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

REF: 638/2020/OIR

Dated: 01.01.2020

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

**Subject:** Submission of application of Mr. Syed Sajidul Islam  
**Program Applied:** Short term visit \_under Prof. Riddhiman Dhar  
**Tentative Intended duration of stay:** August 2020 – September 2020

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 – B.Sc in Biotechnology and Genetic Engineering from University of Jahangirnagar, Bangladesh who is interested to visit IITKGP for his research in your department under Prof. Riddhiman Dhar.

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](mailto:alivia.nag@adm.iitkgp.ac.in)) in case of any issues or further query regarding this application form.

Thank you.

Sincerely,

Prof. Sudhir Kumar Barai  
Dean, International Relations (Officiating)



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.

