CIRCULAR

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

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Ph.D./M.S. (By Research) Scholars are informed to submit their online progress report for the period of January - June 2024. The link will be available from 01.06.2024 to 15.06.2024 for submission of the progress report.

The progress report submission is initiated by the research scholar through the scholar login which is verified and forwarded by the research supervisor through the supervisor login. The verified progress reports are approved, consolidated, and submitted to the Centre for Research by the Head of the Department (for UDs)/Director of the Centre (for Autonomous Centres not attached to any University Departments)/Head of the Institutions concerned (for others).

The hard copy of consolidated progress reports is expected to reach this office by 18.06.2024 for further office actions. For any clarifications, you may contact the office of the Centre for Research, Anna University, Chennai - 600 025. For queries please contact 044 - 2235 7362 / 7364.

The scholars, those who submit the thesis on or before 29th June 2024, need not submit the progress report for January - June 2024.

Progress reports of research scholars through the institute should reach this office within the stipulated period and for those who have submitted documents with incomplete/insufficient details will not be permitted to pay the semester fee for July - December 2024.

Sd/-
DIRECTOR (RESEARCH)
MANUAL FOR ONLINE PROGRESS REPORT SUBMISSION

The online progress report submission system has three stages.

Stage 1: The scholar initiates and submits the progress report in the scholar login

Stage 2: The Supervisor verifies the data entries and uploads made by the scholar in the Supervisor login. The Supervisor also comments and remarks on the research performance of the scholar during the progress report period.

Stage 3: The details verified and submitted by the Supervisor are approved and consolidated by the Head of the Department (for UDs)/Director of the Centre (for Autonomous Centres not attached to any University Departments)/Head of the Institutions concerned (for others). The competent authority also marks the attendance of the scholar based on the attendance records maintained by the Department/Centre. The consolidated report is printed, signed and submitted to the office of the Centre for Research.

A more detailed description of the above three stages of the Online Progress Report Submission System is given below.

STAGE 1: SCHOLAR LOGIN

1. Scholar logs into the CFR portal using his/her credential.

2. Scholars can initiate the progress report submission by clicking the ‘Semester Progress Report’ icon in the home page.
3. A window as given below opens with guidelines for the online report submission. Scholar clicks ‘Proceed’ to continue with the progress report submission system.

![Welcome to the Online Progress Report Submission System]

- Before you proceed, please have the following documents handy for quick completion of the process:
  1. Course work registration form (as applicable) duly signed by the Supervisor and the Head of the Department/Director of the Centre.
  2. Progress, Employment and Attendance Declaration Form duly signed by the Supervisor, Head of the Department and Head of the Institutes (as applicable).
  3. One-page writeup duly signed by the research supervisor.

- **Online Progress Report Submission procedure:**
  - Login to the scholar portal with the applicable documents listed above.
  - Upload the scanned document of Sl. No.1 (as applicable) in the relevant field.
  - Combine the documents listed in of Sl. No. 2&3 and upload in the relevant field.
  - Complete additional details in the subsequent pages.

- **Important Note:**
  - The last date for submission of online progress report is on or before **15.06.2024 @ 05.00 P.M.**
  - For queries contact our office at Ph: 044 - 2235 7354 / 7362 x.7364.

- Click **PROCEED**
4. A window as given below opens to collect the details of the research progress made by the Scholar.

5. The scholar enters the details and clicks ‘Next’ to proceed further.

![Course Work/Seminar/Publication Details](image)

<table>
<thead>
<tr>
<th>Details</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. of course works completed</td>
<td>2</td>
</tr>
<tr>
<td>No. of course works registered in this semester</td>
<td></td>
</tr>
<tr>
<td>Attended seminar/conference/FDPs/STTPs</td>
<td>Yes</td>
</tr>
<tr>
<td>Seminar presentation (If yes, number of presentation given)</td>
<td>Yes</td>
</tr>
<tr>
<td>Papers published (If yes, number of papers published)</td>
<td>No</td>
</tr>
</tbody>
</table>

Next
6. Scholars can now download the templates for the ‘Course Work Registration’ form and ‘Progress, Employment and Attendance Declaration Form’ in the subsequent webpage as given below.
7. Scholar completes the forms downloaded and keeps them ready to continue with the online progress report submission system.

8. The coursework registration form is uploaded in the relevant field as given below.
9. Part-time scholars and Full-time scholars in Project/Fellowship enters the employment details. The reporting officer is the Head of the Department/Director of the Centre/Head of the organization concerned.

10. The ‘Progress, Employment and Attendance’ declaration form followed by the One-page write-up of the scholar duly signed by the scholar and supervisor (with seal) are **merged and uploaded** in the relevant field as shown below.
11. Scholar enters the publication details (if applicable) in the subsequent webpage as given below.

