



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

Lr. No.: CFR/CW/SUP-UPDATE/APRIL/2024

Date: 18.04.2024

CIRCULAR

The Heads of the University Departments/Directors of the Centres/Head of the Institution of all Government Colleges/Constituent Colleges/Regional Campuses/Affiliated Colleges are requested to update the list of Supervisors in their Department/Centre/institution through the '**Institute / University Departments / University Research Centres Login**' in the CFR website. Within the portal, the '**MANAGEMENT**' section can be utilized to carry out the necessary updates. Use '**Request Forms**' option to '**Add**' newly joined faculty members who are recognized Research Supervisors of Anna University. The '**Remove**' option can be used to remove the Supervisors who are not presently attached to the respective Department/Centre/Institutions. Further, '**Change of Designation/Department**' option has been provided to change the Designation/Department of the existing Supervisors.

During this process, certain documents (**Appointment Letter/Joining Report/Reliving Order/Latest Pay-slip etc.** as appropriate) will be requested for approval at the Centre for Research. Furthermore, to ensure smooth processing of future requests made to our office, you are requested to make updates as per the faculty data (Department/Designation) submitted to the Centre for Affiliations, Anna University.

The deadline for completing the Supervisor update through the institution login is **30th April 2024**. The final approval of the **Addition/Deletion** will be made by Centre for Research after the scrutiny of the submitted proofs for the change. **Any discrepancy in the data submitted by the Department/Centre/Institution will be seriously viewed.**

Following this activity, additional measures have been planned at the Centre for Research to improve the management of both Research Supervisors and Research Scholars attached to Anna University. Your cooperation and timely completion of this task are highly appreciated and would contribute to the effectiveness of the research ecosystem.

You may please contact **cfrhelpdesk.au@gmail.com** for any clarifications in this regard.

Sd/-
DIRECTOR