



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



**Dr. C.UMARANI**  
**DIRECTOR**

Telephone : + 91-44-2235 7366/2235 7354  
Fax : + 91-44-2220 1213  
Email : dirresearch@annauniv.edu  
dirresearch@gmail.com

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**CIRCULAR**

Sub : CFR-Ph.D./M.S.(By Research) - Submission of Progress Report – Reg.

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Research scholars registered at Anna University / erstwhile AUTs should produce the following documents by filling the required details in the prescribed format of the progress report for the period of January 2021- December 2021 duly signed by the Supervisor and Head of the Department of the Supervisor. The signed progress report should be submitted (By Post / In person) to the Centre for Research, Anna University on or before 15th December 2021. The scholars are enabled to take the printout of the progress report only with the online approval of the Supervisor through Supervisor login. **The scholars are asked to provide their publication details published during their progress report period in the scholar login.** The scholars are advised to submit the following documents.

1. Enrolment / Registration renewal form
2. Yearly Progress Report for the period January – December 2021 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.

If any document is signed by the temporary in-charge HOD/Director of the Centre, then attach a proof of his/her nomination by the competent authority. For part-time scholars, signature of the Head of the Department of the scholar (where the scholar is working) should be obtained in the Yearly Progress Report.

The scholars, those who submit the thesis on or before 31st December 2021, need not submit the progress report for January – December 2021

Scholars who have not submitted the Progress Report within the stipulated period and those who submitted documents with incomplete / insufficient details will not be permitted to pay the semester fee for January – June 2022.

**Sd/-**  
**DIRECTOR (RESEARCH)**