

# AMRITA VISHWA VIDYAPEETHAM

Coimbatore, India | NAAC A++ Accredited | Est. 1994

## MANDATORY ANNUAL STAFF TRAINING ON ENVIRONMENTAL SUSTAINABILITY

### Institutional Disclosure Report

Report Reference: AVV/SUSTAIN/STR/2025 | Reporting Period: Academic Year 2024-2025

Date of Issue: April 2025 | Version: 1.0

<b>Institution</b>	Amrita Vishwa Vidyapeetham
<b>Reporting Period</b>	Academic Year 2024-2025 (July 2024 – April 2025)
<b>Report Type</b>	Mandatory Staff Environmental Sustainability Training Disclosure
<b>Staff Coverage</b>	Faculty members and professional (non-teaching) staff across all campuses
<b>Total Staff Strength</b>	Approx. 5,000+ (faculty: ~3,200   professional staff: ~1,800)
<b>Campuses Covered</b>	Coimbatore, Amritapuri, Bengaluru, Kochi, Chennai, Mysuru, Faridabad, Haridwar, Amaravati, Nagercoil
<b>Prepared by</b>	Office of the Chief Sustainability Officer, Amrita Vishwa Vidyapeetham
<b>Governing Policy</b>	Amrita Sustainability & Climate Action Policy (AVV/SUSTAIN/CAP/2025)

## 1. Executive Summary

Amrita Vishwa Vidyapeetham confirms that it provides mandatory, annual, dedicated training on environmental aspects of sustainability for all staff members, encompassing both faculty and professional (non-teaching) staff across all ten campuses. This report presents a comprehensive disclosure of the university’s staff sustainability training framework, programme portfolio, estimated training hours, delivery mechanisms, and governance arrangements for the academic year 2024–2025.

In direct response to the indicator: “Does your institution provide mandatory annual dedicated training on environmental aspects of sustainability for staff members (faculty and professional staff members)?” — the university’s answer is:

# YES

Amrita Vishwa Vidyapeetham provides mandatory annual training on environmental sustainability for all staff members.

<p style="font-size: 24px; margin: 0;"><b>≥16</b></p> <p style="font-size: 10px; margin: 0;">hours Min.</p> <p style="font-size: 12px; margin: 0;">Hours/Employee/Year</p>	<p style="font-size: 24px; margin: 0;"><b>5,000+</b></p> <p style="font-size: 10px; margin: 0;">employees Staff Covered</p>	<p style="font-size: 24px; margin: 0;"><b>5+</b></p> <p style="font-size: 10px; margin: 0;">formats Training Modes</p>	<p style="font-size: 24px; margin: 0;"><b>10</b></p> <p style="font-size: 10px; margin: 0;">campuses University-wide Reach</p>
--	---	--	--

## 2. Institutional Context & Policy Basis

Amrita Vishwa Vidyapeetham’s commitment to staff sustainability training is grounded in its Sustainability & Climate Action Policy (AVV/SUSTAIN/CAP/2025) and its broader ethos of “compassion-driven sustainability” guided by Chancellor Mata Amritanandamayi Devi’s vision. The university’s 2030 Net-Zero target and its publicly declared commitment to SDG 13 (Climate Action) necessitate that all staff — faculty and professional alike — are equipped with the environmental knowledge, competencies, and behavioural awareness to contribute meaningfully to institutional sustainability goals.

The training obligation for staff on environmental sustainability is embedded in three policy instruments:

- Amrita Sustainability & Climate Action Policy (2025): Mandates annual sustainability training for all staff as part of the Sustainability Governance Council’s implementation responsibilities
- Amrita Human Resources Development Policy: Requires minimum annual professional development hours inclusive of sustainability and institutional values components
- NAAC A++ Criterion VII (Institutional Values & Best Practices): Requires documented sustainability education and awareness activities for the entire institutional community including staff

### 3. Mandatory Staff Sustainability Training Framework

All staff members at Amrita Vishwa Vidyapeetham are required to complete a minimum of 16 hours of dedicated environmental sustainability training per year. This requirement applies to:

- Faculty members (all ranks: Professors, Associate Professors, Assistant Professors, and contractual teaching faculty)
- Professional staff (administrative officers, laboratory technicians, facility management staff, IT staff, and other non-teaching employees)

The training framework operates through a combination of centrally mandated programmes and campus-level scheduled sessions, ensuring consistent coverage across all ten campuses.

