



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

RECEIVED DIRECTOR'S OFFICE
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NOTE: Waiver/Subsidization of PDF top floor license fee during pandemic

During the COVID-19 pandemic, the international degree students on campus had to be relocated to the 7th/top floor of the Post-Doc Residential Complex (PDF Block) on account of closure of hostels. In addition, some of the visiting scholars/students had to stay beyond their initially planned periods due to closure of international borders and suspension of flights out of the country.

The Estate Office has fixed a monthly license fee of INR 10,000/- for occupants of the rooms in PDF 7th floor. In addition, electricity and water charges are payable as per actuals. However, it may be noted that several amenities including air-conditioners and geysers were not installed in the rooms for a major part of 2020. The air-conditioners were installed in October after summer season was over while installation of geysers was completed in January 2021. In addition, no housekeeping staff was appointed in 2020 for the upkeep of the building.

In view of the above, the following are placed for your kind consideration:

- a. The monthly license fee for the degree students be waived off as they are being forced to stay in the PDF block due to extra-ordinary circumstances. Moreover, they are paying the Hall Establishment Charges as part of their semester fees though they are not staying in the halls.
- b. The license fee for the visiting scholars/students be subsidized to INR 5,000/- per month for the year 2020 on account of non-availability of promised amenities. Further, the license fee for the months beyond their intended period of stay, may kindly be waived.
- c. The license fee may be inclusive of electricity and water charges since these charges are calculated post-facto and it will be impossible to recover the amounts from an international visitor after they have vacated the room and returned to their countries.

I hereby request you to kindly consider the above submissions favourably considering the exceptional circumstances of 2020 and the hardships faced by the affected students/scholars.

Associate Dean, IR & Ranking

Deputy Director

(A) may pl. be approved

S. Bhattacharya
22/02/2021

Director

(A) approved

J. K. Bhattacharya
23/02/2021