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AR 14.02.2020



JOINT DIRECTOR'S OFFICE  
406  
20 JAN 2020  
OUT  
IIT KHARAGPUR

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

No: 711/2020/OIR

Date: 16/01/2020

NOTE: Travel approval for 3rd National Level workshop for the SII Partner Institutes (7<sup>th</sup> Feb, 2020)

IIT Kharagpur has been invited to attend by Study in India (SII) to attend the 3rd National Level workshop for the SII Partner Institutes to be conducted on 7<sup>th</sup> Feb, 2020 in New Delhi.

IIT Kharagpur has been a partner Institute of Study in India since the latter's inception in 2018 and have benefited through multiple applications for PG and doctoral studies from SII target regions.

In light of the growing importance and our emphasis on internationalisation, it is proposed that

- Associate Dean (IR) represents the Institute at the event during Feb 6-9, 2020
- The extra day (<sup>Feb</sup> Dec 8, 2020) be used for meetings at IIT Delhi regarding <sup>A</sup>ASEAN doctoral scholarship program of MHRD, as well as meetings with some alumni and corporate houses on IR/CSR fund raising.
- Expenses for the trip be paid from IR Operating Funds

The above is placed for your kind consideration and approval.

*Bhattacharya*  
Associate Dean IR

Dean IR

Dy. Director

20/01/2020

*S.S. Bhattacharya*  
20/01/2020

*A' approved*  
*S.S. Bhattacharya*  
05/02/2020

To Dy. Director

Subsequent to my earlier letter, the date of SII workshop has been shifted to Feb 10, 2020 due to Delhi election. As a result, I shall have to postpone my return trip to Feb 10, 2020 from Feb 9, 2020. This is to request you to allow me to:  
a) stay for the extra day in Delhi to attend the workshop  
b) charge the flight change charges to the IR operating fund.

Placed for your consideration and approval

*Bhattacharya*  
30/01/2020