#### 3.1 Training Hours Estimate (Per Employee, Per Year)

Training Category	Faculty (Estimated Hours)	Professional Staff (Estimated Hours)
Institutional Sustainability Orientation / Annual Refresher	4 hours	4 hours
AICTE / Faculty Development Programmes – Sustainability & Green Technology	8 hours	N/A
Campus-level Environmental Awareness Workshops	3 hours	4 hours
Live-in-Labs® Faculty Coordinator Sustainability Training	4 hours (applicable faculty)	—
Environmental Compliance & Campus Operations Training	1 hour	6 hours
Online / Modular Sustainability Modules (SWAYAM / internal LMS)	2 hours	2 hours
<b>ESTIMATED TOTAL (minimum per employee per year)</b>	<b>≥18 hours</b>	<b>≥16 hours</b>

*Note: These are estimated averages based on programme schedules, faculty development participation records, and campus training calendars. Exact hours may vary by campus, role, and departmental participation. The university is committed to refining data collection to enable precise per-employee reporting in subsequent years.*

### 4. Sustainability Training Programme Portfolio

The following table details all mandatory and structured sustainability training programmes delivered to staff members in the 2024–2025 academic year:

Programme / Module	Category	Format	Hours	Frequency	Staff Type
Annual Sustainability Orientation & Campus Net-Zero Awareness Session	Environmental Awareness	In-person / Webinar	4 hrs	Annual	All Staff
AICTE-ATAL FDP: Green Technology & Sustainability Engineering	Faculty Development	Online / In-person	40 hrs	Annual*	Faculty
Live-in-Labs® Faculty Coordinator Workshop (PRA & HCD Methods)	Experiential Learning	In-person	16 hrs	Annual	Faculty
Environmental Compliance & Waste Management Training	Campus Operations	In-person	6 hrs	Annual	Prof. Staff
Campus Sustainability Committee Capacity Building	Governance	In-person	4 hrs	Bi-annual	Committee Members
SWAYAM / Internal LMS: SDG & Climate Action Modules	Online Learning	Self-paced	2 hrs	Annual	All Staff
Cultural Ecology & Climate Change Workshop (with TNSCST)	Environmental Education	In-person	6 hrs	Annual	Faculty
SDG Integration & Curriculum Development Workshop	Faculty Development	In-person	8 hrs	Annual	Faculty
Energy & Water Efficiency Staff Briefings	Campus Operations	In-person	1 hr	Quarterly	All Staff
ESG Awareness: MBA / Staff Cross-training Programme	Professional Dev.	Hybrid	4 hrs	Annual	Prof. Staff
Disaster Resilience & Climate Adaptation Briefing	Climate Resilience	In-person	2 hrs	Annual	All Staff

\* AICTE-ATAL FDPs are offered on a rotational basis; all faculty are expected to complete at least one sustainability-focused FDP per three-year cycle, with a minimum of one sustainability module per year through the internal LMS as a complement.

## 5. Key Programme Descriptions

---

### 5.1 Annual Sustainability Orientation & Net-Zero Awareness Session

Every faculty and professional staff member is required to attend the Annual Sustainability Orientation at the commencement of each academic year. Delivered jointly by the Chief Sustainability Officer and Campus Sustainability Committee chairs, this 4-hour session covers:

- Amrita's climate commitments: 2030 Net-Zero target, 65% GHG reduction, and renewable energy roadmap
- Campus-specific environmental performance data: energy consumption, water usage, waste metrics
- Staff responsibilities under the Sustainability & Climate Action Policy
- Upcoming sustainability initiatives and how staff can participate
- Overview of real-time carbon monitoring dashboards installed across campus buildings

Attendance is recorded and submitted to Campus Sustainability Committees. Staff who miss the in-person session must complete the equivalent online module within 30 days.

### 5.2 AICTE-ATAL Faculty Development Programmes (FDPs) – Green Technology & Sustainability Engineering

Amrita Vishwa Vidyapeetham conducts AICTE's ATAL Academy-sponsored Faculty Development Programmes on "Green Technology and Sustainability Engineering." These intensive programmes (40 hours over 5 days) cover:

- Air quality, emissions inventories, and environmental monitoring methods
- Sustainable biofuels, renewable energy systems, and green hydrogen
- Waste management, circular economy, and eco-design principles
- Sustainable construction materials and green manufacturing processes
- Climate-smart agriculture and environmental impact assessment

In 2021, Amrita hosted the AICTE-ATAL FDP on Green Technology attracting 149 faculty participants from across India. Such programmes are conducted annually or bi-annually on campus, with all Amrita faculty required to complete at least one sustainability FDP per three-year cycle. Supplementary online modules ensure annual minimum hours are met in intervening years.

### 5.3 Live-in-Labs® Faculty Coordinator Sustainability Training

Faculty members coordinating Amrita's Live-in-Labs® programme undergo dedicated training on:

- Participatory Rural Appraisal (PRA) and Human-Centered Design (HCD) methodologies
- Community-based climate adaptation and environmental sustainability practices
- SDG integration in experiential learning design
- Environmental impact assessment for field-based projects

Multiple capacity development workshops are conducted across all Amrita campuses annually. These 16-hour workshops equip faculty coordinators with both the environmental knowledge and pedagogical skills required to deliver sustainability-focused community engagement.

## 5.4 Environmental Compliance & Waste Management Training (Professional Staff)

Professional staff — including facility managers, laboratory technicians, housekeeping supervisors, and administrative personnel — receive dedicated training on:

- Waste segregation protocols: organic, recyclable, hazardous, biomedical, and e-waste
- Sewage Treatment Plant (STP) operation and water conservation responsibilities
- Energy efficiency practices: lighting, HVAC, and equipment management
- Environmental compliance obligations under Indian environmental law
- Emergency response for environmental incidents (chemical spills, waste mismanagement)

This 6-hour annual training is delivered by the Campus Sustainability Committee in collaboration with the Facilities and Infrastructure directorate.

## 5.5 Online & Modular Sustainability Learning (All Staff)

Amrita’s internal Learning Management System (LMS) hosts a suite of self-paced environmental sustainability modules available to all staff year-round:

- SDG 13 (Climate Action): Understanding institutional responsibilities
- Carbon footprint: personal and professional actions to reduce emissions
- Biodiversity and ecosystem services on campus
- Sustainable procurement and supply chain awareness
- Environmental legislation in India: key obligations for institutions

Completion of a minimum of 2 hours of online sustainability modules per year is mandatory for all staff, tracked through the LMS with automated reminders and reporting to line managers.

## 6. Environmental Sustainability Topics Covered in Training

Collectively, the mandatory training portfolio covers the following core environmental sustainability themes:

Environmental Topic	Relevant Training Programme(s)
Climate Change & GHG Emissions	Annual Orientation, AICTE FDP, Online LMS Modules
Renewable Energy & Energy Efficiency	AICTE FDP, Energy Briefings, Annual Orientation
Waste Management & Circular Economy	Environmental Compliance Training, AICTE FDP
Water Conservation & Management	Environmental Compliance Training, Annual Orientation
Biodiversity & Ecosystem Protection	Cultural Ecology Workshop, Online LMS
Sustainable Agriculture & Food Systems	AICTE FDP, Live-in-Labs® Coordinator Training
Climate Resilience & Disaster Risk Reduction	Disaster Resilience Briefing, Live-in-Labs® Training
SDG Framework & Institutional Responsibilities	SDG Curriculum Workshop, Online LMS, Annual Orientation

Environmental Topic	Relevant Training Programme(s)
Environmental Legislation & Compliance	Environmental Compliance Training, Annual Orientation
Carbon Footprint & Net-Zero Pathways	Annual Orientation, Online LMS
Sustainable Procurement & Supply Chain	Online LMS, ESG Staff Training
Environmental Monitoring & Reporting	AICTE FDP, Campus Committee Training

## 7. Governance, Monitoring & Compliance

### 7.1 Accountability Structure

- The Chief Sustainability Officer (CSO) is responsible for the design, scheduling, and quality assurance of mandatory sustainability training programmes
- Campus Sustainability Committees (CSCs) on each of the ten campuses are responsible for delivering campus-level training sessions and maintaining attendance records
- Human Resources Directorate tracks mandatory training completion as part of annual staff performance appraisal
- The Sustainability Governance Council (SGC) reviews aggregate training completion data quarterly and reports to the Vice Chancellor’s Office

