Anna University, Chennai-600025.

University Departments

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.

Vice-Chancellor

Anna University, Chennai-600025.

University Departments

Environment and Energy Policy

In line with its vision to be a world class institution producing professionals with high technical knowledge, professional skills and ethical values, Anna University is committed to institutional practices and personal behaviors that will foster public health, environmental protection and energy conservation by

- complying with applicable environmental and energy regulations and legal requirements

- imparting knowledge on environmental protection and energy conservation through mandatory and elective courses in different academic programmes

- encouraging participation of students, staff and other stakeholders in energy conservation and environmental protection within the campus.

- reduction in solid waste generation and biomethanation of food waste for energy generation.

- shift in meeting its energy needs by using renewable energy sources and energy efficient appliances within the campus

- regular audit of water and energy consumption and adoption of conservation practices, rainwater harvesting, wastewater treatment and material recycling.

- continual improvement of zero waste practices and achievement of net zero energy buildings through resource conservation and environmentally responsible consumption.

Vice-Chancellor

1

Anna University, Chennai-600025.

University Departments

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.

Vice-Chancellor

1

Anna University, Chennai-600025.

University Departments

IT (Information Technology) Policy

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

Anna University, Chennai-600025.

University Departments

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 supportwomen's continued participation in education and employment.

R. V.... 1/2/22

Vice-Chancellor

Anna University, Chennai-600025.

University Departments

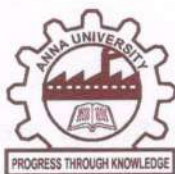### Gender Empowerment and Social Equity Policy

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.

Vice-Chancellor

Anna University, Chennai-600025.

University Departments

POLICY ON SCHOLARSHIPS / FREESHIPS

Anna University administers different Scholarships provided by State and Central Government following the norms and guidelines prescribed by the Government agencies from time to time.

Central Government Scholarships :

As per the Central Government Scholarship is concerned the student apply directly on the National Scholarship Portal (www.nsp.gov.in) and submit the hard copy of the application to the scholarship section. The directorate of Central sector scholarship already assign the username & password to the institution with that details at the students data's will be checked. The eligible student list will finally submitted to the directorate for necessary sanction. Once the sanctioned has been given to the eligible students, the sanctioned amount will be directly credited in the account of the student.

As far as Central Government Scholarships are concerned as the various amount is directly transferred to student account after we submit the list, the exact amount transferred is not known.

Alumni Scholarships :

In addition, scholarships are given through endowments by outside agencies including private entity (example Bank of Tokyo and Cognizant) and also batch wise scholarship by Alumni. In general the Alumni scholarship for Under Graduate students are awarded year wise starting from first or second year students and continues up to final year subject to certain conditions such maintenance of a minimum CGPA in the presiding year.

The selection criteria for awarding all scholarships to students include the following,

➢ Maximum limit on parental income per annum (income certificate to be produced).
➢ The scholarship for First year is based on marks obtained in the qualifying examinations(Plus 2).
➢ Generally the student is expected to get only one scholarship.

1

➤ Some additional candidates include Studied in Government school, First Graduate, Single parent etc.
➤ A minimum specified CGPA from 2nd year onwards.

Depending on the request by the scholarship giving entity, the conditions are checked and students are requested to apply for the scholarship to the scholarship section of Dean's office, College of Engineering, Guindy. They are then called for an interview.

The interview committee generally consist of the Dean, Senior professors from various departments (Four), and 1 or 2 members nominated by the scholarship giving entity such as Alumni group etc.

The scholarship is disbursed in one of the following ways,

✓ The amount towards the students expenses is sent to the Dean's office who then transfer it to the student concerned through NEFT transfer.

✓ The amount towards fees is directly transferred to the students fees account of Anna University.

✓ The mess fees is directly transferred to the Hostel Account through NEFT Transfer.

The conditions for the selection are flexible depending on the scholarship giving entity and this is indicated to the Dean's office through an official letter.

State Government and Endowment Scholarships :

Various State Government and Endowment Scholarships schemes and Eligibility criteria as listed in Table 1 :

Table 1 : List of Government and Endowment Scholarships schemes and Eligibility criteria

Scholarship Name	Government / Non Government	Eligibility criteria
BC/MBC/DNC	State Government	1. Students community certificate is must 2. Income should be below Rs.2,00,000/-per annum 3. Should not avail any other scholarship. 4. Income certificate from Tashildar office is must.

