



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

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**CIRCULAR**

Sub: CFR- Ph.D./M.S.– 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 duly signed during the period from 1<sup>st</sup> December 2018 to 15<sup>th</sup> December 2018 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 15<sup>th</sup> December 2018, without which the scholars will not be permitted to pay the semester fee for January 2019 session. The link <https://cfr.annauniv.edu/scholars/> is provided in CFR website

1. Enrolment/ Registration renewal form.
2. Semester Progress Report for the period July – December 2018 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.

Any document signed by the temporary in-charge HoD/ Director of the Centre, attach a proof of his/her nomination by the competent authority. Otherwise the document (s) submitted by the scholar will not be considered and will not be permitted to pay the fee.

For Part-time scholars, signature of the Head of the Department of the scholar (where the scholar is working) with seal should be obtained in the Semester Progress report. The progress report and the attached documents should be completed in all aspects, if not the scholar will not be permitted to pay the semester fee for January 2019.

**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 January 2019 semester fee.**

Sd/-  
**DIRECTOR (RESEARCH)**