

SNDT WOMEN'S UNIVERSITY, MUMBAI**01, N. T. ROAD, MUMBAI – 400 020.****Proforma for attending Conference/Seminar/Workshop (National/International) or Personal Visit**

Name : _____

Designation : _____

Department : _____

Conference/Seminar/Workshop (National / International) :

Details of conference :								
Sr. No.	Name of the Conference/Seminar/ Workshop	Organised By	Invited by & Letter No.	Period (from – to)	Expenses incurred by	Paper presentation titled	Details of Leave taken & Period	Other details if any
01								
Details of conference attended during the year :								
01								
02								

Personal Visit (National/International) :

Sr. No.	Place of visit	Period	Reason
Details of personal visit			
Details of personal visit to abroad during the year :			

Signature :

Name :

Forwarded through :