

Rc.R2/Ph.D./ 2026

Dt: 21.07. 2026

Dr. A. Padmapriya
Dean-Research

Circular

Ref: Registrar's Circular dated 14.7.2025 - Reg.

In continuation of the above reference and by direction, I am to inform that the following procedures have been implemented in the Office of the Dean-Research to facilitate the smooth conduct of research activities:

Attendance:

- i. All the full-time Ph.D. Scholars must attend their respective Research Centres until the submission of their Ph.D. Thesis or until minimum period required for the submission of Ph.D. Thesis, whichever is earlier.
- ii. All the Part-time Ph.D. Scholars must attend a minimum of Three months in one phase or in not more than three phases (i.e, one month per year) in their respective Research Centres until the submission of their Ph.D. Thesis or until minimum period required for the submission of Ph.D. Thesis, whichever is earlier.
- iii. The Research Supervisors should send the attendance certificate of their scholars with the recommendations of the DRAC, to the Dean-Research, at the time of convening Doctoral Committee for taking pre-thesis submission presentation of the scholar, in the prescribed format(s) as enclosed.

To ensure uniformity in the maintenance of attendance particulars of research scholars, the Research Supervisors are requested to send the details of attendance of their Ph.D. scholars and the recommendations of the DRAC in the **prescribed format(s)** as enclosed, along with the relevant documents to the Dean- Research.

Verification of Research Publications:

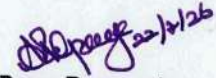
To speed up the process of research paper(s) verification, the Research Supervisors are requested to send the relevant details in the **prescribed format** as enclosed, along with the research papers, to the Dean- Research for verification.

The Heads / Principals / Directors are requested to circulate this among all the recognized research supervisors and research scholars in your Department / College / Institution, to follow the procedures without fail.

Encl: as above

To

1. The Dean, Faculty of Arts /Science / Management / Education, Alagappa University.
2. The Heads of Departments / Principals of Constituent Colleges of Alagappa University.
3. The Principals of Affiliated Colleges of Alagappa University.
4. The Director – Research, Aravind Medical Research Foundation, Dr. G.Venkataswamy Eye Research Institute, No. 1, Anna Nagar, Madurai – 625 020.
5. The Director, M.S.Chellamuthu Institute of Mental Health and Rehabilitation, No. 34, T.M.Nagar, Near Mattuthavani, Madurai- 625 107.
6. The Director, Vision Research Foundation, Sankara Nethralaya, 18/41, College Road, Numgambakkam, Chennai – 600 006.
7. The Director, Thiagarajar School of Management, Madurai..


Dean-Research
DEAN (RESEARCH)
ALAGAPPA UNIVERSITY
KARAIKUDI - 630 003

22/7/26

22/7/26



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Graded as Category - I University by MHRD-UGC)

KARAIKUDI - 630 003, Tamil Nadu, India

ARTICLE VERIFICATION FORM



1.	Name of the Candidate	:	
2.	Register No. & Date of Registration	:	
3.	Discipline	:	
4.	Mode of Registration	:	Full-time / Part-time
5.	Name of the Guide with Address	:	
6.	Name of the Co-guide (if any) with Address	:	
7.	Date of Confirmation	:	
8.	Title of the Research Work	:	
9.	Whether fees paid upto date		☐ Yes ☐ No
10.	Title of the Research paper - I	:	
	Name of the Journal	:	
	Volume, Issue, Year of Publication & Page numbers	:	
	Indexed in Scopus/WoS (Evidence should be attached)	:	
	Total number of authors	:	



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ARTICLE VERIFICATION FORM



	Name of the First Author with Affiliation	:	
	Author Position of the Research Supervisor's with Affiliation	:	
	Corresponding Author Details with Affiliation	:	
11.	Title of the Research paper - II	:	
	Name of the Journal	:	
	Volume, Issue, Year of Publication & Page numbers	:	
	Indexed in Scopus/WoS (Evidence should be attached)	:	
	Total number of authors	:	
	Name of the First Author with Affiliation	:	
	Author Position of the Research Supervisor's with Affiliation	:	
	Corresponding Author Details with Affiliation	:	

Date:

Signature of the Candidate

Signature of the Research Supervisor

Signature of the HoD



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ARTICLE VERIFICATION FORM



Office Use			
1.	Verification of Research paper I		
	Journal Indexed in	:	
	Coverage Year	:	
	Whether the Article reflected in the indexed database	:	
	Whether the Research Scholar is the First author for the Article	:	
	Whether University Affiliation is included for the Scholar	:	
	Whether Supervisor Name, Research Centre Name and University Affiliation included	:	
	Whether scope of the Journal is related to the Discipline of the Research Scholar	:	
	Whether the Journal is Multidisciplinary	:	
2.	Verification of Research paper II		
	Journal Indexed in	:	
	Coverage Year	:	
	Whether Article reflected in the indexed database	:	
	Whether the Research Scholar is the First author for the Article	:	
	Whether University Affiliation is included for the Scholar	:	
	Whether Supervisor Name, Research Centre Name and University Affiliation included	:	
	Whether scope of the Journal is related to the Discipline of the Research Scholar	:	
	Whether the Journal is Multidisciplinary	:	
Recommendations			
Date:		Signature of the Verification in-charge with Seal	
To The Dean (Research) Alagappa University, Karaikudi			

NAME AND ADDRESS OF THE RESEARCH CENTRE

Name of the Department

Minutes of the Departmental Research Advisory Committee Meeting held on **Date** at **Time a.m./p.m.** in the **Name of the Department, Name and Address of the Research Centre.**

Members Present:

1. : Head of the Department
2. : Research Supervisor
3. : All recognized supervisors as Members
- ...

Resolution:

The Departmental Research Advisory Committee reviewed and approved the attendance of **Name of the Candidate (Reg. No. _____)**, a **Full-Time / Part-time** Ph.D. Scholar in **Name of the Department** under the supervision of **Research Supervisor Name, Designation & Address** during his/her period of research from **Date of Joining** to **Date of Pre-thesis submission presentation** as per the enclosure.

Signature of the Members

- 1.
- 2.
- 3.
- 4.
- ..

RESEARCH SCHOLAR ATTENDANCE REPORT

Name :

Register Number :

Discipline :

Mode : **Full-time / Part-time**

Date of Provisional Registration :

Date of Joining :

Research Title :

Name of the Research Supervisor with Affiliation :

Co-Guide details with Affiliation :

Name of the Research Centre :

Whether Foreign/ NRI scholar \$:

Year of Study	Period * (From Month-Year to Month-Year)	No. of Working Days	No. of Days Present #	Remarks
1				
2				
3				
4				
5				

* Attendance Registers for both Full-time and Part-time Scholars must be verified by the Departmental Research Advisory Committee (DRAC) and retained at the research center. These particulars shall be verified by the office of the Dean Research on requirement basis.

Part-time scholars must attend a minimum of Three months in one phase or in not more than three phases

\$ Copy of the passport should be submitted to the Office of the Dean Research for entry and exit proof (NRI / Foreign scholars)

Signature of the Co-guide (if any)

Signature of the Research Supervisor

Signature of the HoD