SC/ST	State Government	1. Scholarship for SC/ST Students Income should be below Rs.2,50,000/ 2. Scholarship for SC/ST Students of Christian Income should be below Rs.2,00,000/ 3. Certificate from Tashildar is essential. 4. Should not avail any other scholarship.
Dr. MGR & Quaide-milleth Endowment Scholarship	Non Government - Institutional scholarship	1. 1st year students of all Branches B.E./B.Tech. of MIT student can apply. 2. Income should not exceed Rs.2,00,000/- 3. First Year scholarship will be awarded based on the academic performance in +2 4. 6.5 CGPA in the semester exams for Renewal. 5. Should not avail any other scholarship
CEG 72 Trust Endowment Scholarship	Non Government – Endowment Scholarship	A scholarship of Rs.8000/- p.a. shall be given to the student studying in the U.G. programme in the Civil Engineering, Mechanical Engineering, Electrical and Electronics Engineering
CEG 1975 Merit CUM Means Award	Non Government – Endowment Scholarship	Only one scholarship per branch of study is available for each year of 3 year study that is from second year to final year. The branches of Civil, EEE, ECE MECH.
CEG 1961 Batch Student	Non Government – Endowment Scholarship	The scholarship will be given to one first year and one Second year student of CEG Campus (Rs.20,000) to each student) Merit-cum means basis as per selection process of Anna University in consultation with a nominated representative of CEG 1961 batch, thereafter for next two years on first year student will be added ro receive the scholarship.
G. Krishnamoorthy Award	Non Government – Endowment Scholarship	1.The award will be given to one poor student from UG based on the performance at higher secondary examination and the entrance examination of Anna University. 2.The Award will be renewed to the student selected every year based on the performance of the student in the Anna University examination wherein the awardees has to get more than 7 CGPA. 3.The award can be currently given to a student along with other scholarship, if any.
Madras Dock Labour Board - Dr.	Non Government – Endowment	The Schlarship shall ordinaly be tenable for your years, subject to the satisfactory progress and

B.R. Ambedkar End. Scholarship	Scholarship	conduct of the student. The scholarship shall be continued for the II, III & IV. if the student passes both the semesters in each year, in the first time.
1956-60 CEG Batch Endowment Scholarship	Non Government – Endowment Scholarship	80% of the interest shall be given as scholarship to UG Engineering students in CEG campus. Total number of students eligible to receive scholarship shall be 4. For renewal, the scholarship awardees should have passed all the previous courses in first attempt and in case of any scholarship awardees does not satisfy, a new student from the same year of study will be selected.
Student Welfare Endowment Scholarship	Non Government - Institutional scholarship	1. 2nd year students of all Branches B.E./B.Tech. of MIT, Can apply. 2. Income should not exceed Rs.1,00,000/- 3. The applicants should not have any arrear 4. They should come through single window admission 5. Should not get any other scholarships
MGMI-ICCAMI'93 Scholarship Endowment(ICCAMI '93 renamed as above	Non Government – Endowment Scholarship	80% of the accured interest shall vbe utilized for the scholarship every year to two studemnts of the IV year B.E. in mining Engineering who have secured the first two places in terms of the marks in the V & Vi semester examinations in the ration of 55:45. The balance 20% will be added to the corpus amount.
CSE Class of 2000, 2001 & 2002 Scholarship Endowment	Non Government – Endowment Scholarship	80% of incurred interest shall be given to a III year B.E. Computer Science and Engineering student who is academically good and economically poor, so as to cover his tuition fees for that year 20% of the interest shall be added back to corpus amount.
1957 Guindyians Endowment	Non Government – Endowment Scholarship	80% of accured interest shall be given to scholarship to an entering student of any branch of study leading to a degree in Engineering by merit cum means basis from the first year to the final year of study. 20% of the interest shall be added back to corpus amount.
Guindy Class of 1973 Endowment Scholarship	Non Government – Endowment Scholarship	80% of accured interest shall be given to scholarship from two to six students of any discipline on merit cum means as per the selection process of Anna University

