



CENTRE FOR RESEARCH
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Sub.: Online request forms – reg.,

Scholar Portal:

The research scholar portal has the following new features to benefit the quick submission and processing of requests made to this office.

1. Change of Supervisor
2. Request for Supervisor In-charge/Research Coordinator

These forms are available under '*Request Forms*' in the scholar portal. Scholars are requested to use only these forms henceforth. The completed forms will reflect in the Supervisor login for necessary approvals. The PDF generated after the approval of the request forms should be duly forwarded by the Head of the Department/Institute concerned as specified in the PDF for further processing at this office.

Institute Portal:

The Heads of the Departments (for UDs) / Directors of Autonomous Centres / Head of the Institutes are requested to make use of the '*Manage Supervisor*' option throughout the year to update the list of recognized Supervisors attached to their institute. The uploads requested during the update process shall be legible and readable for quick processing of the requests.

Sd/-
DIRECTOR