano-meso structured thermoelectric materials for electric energy generation from waste heat, Energy efficient buildings using solar passive architecture, Biogas refrigerator,
Desalination through waste heat recovery, and Efficient renewable energy power generation with energy storage for sustainable smart grid.

(Note: A link can be created to a webpage with hyperlinks to all the 25 research centres).
SUSTAINABLE INVESTMENT POLICY

Background and Policy Overview:

The Sustainable Investment policy defines the commitment of Anna University for responsible investment reflecting our commitment to creating a sustainable future and contributing to a more just society. As a university, we recognize the significance of deploying our endowment and other funds in ways that not only safeguard our institution's financial stability but also contribute positively to the greater world. This policy establishes the objectives and parameters of the University and also sets out the framework of sustainable measures embracing Environmental, Social and Governance (ESG) factors within their financial strategies and practices aiming to improve long-term outcomes.

Scope of the Policy:

The following investment policy is applied to the University endowments, Other Investment Funds, specific areas and assets relevant to the institution's investment practices. The policy outlines the principles and guidelines for integrating Environmental, Social, and Governance (ESG) considerations into the university's investment decisions. To evaluate and monitor the progress towards sustainability goals, the sustainable investment policy will be reviewed on a regular basis at least once per annum by the Investment Committee, which includes a student/alumni representative from the Anna University Students' Association/ Anna University Students' Alumni Cell.

Sustainable Investment Strategy:

To meet India's ambitious goal of achieving carbon neutrality by 2070, the University is committed to aligning its financial investments with Environmental, Social, and Governance (ESG) principles.

In line with this ambitious target, the university would incorporate ESG factors into its portfolio's investment and decision-making process. The goal is to not only achieve financial returns but also to support positive social and environmental impact. This means considering the environmental and social performance of potential investments alongside traditional financial metrics.

The university's investment portfolios will be guided by a three-tier framework, ensuring strict adherence to the sustainable investment strategy.

1. Investment

The university tends to align its investment portfolio with ethical, social, or environmental values by excluding companies or industries that do not meet our predetermined standards. This means that we employ an exclusion of direct investments in companies involved in the following business:

- Tobacco - manufacture, distribution or retailing
- Firearms and Weapons- manufacture of controversial weapons including cluster bombs, landmines, nuclear weapons (systems of components) and companies that manufacture civilian firearms.
- Fossil fuels like Coal, Tar Sands or Fracking
- Other industries with perceived negative impacts on society or the environment.
- Alcohol
Pooled Funds:

When the university invests through pooled funds, the decision-making process occurs at the fund level, which limits the university's direct control over specific exclusions. Consequently, in such cases, the university evaluates the comprehensive ESG approach adopted by the underlying fund manager. Additionally, the university conducts regular reviews of the fund's investments in collaboration with its investment advisors to assess the overall exposures in alignment with their sustainability criteria.

2. Environmental, Social and Governance (ESG) Integration

The University mandates its fund managers, whether investing directly or through pooled funds, to adhere to specific criteria to ensure responsible and ethical investment practices. These criteria include the following:

- United Nations Principles of Responsible Investment (UNPRI): The University requires its
  - To be signatories to the United Nations Principles of Responsible Investment (UNPRI).
  - To incorporate ESG issues into their investment analysis, considering environmental and
    social impacts, as well as governance practices. This integration helps identify
    sustainable and responsible investment opportunities.
  - To actively engage on social and environmental issues. Regular oversight reporting to
    the Investment Committee is expected, reflecting efforts to address and track these
    concerns.

Furthermore, the University aligns itself with the principles of the United Nations Global Compact, which focuses on fundamental responsibilities in areas such as human rights, labor practices, environmental stewardship, and anti-corruption efforts. It expects advisors and managers to promote positive behaviors and discourage negative ones through their investment screening and practices, thereby encouraging investments that align with the principles of the UN Global Compact.

Continuously evaluating investment options, the University seeks to invest in pooled funds that meet the outlined principles above, ensuring that its investments are in line with its commitment to responsible and sustainable practices.

3. Impact Investing

The policy is dedicated to implementing investment strategies focused on reducing and, ideally, eradicating negligent business practices. Within this program, investments will be directed towards organizations and sectors that actively seek to achieve positive environmental and social outcomes and will be diversified across eight sustainability themes:

- Clean energy
- Sustainable Transport
- Food & Agriculture
- Waste & Materials
- Ecosystem Services
- Education
- Health
- Financial Inclusion
4. **Reporting**

Annually, the University will provide an impact report showcasing their efforts in aligning with the guidelines outlined in the Sustainable Investment Policy. Through transparent and regular reporting, the University aims to demonstrate its commitment to being responsible and impactful in investing while keeping stakeholders informed about the progress made toward sustainability goals.
Accommodation Policy for People with Disabilities

Anna University has been striving to provide equal opportunity and enabling environment to all its stakeholders that, include differently-abled people, whom we recognise as valuable human resources. The University believes in the potential of all its incumbents and tries to create a conducive and conducive workplace environment for differently abled people on campus so that they can engage themselves in the propriety of the University fully well.