### 7.2 Compliance Monitoring

- Attendance at in-person sessions is recorded via sign-in registers and digitised into the university’s HR Management System
- Online LMS module completion is automatically tracked and reported to line managers
- Staff who have not completed mandatory training by the end of each academic year receive formal reminders and are required to complete outstanding modules before the annual appraisal cycle closes
- Training completion rates are reported in Amrita’s Annual Sustainability Report

### 7.3 Continuous Improvement

- Training content is reviewed and updated annually by the CSO in consultation with subject matter experts, reflecting the latest climate science, institutional performance data, and policy developments
- Staff feedback surveys are administered after each training session to assess effectiveness and identify topics requiring enhanced coverage
- New staff members receive sustainability orientation as part of their institutional induction, in addition to the annual mandatory training cycle

## 8. Supporting Evidence & Documentation

The following documents and records are available for verification upon request:

Evidence Type	Description / Reference
AICTE-ATAL FDP Completion Certificate	Certificates issued to 149+ faculty in FDP on Green Technology & Sustainability Engineering

Evidence Type	Description / Reference
Annual Orientation Attendance Registers	Sign-in records from each campus; digitised in HR Management System
LMS Training Completion Reports	Auto-generated reports showing module completion per staff member
Live-in-Labs® Coordinator Workshop Records	Programme schedules, attendance, and feedback forms for PRA/HCD workshops
Campus Sustainability Committee Minutes	Documentation of campus-level training sessions and participation
NAAC Criterion VII Self-Study Report	Section documenting institutional sustainability education for staff
Annual Sustainability Report 2024-2025	Aggregate training completion data and sustainability performance metrics
Sustainability & Climate Action Policy	Policy reference AVV/SUSTAIN/CAP/2025 — mandating annual staff training

## 9. Summary Response to the Indicator

Indicator Question	Amrita Vishwa Vidyapeetham’s Response
Does the institution provide mandatory annual dedicated training on environmental aspects of sustainability for staff?	<b>YES — Mandatory annual sustainability training is provided for all faculty and professional staff across all ten campuses.</b>
Does it cover faculty members?	YES — All faculty, including Professors, Associate Professors, Assistant Professors and contractual teaching staff, are covered.
Does it cover professional (non-teaching) staff?	YES — All professional staff including administrative officers, lab technicians, facility management, and IT staff are covered.
Is the training annual?	YES — Training is scheduled annually, with the Annual Sustainability Orientation held at the start of each academic year. Online LMS modules run year-round.
Is it dedicated to environmental sustainability topics?	YES — All mandatory sessions are dedicated specifically to environmental sustainability topics (climate change, energy, waste, water, biodiversity, SDGs).
Estimated annual training hours per faculty member	Minimum 18 hours per year (estimate; varies by role and FDP participation)
Estimated annual training hours per professional staff member	Minimum 16 hours per year (estimate)
Is training completion monitored?	YES — Tracked via HR Management System (in-person) and LMS (online); reported to Sustainability Governance Council.

## 10. Declaration & Authorisation

---

This report has been prepared in good faith based on available institutional records, programme documentation, and estimated data for the academic year 2024–2025. Where precise per-employee training hours could not be individually calculated, reasonable and conservative estimates have been provided, consistent with the guidance to “provide an estimate if exact numbers are not possible to calculate.”

Amrita Vishwa Vidyapeetham is committed to strengthening its data collection systems to enable precise, per-employee tracking of mandatory sustainability training hours in future reporting cycles.

Role	Name / Designation	Signature & Date
Chief Sustainability Officer	Amrita Vishwa Vidyapeetham	
Director, Human Resources	Amrita Vishwa Vidyapeetham	
Vice Chancellor’s Representative	Amrita Vishwa Vidyapeetham	

---

**Amrita Vishwa Vidyapeetham — Mandatory Staff Sustainability Training Report**

Report Ref: AVV/SUSTAIN/STR/2025 | Version 1.0 | April 2025 | [www.amrita.edu](http://www.amrita.edu)