



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

Ref. No: 1477/2022/OIR

Dated: 07/04/2022

### NOTE

The PDF - 7<sup>TH</sup> Floor (International wing) dedicated for the foreign students and guests is presently under the Estate office. However, the management of the rooms and their guests is handled by the Office of International Relations (OIR). The said floor consists of total 12 rooms including 01 Common room. The rooms are fully furnished with an inbuilt kitchenette and an attached bathroom and self-equipped with all basic amenities such as Geyser, air-conditioner, induction cook top, utensils, beds, study table and drying stand. The common room is equipped with Washing machine, Iron Table, Water RO, Microwave, Refrigerator. In the recent years these rooms have accommodated many foreigners and has been appreciated by all the international guests who have stayed and are residing at present.

At present, the cleaning and maintenance of these rooms and the corridors of the 7<sup>th</sup> floor is being temporarily undertaken/managed by a junior attendant of OIR only once a week as a temporary 'stop gap solution' for maintenance which is highly insufficient for properly maintaining the facility. The present condition of the facility is in bad shape in the absence of proper regular maintenance. It is therefore, highly recommended that a dedicated staff/attendant for the maintenance and handling of the miscellaneous associated work of the PDF-7<sup>th</sup> floor is allowed to be appointed.

In view of the above, the following is placed for kind consideration and approval:

- A) A person is appointed/assigned for the REGULAR maintenance of the PDF-7<sup>th</sup> floor. The job responsibilities will include regular cleaning of the rooms (unoccupied) and corridors, undertaking the check-in and check-out formalities, key handover/ takeover, liaising with sections/depts. as required, acting as the care taker and reporting to OIR from time to time.
- B) The compensation is proposed as Rs.8,000/- per month only (all inclusive) which can be met from the operating grant of the Office of International Relations.
- C) A detailed job role will be prepared by OIR for the person. Surprise visits to ensure the quality of work being done will also be undertaken by OIR from time to time.

I, hereby, request you to kindly consider the above submissions favourably considering the above fact to maintain and take care of the PDF-7<sup>th</sup> floor that has been dedicated to the foreigner's stay at IITKGp.

  
Associate Dean IR & Ranking

Dean, Outreach