



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

REF: 387/2019/OIR

Dated: 21/06/2019

To:  
 The Head of Department  
 Dept. of Biotechnology.  
 IIT Kharagpur  
 721302.

**Object:** Submission of Application of **Mr. Syed Sajidul Islam from Bangladesh.**

**Program Applied for:** Short term visit at the Department of Biotechnology.

**Tentative Intended duration of stay:** August 2019 to September 2019.

Dear Prof. Ramkrishna Sen,  
 Greetings from the Office of International Relations (OIR)!

We are pleased to forward an application for Short term visit from Mr. Syed Sajidul Islam. 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 Faculty mentor (if recommended for admission).
- ii. Provide your additional comments (if any).
- iii. '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,

Dean IR

• संकायाध्यक्ष, अंतर्राष्ट्रीय संबंध  
 Dean, International Relations  
 आ प्रौ सं खड़गपुर/IIT Kharagpur



Encl: (a) Dept. Recommendation Form (DRF) for coursework or research not leading to a degree (Short-Term).  
 (b) Application forms along with the supporting documents.

R. Ray 21/06/2019