12. Scholar completes the progress report submission procedure by hitting the SUBMIT button as shown below.
13. A thank you message followed by the next series of actions is displayed as shown below. This marks the completion of Stage 1 in the online progress report submission system.

--- Thank you for participating in the Online Progress Report Submission --

What happens next?

- Semester progress report successfully submitted.
- Your submitted data will reflect in the supervisor login under Progress Report Approval.
- Your supervisor will verify the documents and data entry made and submits the same for final approval by the competent authority.
- The verified details will reflect in the institution login.
- The progress report of the scholar will be approved and submitted by the Head of the Department (for UDs)/Director of the Centre (for Autonomous Centres not attached to any University Departments)/Head of the Institutions concerned (for others). Refer circular dated 30.06.2023.
- The form will revert to the earlier step if any of the entered details are rejected by the subsequent approver.

Note: Scholars are requested to discuss with the Supervisor before making any entries in the fields mentioned above. Further, the original copies of the Progress, Employment and Attendance declaration form shall be submitted to the Department/Centre concerned while retaining a duplicate copy with the scholar.
STAGE 2: SUPERVISOR LOGIN

1. The entries made by the scholar and the relevant uploads are reflected in the Supervisor login.

   **Note:** For Supervisors in the non-recognized Departments, the scholar progress report approval is done through the ‘Supervisor Login’ of the Joint Supervisor/Research Coordinator/Supervisor In-charge.

2. The Supervisor can view them by logging into the ‘Supervisor Login’.

3. The supervisor can access the progress reports of individual scholars by clicking on the ‘Progress Report Approval’ icon on the homepage as shown below.
4. The supervisor can now view the list of scholars enrolled under his/her supervisorship as shown below.

5. The supervisor can now view the individual scholar's progress by hitting on the 'View' button as shown below.
6. The Supervisor authenticates the data entry made by the scholar and also verifies the uploads.

7. The Supervisor marks the performance of the scholar and if not satisfactory, he/she can also detail the reason for unsatisfactory performance of the scholar.
8. The Supervisor can continue to submit the progress report by hitting on ‘Preview’ button followed by the ‘SEND FOR APPROVAL’ button.
9. A thank you message followed by the next series of actions is displayed as shown below. This marks the completion of Stage 2 in the online progress report submission system.

Thank you for participating in the Online Progress Report Submission

What happens next?

→ 1. The details verified by you is sent to the competent authority for final approval.
→ 2. The competent authority can view the details in the Institute login.
→ 3. After approval, the competent authority will generate the consolidated progress report and forward the same to the Centre for Research for further processing.

→ 4. Competent authority is Head of the Department/Director of the Autonomous Centres (for University Departments) and Head of the Institution (for Government Colleges/Affiliated Institutes/Constituent Colleges). Refer circular dated : 30.06.2023
PHASE 3: INSTITUTE / UNIVERSITY DEPARTMENTS / UNIVERSITY RESEARCH CENTRES LOGIN

1. The Institute / University Departments / University Research Centres Login has the following new features and is managed by the Head of the Department (for UDs)/Director of the Centre (for Autonomous Centres not attached to any University Departments)/Head of the Institutions concerned (for others).
   a. Management of Supervisors
   b. Management of Scholars

2. The home page after the successful login is as shown below. The user selects the ‘MANAGEMENT’ icon to proceed further.
3. The progress report submission process is completed at the Institute / University Departments / University Research Centres login under the ‘MANAGE SCHOLARS’ option as shown below.
4. The competent authority starts the online progress report submission by clicking the Facultywise scholar list under Semester Progress Report Approval as shown below.
5. The competent authority can view the consolidated report of all the scholars of a particular faculty as shown below.

6. The competent authority can record the attendance performance of the scholar by selecting the relevant option as shown below.
7. After marking the attendance performance, the competent authority can submit and generate the consolidated report by clicking the ‘APPROVE AND GENERATE REPORT’ option shown below.
8. A PDF of the consolidated report will be generated along with a message indicating the next course of action by the competent authority as shown below.

9. The competent authority shall print the report, and place the seal and signature at appropriate places.
10. The competent authority repeats Step 6 to Step 11 for all Faculties.

11. The hardcopy of the generated reports with seal & signature shall be sent to the office of the Centre for Research for further processing. This marks the completion of Stage 3 in the online progress report submission system.

**Important Note:** The ‘Progress, Employment and Attendance Declaration’ Form and the One-page writeup shall be retained in the respective recognized departments for future verification. All the scholar documents maintained in the respective research departments are subject to audit during research centre renewal as and when required.