



**CENTRE FOR RESEARCH**  
**ANNA UNIVERSITY**  
**CHENNAI – 600 025**

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**Director**

**Lr. No.CR/WSC/2014**

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**CIRCULAR**

Sub: Research Scholars and Supervisors - Certain guidelines to be followed – Reg.

To maintain uniformity, the following guidelines shall be adhered by the research scholars and Supervisors with immediate effect.

- Research Performance Assessment (format available in our website under “Downloads”) should be submitted along with the minutes of the DC/MC meeting (except first DC/MC meeting) duly signed by DC/MC members till the submission of Synopsis.
- Any deviation in Course Code and Title in the minutes of the first and confirmation DC/MC meetings **should be justified in the minutes of confirmation DC/MC.**
- Certificate for completion of minimum duration of the programme obtained from HoD/Director of the Centre of the Supervisor (format available in our website under “Downloads”) should be submitted alongwith the Synopsis.
- Supervisors migrating to other Colleges / University or PT scholars migrating to other Colleges/ University or PT scholars resigning their job or FT scholars take up any job should be informed to this office immediately. In eligible cases, request for change of category from PT to FT and Vice-Versa should reach this office within a month, otherwise suitable action will be initiated.
- In case of change of category from Full time to part time or Vice –Versa, the minimum period shall be accounted as whichever is high.
- Change of Supervisor for a research scholar shall be possible on valid reasons with the consent of both the present and proposed Supervisors. In the case the scholar requests for change of Supervisor for valid reasons without the consent of the Supervisor, based on the merit of the issue, the request shall be considered by the Director (Research) with the approval of the Vice-Chancellor. In such cases, **Synopsis shall be accepted only when the scholar has published atleast one publication (as applicable) with new Supervisor.**
- Synopsis alongwith other relevant documents submitted by the scholar will be verified and the acceptance of the same will be intimated to the Supervisor and scholar through e-mail within 3 weeks from the date of submission of synopsis to this office. Thesis shall be submitted to this office along with the printed copy of the acceptance mail.
- As per the resolution No. 11.07.01 of 11<sup>th</sup> Research Board meeting, held on 22.08.2008, the faculty members of Anna University, Chennai including self financing engineering colleges are not permitted to act as a Supervisor/Joint Supervisor in any other Universities.

**DIRECTOR (RESEARCH)**