



CENTRE FOR RESEARCH
ANNA UNIVERSITY
CHENNAI 600 025

Dr.K.P.JAYA
DIRECTOR

No.CFR/DCM - 2/ 2020

Dated: 11th June 2020

CIRCULAR

Considering the present situation aroused out of COVID-19 pandemic, the Doctoral Committee (DC) meetings in respect of the Research Scholars (Ph.D. and MS (by Research)) are permitted to be conducted online mode by adhering to the following procedures.

1. The date of the DC meeting has to be intimated to the Centre for Research and Head of the Department of the Supervisor/Research Coordinator/ Joint Supervisor well in advance through email communication.
2. The Scholar, Supervisor/Research Coordinator, Joint Supervisor (if applicable), and DC members need to be participated in the Doctoral Committee meeting either by physical presence or through online mode. The supervisor shall use online meeting platforms such as Skype, Zoom, Google meets room or any other similar platform with prior notification to the Director (Research). Relevant proof of the online meeting should be submitted at CFR along with other documents,
3. All the documents, which are to be submitted along with the minutes of the DC meeting need to be filled in and printed out (listed out on the web page of Centre for Research). The printed documents need to be signed by all the members concerned (via email communication) and submit the same along with the minutes of the meeting (single copy) at Centre for Research within a week from the date of the DC meeting via speed post.
4. All the documents related to the DC meeting, which are signed and scanned by all the members, need to be endorsed by the Supervisor with his/her original signature.
5. The claim form with account particulars of the DC members (in a single sheet) duly approved by the Supervisor needs to be submitted at Centre for Research along with other documents.
6. Minutes of the meeting, and claim form should be generated online. Multiple sheets of the minutes and claim form shall not be accepted at CFR.
7. All fee payment shall be made online. Demand draft towards any fee shall not be accepted at CFR.
8. The mandatory seminars prior to the confirmation meeting and synopsis meeting shall be conducted either in the department of the Supervisor as public seminars or via online mode. If the seminar presentation is through online mode, all relevant supporting documents endorsed by the Supervisor should be submitted at Centre for Research (list of participants, print screen of the online meeting page).


11/06.2020
DIRECTOR (RESEARCH)