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Ref.No.CIA/Mis./2016

Dated 3.06.2016

CIRCULAR

All the faculty members who availed travel grant from Centre for International Affairs from 01.01.2016 onwards shall give a presentation of their research papers presented abroad and also other facts regarding the international conferences and findings to the students, research scholars and faculty members. They may share the knowledge gained from other presentations and also details of any lab visit, hands on experience in the workshops and other facilities in the foreign institutions for the benefit of researchers. The presentation should be delivered within 15 days after their return. The presentation date, time and venue should be intimated through circular / email.

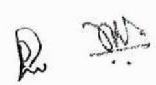
The paper presentation may be made in presence of the respective Chairpersons, Deans, Heads of the Departments, Research Scholars and students. The original list of attendees with their signature has to be sent to the Director, Centre for International Affairs, without any delay for which a specimen copy is enclosed.

/ By order /


REGISTRAR

To
All the Deans / HoDs

Encl: as above



DETAILS OF PRESENTATION AFTER PARTICIPATION
IN
INTERNATIONAL CONFERENCE / SEMINAR / WORKSHOP / SCHOOL

Name of the Faculty member	
Designation	
Department	
Title of presentation	
Presentation Date and Time	
Venue	

Details of Conference/Seminar / Workshop/School		
Name of the event		
Dates of the event	From	To
Venue		
City		
Country		

Signature of the Faculty Member

Signature of HoD/Director

SPECIMEN

ATTENDANCE[illegible]

Signature of Faculty Members

Signature of HoD/Department