



ALAGAPPA UNIVERSITY

(A State University Established by the Government of Tamil Nadu in 1985,
Accredited with 'A++' Grade by NAAC (CGPA : 3.59) in the Fourth Cycle under Dual Mode Category)

KARAIKUDI - 630 003, TAMIL NADU, INDIA.



Dr. A. SENTHILRAJAN
Registrar

ALU/Research Section/ 2026

Date: 13.10.2026

Circular

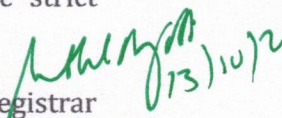
Sub: Research Section – Procedures to be adhered to by Research Scholars, Research Supervisors and Heads of the Departments during the research tenure – Reg.

By direction, it is informed that to ensure the smooth, timely and uniform conduct of research activities, all Research Scholars, Research Supervisors and Heads of the Departments are hereby directed to strictly adhere to the following procedures during the research tenure:

1. All files shall be submitted to the Section well in advance of the prescribed deadline, so that scrutiny and processing are completed without last-minute delay.
2. Letters received from Research Scholars shall be forwarded by the Research Supervisors and the Heads of the Departments without any delay.
3. Except for the notifications issued by the Research Section, no printed invitations shall be circulated for viva voce examinations.
4. Providing lunch to the participants during viva voce examinations is strictly not permitted.
5. Presence of the Chairman (HOD) is mandatory for the Departmental Research Advisory Committee (DRAC) / Doctoral Committee (DC). In the event of Head of the Department being on long leave, prior permission shall be obtained.
6. All requests such as change of title, etc., shall be clearly recorded in the minutes of the Departmental Research Advisory Committee (DRAC) / Doctoral Committee (DC) before they are forwarded to the Research Section.

7. All letters shall be forwarded through proper channel. In the event of Head of the Department being on long leave, letters may be forwarded through the Head i/c. However, in urgent cases, letters pertaining to the Head i/c shall be forwarded through the respective Academic Deans.

All concerned are requested to take note of the above and to ensure strict compliance.


Registrar
REGISTRAR
ALAGAPPA UNIVERSITY
KARAIKUDI

To

All Research Scholars /
All Research Supervisors /
All Heads of the Departments /
All Academic Deans

Copy to

PA to Vice-Chancellor/PA to Registrar