



**CENTRE FOR RESEARCH  
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**CIRCULAR**

Sub: Instructions to the scholars and supervisors – Reg.

Supervisors and research scholars are suggested to browse the website [cfr.annauniv.edu](http://cfr.annauniv.edu) periodically for Ph.D./M.S. regulations with amendments as well as for information and latest announcements. Scholars shall download the necessary forms from the above website. In spite of periodical updations, the documents produced by the research scholars frequently contain certain discrepancies in the following aspects. Hence the points mentioned below shall be observed to avoid delay and speed up the processing.

- All correspondence from the scholar/supervisor should be forwarded by the Head of the Department/Director of the Centre.
- If a new panel is suggested for change of DC member, it should be in accordance with the format specified in the website [cfr.annauniv.edu/research/downloads.php](http://cfr.annauniv.edu/research/downloads.php).
- For Part-time scholars, signature of the Head of the Department/Head of the Organization of the scholar (where the scholar is working) with seal should be obtained in the Semester Progress report.
- Supervisors migrating to other organizations should update their contact details immediately to this office.
- Research scholars who are converting from Full-time to Part-time category should surrender their ID card to Director, Centre for Professional Development Education (CPDE) and shall collect the temporary ID card from the Director, CPDE after submitting a letter of request through the supervisor and HOD/Director of the Centre of the Supervisor and duly forwarded by the Director (Research).

- Copy of the train ticket (irrespective of the class) duly attested by the supervisor shall be produced along with the claim bill for DC/MC members to attend the DC/MC meeting. If train ticket is not produced, only sleeper class fare shall be sanctioned.
- Air tickets (both ways) with Boarding Pass for onward journey duly attested by the supervisor shall be produced along with the claim bill for Oral Examination, otherwise, only three tier A/C train fare shall be sanctioned.
- In each of the claim bill pertaining to DC/MC/Oral examination, to whom (Supervisor/Member) the payment has to be made should be indicated clearly.
- All the bills should be duly attested by the supervisor and all the claim forms should be submitted together. No separate claims shall be made.
- The hospitality charges shall be claimed by enclosing proper printed bills and not vouchers. To reimburse the hospitality charges, the claim bill for the actual expenditure shall be accompanied with the original computer/printed bill alongwith its photo copy affixed on a white paper and duly certified by the supervisor.
- Two seminar presentations, one at the time of confirmation and the other, during synopsis submission is applicable to all Ph.D. scholars irrespective of year of registration.
- One seminar presentation at the time of synopsis submission is applicable to all M.S./M.Tech. (By Research) scholars irrespective of year of registration.
- The registration granted to the scholar will be cancelled, if the provisional confirmation is not completed within 3 years.
- Copies of progress reports are not needed, while submitting the synopsis.
- In the Synopsis, References and List of Publications should be kept in separate pages.
- Cover Page and Title page of Synopsis and Thesis should contain “*in partial fulfillment of the requirements for the degree of*” and Faculty of Civil Engineering/ Mechanical Engineering/ Electrical Engineering/ Information and Communication Engineering/ Technology/ Architecture and Planning/ Science and Humanities/ Management Sciences (not Management Studies). Department should not be specified.
- Scholars registered for M.Tech. (By Research) at erstwhile AUT, Coimbatore shall mention the same in the Cover Page and Title page of Synopsis and Thesis (not as M.S. (By Research))
- Bona fide (not Bonafide) Certificate shall carry the Supervisor’s signature and shall be followed by the Supervisor’s name, academic designation (not any other responsibilities of administrative nature)

- Scholars who have submitted their synopsis/thesis/A5 book are requested to provide certain details in the link [cfr.annauniv.edu/registration/index.php](http://cfr.annauniv.edu/registration/index.php) (applicable to those who have not registered already). Printout of the same should be sent to this office for further processing.
- Scholars who have submitted their synopsis are instructed to submit one thesis copy along with relevant documents. Scholars registered at erstwhile AUTs shall submit the thesis in the respective Regional Office for forwarding it to this office.
- The scrutiny committee shall assess the overall layout and quality of presentation of the thesis as per the guidelines of Anna University and the intimation to collect the report will be communicated to the Supervisor and Scholar through mail.
- Research scholar should produce the mail copy /Authentication letter from the Supervisor to this office to collect the scrutiny report and thesis. After carrying out all the corrections specified in the scrutiny report, three copies of the thesis should be submitted. Soft copies (in pdf format) of the modified thesis, abstracts in Tamil and English should be uploaded through the link “Post Scrutiny Thesis Submission Form” available at [cfr.annauniv.edu](http://cfr.annauniv.edu). The print out of the form alongwith the hard copies of the thesis and abstracts (unbound) in Tamil and English should be submitted with the authentication of the supervisor within 15 days to take further action at this end.
- While submitting the thesis after incorporating the suggestions given by the examiners/ after completion of oral examination, based on the date of submission, month and year has to be modified in the cover page and title page of the thesis.
- For the recommendation of a panel of three experts for the constitution of an Oral Examination Board, the format specified for the Panel of thesis Examiners shall be adopted with the caption as PANEL OF SUBJECT EXPERTS FOR VIVA-VOCE EXAMINATION.
- Alterations/Corrections by the Supervisor in the proceedings of Viva-Voce examination is not accepted and further processing will not be done by this office.
- Any document (Original) submitted to this office, a photo copy of the same shall be retained with the scholar / supervisor for reference, specifically fee receipts and progress reports.

**DIRECTOR (RESEARCH)**