Lr.No.CFR/MAY/PROG-REP/2023

Date: 01.06.2023

CIRCULAR


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 2023- June 2023 duly signed and sealed (with designation/office) 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 June 2023 at 05.30pm. The scholars can 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. Progress Report for the period January - June 2023 along with a **typed report** on the work carried out during this assessment 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 Medical Board for availing Tuition fee exemption.
6. If there is any change in workplace of Supervisors it should be informed with necessary documents with Relieving order, Appointment order, Joining Report
7. If there is any change in workplace of Part-time Scholars it should be informed with necessary documents with Appointment order, relieving order, joining report, NOC from Head of the institution in institute letter head.
8. For Teaching fellows working in University Departments, Regional Campuses, Constituent colleges of Anna university, it is mandatory to enclose the recent appointment order copy with progress report.
9. **Necessary actions taken and reply (Brief Reports) for comments/suggestions given by the Research Advisory Committee (Applicable only for the January 2022 registered Ph.D. Scholars of University Departments of CEG, MIT, ACT, SAP campuses).**

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 Semester Progress Report.

**The scholars, those who submit the thesis on or before 30th June 2023, need not submit the progress report for January - June 2023.**

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 **July - December 2023.**

Sd/-

DIRECTOR (RESEARCH)