CIRCULAR

As per the recommendations of the Research Board in its 42nd meeting, the Centre for Research announces the launch of the Online Progress Report Submission system from the period July to December 2023 and thereafter. This initiative is aimed at streamlining and enhancing the process of submitting progress reports for the Ph.D./M.S. (By Research) scholars of Anna University. As per the new system, 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 login credentials for University Departments/Centres will be sent to the official email ID of the Head of the Department/Director of the Centre concerned. The Head of the Institution of the Government Colleges/Government Aided Colleges/Constituent Colleges/Regional Campuses shall register for Institute login using the ‘Institute/UDs/R&D Centre Login’ option in the CFR website. Self-Financing colleges and other R&D organizations shall use their existing registration/renewal credentials to complete the process.

A detailed work flow is given in the Annexure for the Scholars, Supervisors and the Head of the Departments/Director of Centres/Head of the Institutes to understand the new online progress report submission system. For any inquiries or assistance, please contact the Centre for Research Helpdesk at cfrhelpdesk.au@gmail.com. The notification regarding the Progress Report Submission for July – Dec. 2023 will be released shortly.

Sd/-
DIRECTOR
Annexure

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 of 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 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 on 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. Scholar 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.
4. A window as given below opens to collect the details of the research progress made by the Scholar.

5. Scholar enters the details and clicks ‘Next’ to proceed further.
6. Scholars can now download the templates for ‘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 course work 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. ‘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 action 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. Supervisor can access the progress reports of individual scholars by clicking on the ‘Semester Progress Report Approval’ icon in the homepage as shown below.
4. Supervisor can now view the list of scholars enrolled under his/her supervisorship as shown below.

5. 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.

**Semester Progress Report : July - December 2023**

1. Name/Reg. No. : Saravanan Kumar R / 235
2. Degree : Ph.D.
3. Faculty : Information and Communication Engineering
4. Category : Part Time
5. Research Topic : Railway Level Crossing Gate Control through SMS by the Station Master or the Driver
6. Supervisor Institute code : 1100100 All Departments and Centres
   College of Engineering Campus, Chennai
7. No. of course work completed : 2
8. Attended seminar/conference : Yes
9. Seminar presentation (if yes, number of presentation) : Yes (No. of seminar/conference presentation: 1)
10. Papers published (if yes, number of papers published) : No
11. Expected month and year of completion : SEP-2025
12. Performance of the scholar : Satisfactory
13. If the progress is not satisfactory : Good. No Comments provide appropriate comments

SEND FOR APPROVAL
9. A thank you message followed by the next series of action 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 are 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 completes at the Institute / University Departments / University Research Centres login under ‘Scholars’ option as shown below.

4. 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) (hereafter referred as competent authority) accesses the Institute login using the login credentials. The login credentials for University Departments/Centres will be sent to the official email ID of the Head of the Department/Director of the Centre concerned. The Head of the Institution of the Government Colleges/Government Aided Colleges/Constituent Colleges/Regional Campuses shall register for Institute login using the ‘Institute/UDs/R&D Centre Login’ option in the CFR website. Self-Financing colleges and other R&D organizations shall use their existing registration/renewal credentials to complete the process.
5. The competent authority can view the list of Supervisors under each Faculty of Engineering, Science, Technology and Management. The competent authority can also view the list of scholars under each supervisor in each of these Faculties as shown below.

<table>
<thead>
<tr>
<th>FACULTY</th>
<th>VIEW</th>
<th>FACULTY</th>
<th>VIEW</th>
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<tbody>
<tr>
<td>Civil Engineering</td>
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<td>Mechanical Engineering</td>
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<td>Architecture and Planning</td>
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<td>Science and Humanities</td>
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<td>Management Sciences</td>
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<td>Electronics and Communication Engineering</td>
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</table>
6. The competent authority starts the online progress report submission by clicking the Faculty wise scholar list under Semester Progress Report Approval as shown below.
7. The competent authority can view the consolidated report of all the scholars of a particular faculty as shown below.

8. The competent authority can record the attendance performance of the scholar by selecting the relevant option as shown below.
9. 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.
10. 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.

11. The competent authority shall print the report, place the seal and signature at appropriate places.

12. The competent authority repeats Step 6 to Step 11 for all Faculties.
13. 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.