

**CIRCULAR**

**To kind attention of all Principals, Supervisors and Research Scholars of Affiliated colleges  
PROCEDURE TO BE FOLLOWED DURING CONDUCT OF RESEARCH RELATED MEETINGS  
OF RESEARCH SCHOLARS OF ANNA UNIVERSITY**

**24.09.2025**

Based on the feedback from the stakeholders, it is proposed to streamline the conduct of DC meeting, Seminar Presentation, Confirmation meeting, Synopsis meeting, Oral examination, etc. The following guidelines are to be followed with immediate effect.

1. The proof of conduct of DC meeting, Seminar Presentation, Confirmation meeting, Synopsis meeting, Oral examination, etc. should be submitted to the Centre for Research with atleast of six geotagged photographs (indicating location name, time, latitude, longitude, etc.) covering different aspects of the events taken at different interval of time. The necessary proof should be submitted and uploaded in the form of colour photographs (2 photos printed in each A4 sheet) signed and sealed by the supervisor, HoD and Principal along with the research document in pdf format.
2. The seminar presentation should be attended by the supervisor, concerned department faculties, Research Scholars of the department (preferably all Scholars of college/institute), PG students of the department, interested UG students and special invitee (if any) with a minimum of 50 members.
3. The concerned department should maintain records for each Research Scholar like hard copy of the circulars, email notifications, seminar invitations, attendance particulars, etc and any other documents submitted to the Centre for Research, Anna University.

**O/o Centre for Research  
Anna University  
Chennai - 600025**