The elements of the policy for differently-abled people in the University are as follows:

1. Ascertain the independent movement inside the campus for differently abled people with barrier-free platforms on the roads leading to the point of the workplace.
2. Ensuring convenient accessibility to the building with ramps and lifts for the differently abled people.
3. To provide accessible, gender-sensitive, and functional washroom facilities for disabled persons.
4. To put in place necessary signage, such as special tactile paths, lights, visible display boards, and signposts for easy movement and guidance.
5. To provide 3D or raised outline signage or colour-contrasted signage for the visually impaired.
6. To ensure the availability of study materials and lab tools with suitable audio and video assistance for the disabled.
7. To sensitize the teaching and non-teaching fraternity about the physical, emotional, and moral needs of differently-abled people.
8. To establish and engage in the causes of differently-abled people in the teaching-learning environment through the proper administrative and organisational structure in the university.
9. To give adequate and appropriate assistance for persons with learning disabilities in and out of classrooms with responsive teachers and the college community.
10. To encourage systemic engagement for inquiry, information, and conflict redressal through assistance like scribes, readers, screen reading, etc.
11. To get patronage from the government for the improvement of assistance services for differently-abled persons with current technology.
12. To harness the opportunities of funding to improve the facilities for disabled people from government, industry, and alumni to ensure a fair chance for them to pursue education.
Anna University, Chennai-600025.
University Departments

Anti-Bribery and Anti-Corruption Policy

Anna University is bound to conduct its governance in accordance with the highest ethical standards stipulated in the Anna University Chennai Act and Anna University Employees Conduct Rules. Anna University takes a zero-tolerance approach to bribery and corruption and is committed to acting professionally that upholds the highest standards of honesty, fairness and accountability with integrity in all its working procedures and relationships. It is the goal of Anna University to avoid acts that might reflect adversely upon the integrity and reputation of the University.

Anna University is committed to raising awareness among its employees, students, contractors, and other stakeholders about the consequences of bribery and corruption. By identifying and addressing potential corruption risks, the policy seeks to safeguard the university's reputation and financial interests. It emphasizes due diligence in engaging with third parties, including suppliers, contractors, and collaborators. Students or Staff involved in corrupt activity may be issued a warning or sentenced to a major penalty. Anna University takes its legal responsibilities very seriously.

Anna University is committed to upholding all laws relevant to countering bribery and corruption in each jurisdiction in which it operates. As the anti-corruption laws of India have extraterritorial application, University, its employees and associated persons will be bound by the most stringent requirements of these laws in respect of its conduct in all jurisdictions they operate, even if such conduct would otherwise be permitted by the local law of a particular jurisdiction.

The period from the last week of October till the first week of November is observed as Vigilance awareness week by the Government of Tamil Nadu. Hence, a pledge is taken by all the Staff of Anna University to make awareness about the perils of bribery and corruption.

R. V. Vignarajah
Vice-Chancellor
Gender and Social Non Discrimination Policy

Anna University is committed to tackle and completely eliminate social exclusion and particularly gender discrimination. Anna University is sparing no efforts in promoting social equity in accordance with Universal Human Rights. The principles of equality and non-discrimination are embedded in the ethos of Anna University. It ensures human rights are exercised by every member, without discrimination on the basis of gender, religion, race, caste, language, ethnicity, sexual orientation, disability, age, economic and social situation.

Anna University promote equal participation in leadership and economic opportunities for women. Women academicians and administrators head various Departments/ Centres of the University on par with men. It is committed to eliminating and preventing all forms of violence against women and girls. It has a safe and secure work environment that is free from any discrimination in line with its policy of zero tolerance to sexual harassment.

Anna University protects those reporting discrimination from educational or employment disadvantage. Anna University follows the Maternity and Paternity policies of the State Government to support women’s continued participation in education and employment.
GRIEVANCE REDRESSAL POLICY

Anna University has a grievance redressal policy to address individual as well as collective grievances of the Students and Staff of the University. Student includes Undergraduates, Postgraduates, Research-Scholars both at doctoral as well as post doctoral level. Staff refers to all Academic and Administrative staff members. It also includes faculty (full-time, part-time, visiting), teaching Assistants, Directors Academic and Administrative staff.

A grievance may be any kind of discontentment or negative perception whether expressed or not arising out of anything connected with University which may be unfair, unjust or inequitable. These grievances may be general or specifically pertaining to ragging, sexual harassment etc.

Anna University shall have various redressing Committees such as

1. Grievance Redressing Committee
2. Anti Ragging Committee
3. Committee for prevention of Sexual Harassment

The University shall have exclusive Committees for the affiliated colleges as well as for the University Departments. The functioning of all these Committees shall be monitored by the Centre for Student Affairs. The Anti-ragging Committee shall be constituted as per the guidance of the Government with Vice Chancellor as the Chairman, Registrar as the Convener and one representative from the police department also. A separate cell for prevention of Sexual Harassment shall function in the University with a lady Professor as its Director and due representation from Administrative Staff as well as Students.

Thus Anna University shall not tolerate any harassment to Student / Staff and strive to redress the grievances of any nature at the earliest through suitable mechanisms.

Vice-Chancellor