

	ALAGAPPA UNIVERSITY (A State University Established by the Government of Tamil Nadu in 1985, Recognized by UGC) Accredited with A++ Grade by NAAC in the Fourth Cycle under Dual Mode, Graded as Category-I University by UGC KARAIKUDI - 630 003, Tamil Nadu, India	
Phone: (+91) 4565 223155	Fax: (+91) 4565 225525	E-mail: deanresearch@alagappauniversity.ac.in

Rc.R2/Ph.D./ 2026

Dt: 15.09. 2026

Prof. A. Padmapriya
Dean-Research

Circular

Sub: Maintaining attendance of Ph.D. Scholars – Intimated - Reg.
 Ref: 1.This office Circular dated 16.04.2025
 2.Vice-Chancellor's order dated 15.09.2026

In continuation of the Circular under reference cited and by direction, I am to inform that the following aspects should be considered for maintaining the attendance of Ph.D. Scholars:

Full-time scholars:

- 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 full-time scholars should submit prior intimation letter, through their Research Supervisors, to the Heads of the Departments of the respective Research Centres before undertaking any data collection, upto one week. If data collection requires more than one week, the scholar should submit prior intimation to the Dean–Research, through the Research Supervisor and the Head of the Department of the respective Research Centre, before undertaking the data collection.
- iii. Summer vacation shall not be permitted for full-time scholars.
- iv. In the case of medical reasons, full-time research scholars should submit their leave details with appropriate medical certificates to the Dean–Research through their Research Supervisor and the concerned Head of the Department, immediately after reporting to the Department. In the event of unauthorized leave, the period of such leave should be compensated by extending the research period for an equivalent duration. This should be monitored by the Research Supervisor.
- v. The Research Supervisors shall forward the Annual Research Fees (within one month) along with the attendance certificates of their full-time scholars, duly recommended by the DRAC.
- vi. In the case of Research Supervisors working in Affiliated Colleges and associating with the University Departments for guiding Ph.D. scholars, the Research Supervisors shall forward the Annual Research Fees of their part-time scholars, (full-time scholars if any) along with the attendance certificates, duly recommended by the DRAC, to the Dean–Research.

- vii. In the case of candidates under a Research Supervisor in the subject in which guideship in additional discipline, the maintenance of attendance register and other official correspondence shall rest with the HoD of the Research Centre. The Research Supervisors concerned shall maintain the attendance records of their scholars at both the respective Research Centre and the Department in which they are working. The respective DRAC / DC meetings should be held in the Department (Research Centre), in which the discipline is mainly offered.

Part-time scholars:

- i. The Research Supervisors should forward the Annual Research Fees (within one month), Service Certificate and Annual Progress Report, along with the attendance certificates of their part-time scholars, duly recommended by the DRAC.
- ii. For NRI / Overseas candidates, Copy of the VISA and Passport need to be submitted alongwith the attendance. The Research Supervisors should forward the Annual Research Fees (within one month), Service Certificate and Annual Progress Report, along with the attendance certificates of their part-time (NRI / Overseas candidates) scholars, duly recommended by the DRAC.

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.

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.8.
8. The Director i/c., MIS - Please include this matter in Circulars (Dean-Research)

Encl: Format for Attendance

[Signature] 16/9/22
Dean-Research
DEAN (RESEARCH)
ALAGAPPA UNIVERSITY
KARAIKUDI - 630 003
[Signature] 16/9/22

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

* 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

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 _____ to _____ (IIyr/ IIIyr/IVyr etc.,).

Signature of the Members

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