



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

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**Lr. No.CFR/NOV/PROG-REP/2019**

**Date: 29.11.2019**

**CIRCULAR**

Sub: CFR - Ph.D./M.S.(By Research)– 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 during the period from 2<sup>nd</sup> December 2019 to 16<sup>th</sup> December 2019 duly signed 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, Chennai - 25 on or before 16<sup>th</sup> December 2019, without which the scholars will not be permitted to pay the semester fee for January – June 2020. The Scholars are enabled to take the printout of the progress report only with the online approval of the Supervisor through Supervisor login. The link is provided in the CFR webpage: <https://cfr.annauniv.edu> and will be activated from 2<sup>nd</sup> December 2019.

1. Enrolment/ Registration renewal form.
2. Semester Progress Report for the period July – December 2019 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.

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. 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 Scholars, those who submit the thesis on or before 31<sup>st</sup> December 2019, need not submit the Progress report for July - December 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 the semester fee for January - June 2020.**

Sd/-  
**DIRECTOR (RESEARCH)**