		commencing from the I year till completion of the course and provided to those who maintain good academic performance. 20% of the interest shall be added back to corpus amount.
Guindy Engineers 62 trust Scholarship	Non Government – Endowment Scholarship	The student who obtains the highest total marks in III, IV, V, VI semester examinations in Civil, Mechanical and Electrical and Electronics Engineering branches shall be eligible for the scholarship.
Gupta Endowment Scholarship	Non Government – Endowment Scholarship	The schoalrship shall be given to a final year B.E. Computer Science Student who is academically good and economically poor.
Bank of Tokyo Mitsubishi scholarship	Non Government - Institutional scholarship	1. 1st year students of all Branches B.E./B.Tech. of MIT student can apply. 2. Income should not exceed Rs.1,00,000/ 3. The same students can renew the scholarships for other 3 years based on the academic performance CGPA 7.0 4. They should come through single window admission 5. Should not avail any other scholarships
Cognizant Foundation Scholarship	Non Government - Private	1. Merit-cum-means based scholarship 2. 1st year CSE IT ECE and E&I students of MIT 3. This can be renewed for other 3 years of study with a minimum CGPA of 7.0, & 70% attendance in each semester and have no arrears. 4. Academic performance of the candidate in +2 exam and Ist Sem GPA will be considered
AMM Foundation Scholarship	Non Government - Private	1. UG students of all Branches of B.E./B.Tech. 2. Monthly Income should not exceed Rs.10,000/- 3. The same students can renew the scholarships for other 3 years based on the academic performance 4.Should not avail any other scholarships
Founder's family Scholarship	Non Government - Private	1. UG students of all Branches of B.E./B.Tech. of MIT students can apply 2. Income should not exceed Rs.2,00,000/- 3. The same students can renew the scholarships for other 3 years based on the academic performance.

Indian Oil Corporation Limited Scholarship	Non Government - Private	1. Based on the Performance in the Examination conducted by them 2. Can be availed from 1st year and Renewed for entire course duration 3.Renewal based on the performance in the Sem. Exam. (No arrears) & based on the performance certificate issued by the HOD regarding Character & conduct 4. Should not receive any other scholarship
Tamilnadu Educational Trust Scholarship	Non Government - Private	1. Should not have any arrears. 2. Income should not exceed Rs.200000/- per annum 3. Should not receive any other scholarship 4. Can be availed from 1st year and renewed for entire course duration 5. UG & PG students can apply the scholarship

R. V.

Vice Chancellor

6

ANNA UNIVERSITY,
CHENNAI-600025.

CODE OF CONDUCT POLICY

FOR STUDENTS, FACULTY, STAFF AND ADMINSTRATION

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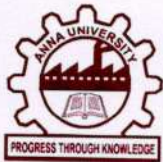
Academic dishonesty is any form of deceptive, dishonest, or fraudulent conduct will not be tolerated.

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

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.

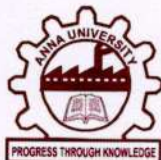**Process of implementation and adherence to the policy**

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 – 600 025.

Resource Mobilisation and Funding Policy

The potential sources of funds for Anna University are the grants from Government of India and State Government through various funding agencies such as MHRD, UGC, DST, AICTE, TANII etc for various purposes. General Fund of Anna University is received in terms of student fees, examination fee, hostel fee, affiliation fee etc. Plan funds are received from extramural sources for specific purposes like schemes of the Government agencies such as UGC / DST / DBT / ICMR / DRDO / RUSA / PURSE / UPE etc. The Director, Planning and Development is responsible for coordination of funding from these sources. These funds are utilised for capacity building and enhancement of campus facilities such as Research labs, buildings, welfare measures, knowledge dissemination, faculty development etc. The burden of financing the University activities is ever rising due to Pay Revision for Employees, rising cost of campus maintenance and facility augmentation.

Anna University augments its financial resources through the Institutional overhead charges collected from sponsored research projects and consultancy / training / testing / services rendered by faculty and coordinated by the Centre for Technology Development and Transfer. The interest earned from corpus funds created by way of admissions through Industrial Consortium and NRI schemes also provides funding for the annual budget. Anna University also mobilises funds from its alumni and CSR funds of Industries, philanthropic agencies etc.

Anna University also strives hard to utilize its enhanced brand value to strengthen bonds with its connections and further increase the inflow of funds. Resource Utilization is optimized based on assessment of need and prioritization through a rigorous budget process in place where each and every item is discussed and analyzed in different forums before allocating funds. The Finance Committee reviews and approves the Budget estimates and Annual Accounts of the University.

TN Government Finance / Expenditure and Accounting Regulations, Rules, Procedures and Code of Ethics, TNTT norms such as e-tender, technical and financial bids, tender negotiation, etc are strictly followed. The transaction procedures are well laid out in its finance and accounts manual.

Vice-Chancellor

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

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