I like to bring the following few points for your kind attention and effective implementation.

1. As per clause 3.1 of Ph.D. Regulations, the scholars (Ph.D. and M.S.(By research) registered under full-time shall be available during the working hours for curricular, co-curricular and other research related activities. The Heads of the Departments / Directors of the Centres are requested to maintain a separate attendance register for full-time scholars. The HoDs / Directors shall make sure that all the full-time scholars are signing the attendance on all working days except those days the scholars obtained prior permission through the supervisor for field work, sample collection and other research related works outside the campus.

2. The DC/MC minutes of the scholars should be signed by all the members and HoD of the supervisor. If the minutes of the DC/MC meeting is not signed by any one, such minutes will not be entertained in the office of the Centre for Research. In case of a DC/MC member not available for long time, alternate DC / MC member may be asked for from this office in the original panel of names.

3. The supervisors should convene the DC/MC meeting for those scholars who completed the maximum period of study (6 years for Ph.D. and 4 years for M.S.(By Research) and the recommendation of the DC/MC for six months extension at a time may be sent to this office well ahead of time so that these scholars may also be permitted to pay the fees in the scheduled duration of the semester. Please refer Anna University website under Research for further details.

DIRECTOR (RESEARCH)

Copy to : 1. The Deans of CEG, AC Tech., MIT and SAP Campuses.

2. Heads of the Departments and Directors of Centres – with a request to bring this to the attention of all the supervisors of the Department / Centre.

3. Regional Directors / Co-ordinators of Coimbatore, Tirunelveli, Salem and Karaikudi - with a request to circulate among all the supervisors of their region.