



University of Madras  
Faculty Application for Attending  
Conference / Seminars Abroad

1	Name, Designation and Department	
2	Name of the Conference, Organiser, Place and duration	
3	Whether (i) Paper accepted for Presentation, (ii) invited speaker (iii) attending without any paper presentation	
4	Whether enclosed the invitation letter from the organizers	
5	Any funding support received or to be received from organiser or sponsoring agency [Amount granted in Rs.] (Evidence to be attached)	
6	Total number of days leave required	
7	OOD Leave (one day before & one day after and duration of the Conference / Seminar only be permitted ) [From – To] Dates	
8	Earned Leave [From – To] Dates	
9	Total OOD Leave already availed	
10	Alternative arrangements for teaching : For administrative position such as HOD, Dean, Director, Co-ordinator, Warden etc., (indicate the name of the faculty member to be in-charge during absence)	
11	List the previous foreign visit during this academic year and last year	

Signature of the Faculty

Date:

Forwarded by: