



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

REF: 558/2019/OIR

Dated: 04.11.2019

To:
The Head of Department
Dept. of Chemical Engineering
IIT Kharagpur
721302.

Subject: Submission of application of Ms. Victoria Emma Porley.
Program Applied: Short term visit _under Prof. B.C. Meikap
Tentative Intended duration of stay: March 2020 – May 2020

Dear Prof. Gargi Das,
Greetings from the Office of International Relations (OIR)!

We are pleased to forward an application for short term visit from Ms. Victoria Emma Porley – PhD in Chemistry from University of Edinburgh, United Kingdom who is interested to visit IITKGP for his research in your department under Prof. B.C. Meikap

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

You are requested to kindly:

- Review and evaluate the application form and mark accordingly in the attached DRF.
- Assign/Approve the Faculty mentor (if recommended for the short term visit).
- Provide your additional comments (if any).
- '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) in case of any issues or further query regarding this application form.

Thank you.

Sincerely,

Anandaroop Bhattacharya

संकायाध्यक्ष, अंतराष्ट्रीय संबंध
Dean, International Relations
भा प्रौ सं खड़गपुर/IIT Kharagpur



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