



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:**

- 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,

Anandaroop Bhattacharya

• संकायाध्यक्ष, अंतर्राष्ट्रीय 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.

