



Lr. No.CFR/PROG-REP/2017

24.11.2017

CIRCULAR

Sub: CFR- Ph.D./M.S./M.Tech. (By Research) – Submission of progress report – Reg.

Research Scholars registered at Anna University/erstwhile AUTs should produce the following documents by filling the required details through the link <https://cfr.annauniv.edu/scholars/>

1. Enrolment/ Registration renewal form.
2. Semester Progress Report for the period July – December 2017 along with a **typed report** on the work carried out during that period (in about 300 words)
3. Course Work Registration form (if the scholar is registering for the course work in the forthcoming semester)
4. Photocopy of the Extension order /break of study/ permission for research outside the University (if applicable)
5. Differently abled scholars shall produce a “Disability Certificate” obtained from State/Central Government Organization for availing Tuition fee exemption.

in the prescribed format duly signed (in the first week of December 2017) by the Supervisor and Head of the Department of the Supervisor should be submitted (By Post/In person) to **the Centre for Research, Anna University** on or before 15th December 2017, without which the scholars are not permitted to pay the semester fee for January 2018 session.

Any document signed by the temporary in-charge HoD/ Director of the Centre, attach a proof of his/her nomination by the competent authority. Otherwise the document (s) submitted by the scholar will not be considered and not permitted to pay the fee.

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. Those scholars who have submitted documents with incomplete/insufficient details will not be permitted to pay the semester fee for January 2018.

Scholars who have not submitted the Progress Report within the stipulated period and those submitted documents with incomplete/insufficient details will not be permitted to pay January 2018 semester fee.

DIRECTOR (RESEARCH)