



**Office of International Relations(OIR)**  
**Indian Institute of Technology**  
**Kharagpur – 721 302**

REF: 1243/2021/OIR

Dated: 11/02/2021

To:  
 The Dean of School  
 Vinod Gupta School of Management  
 IIT Kharagpur  
 721302.

**Subject:** Submission of Application of Mr. Loitongbam Athouba Meetei.

**Program Applied:** Short term visit at Vinod Gupta School of Management.

**Tentative Intended duration of stay:** Aug 2021 – Nov 2021.

Dear Prof. Pradip Kumar Ray,  
 Greetings from the Office of International Relations (OIR)!

We are pleased to forward an application for short term visit from Mr. Loitongbam Athouba Meetei – PhD in Institute of Service Science from National Tsing Hua University, Taiwan who is interested to visit IITKGP for his research in your school.

All supporting documents are attached. The Departmental Recommendation Form (DRF) for the foreign applicant is also enclosed.

**You are requested to kindly:**

- i. Review and evaluate the application form and mark accordingly in the attached DRF.
- ii. Assign/Approve the Faculty mentor (if recommended for the short term visit).
- iii. Provide your additional comments (if any).
- iv. 'Sign' with date; put your name seal in the space provided.

Once done you are requested to return back this filled and signed application form to OIR for our further processing. You may contact our IR Executive - Ms. Alivia Nag (Extn: 81068 or email at [alivia.nag@adm.iitkgp.ac.in](mailto:alivia.nag@adm.iitkgp.ac.in)) in case of any issues or further query regarding this application form.

Thank you.

Sincerely,

Assoc. Dean, International Relations

*Student has contacted Prof. Parama Barai and wish to come here on self-support basis*

Encl: (a) Dept. Recommendation Form (DRF) for Short Term.  
 (b) Application forms along with the supporting documents.

