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DEPUTY DIRECTOR'S OFFICE
NO... 115
IN 07 JAN 2020
OUT
IIT KHARAGPUR



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

No: 652/2020/OIR

Date 07.01.20


Subject: Office space for IR and BR Offices

The IR Office of IIT Kharagpur was set up in 2015 with one temporary executive employed in Project Mode. In these four years since 2015, the activities of IR Office have grown exponentially. In 2018, the Branding and Communications office of the Institute was brought under the ambit of Dean IR. In view of the recent awarding of the IoE status to IIT Kharagpur, it is expected that the activities will only grow further.

There are now one Senior Executive Officer, seven Executives, five Junior Executives and three support staff members affiliated with IR and BR activities.

In order to provide appropriate seating areas, meeting spaces, archiving and daily activities, approximately 4000 square feet is required instead of the currently available space of 500 square feet.

In view of the above, it is requested that an appropriate space be allocated to the IR and BR Offices.


Dean IR

Placed for kind consideration and approval.

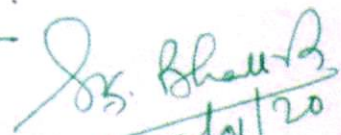
Deputy Director

DR (Estate)

The present space of CDC be given to IR Cell.
This was discussed earlier, but we can notify
this in our Space Committee mtg. as well.
Also, the present space of SRIC will be converted
into Deans' Complex.

Executive (EO)

@ 10/01/2020


07/01/20