



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

DEPUTY DIRECTOR'S OFFICE  
No. *HAS*  
IN 28 JUL 2023  
OUT  
IIT KHARAGPUR

Ref.No: 1929/2023/OIR

Dated: 24.07.2023

NOTE

Subject:-

This is with reference to the 14 international students (list attached) who have completed their master's degree at IIT Kharagpur and will be receiving the degree in the upcoming convocation.

OIR has been apprised by these 14 international students about their wish to apply for higher studies for which their grade sheet will be required. To apply for higher studies, these students will be needing the grade sheet from IIT Kharagpur which they are unable to get through ERP due to the non-payment of their fees. These students hail from various countries and are under various scholarship programs. The payment of their fees might take a few more weeks to get processed depending upon some necessary paperwork.

This is to request the following for the 14 aforementioned international students:

- To allow an extension till 31.08.2023 for the payment of their fees through ERP /A'
- To allow these students to get the grade sheet through ERP on an immediate basis /B'

Submitted for consideration and approval, please.

*Pi. attach the docx with next duty 25/7/23*  
Anup K. Roy  
24/07/23  
IR-Executive  
*Shoubo*  
24/7/23  
Executive Officer

*E.O. Email copies from the students are enclosed herewith. Shoubo 26/7/23*

Associate Dean IR & Ranking

Dean Outreach & AA *Neelam 26.7.23.*

Dean FoEA/BTBS *'A' may be considered favourably and 'B' may be approved. must Chakrabarti. 26.07.2023*

Deputy Director *26/7/23*

**LIST OF 14 INTERNATIONAL STUDENTS GRADUATING IN UPCOMING  
CONVOCATION**

<b>Sl.No.</b>	<b>Name of the student</b>	<b>Country</b>	<b>Roll no.</b>	<b>Dept.</b>	<b>FUNDING</b>
1.	MD ASHIK KHAN	BANGLADESH	21CS60A02	CSE	ICCR Scholarship.
2.	YOUSSEF ALKHABAZE	SYRIA	21CE65A01	CIVIL	ICCR Scholarship
3.	RAZORSHI PROZZWAL TALUKDER	BANGLADESH	21CS60A03	CSE	ICCR Scholarship
4.	AGNIK SAHA	BANGLADESH	21CS60A01	CSE	ICCR Scholarship
5.	ANKIT KUMAR VERMA	NEPAL	21CS60A04	CSE	ICCR Scholarship
6.	YOGESHWAR GUPTA	NEPAL	21IM60A01	IEM	ADSIP Scholarship
7.	BISHAL PAUDEL	NEPAL	21EC63A02	ECE	ADSIP Scholarship
8.	YUGAL KRISHNA SHRESTHA	NEPAL	21AE60A01	AE	ADSIP Scholarship
9.	GAURAB NEUPANE	NEPAL	21AE60A02	AE	ADSIP Scholarship
10.	SYFUL AZAM	BANGLADESH	21RT60A01	RTC	ADSIP Scholarship
11.	SAMBHAV PRASHIT KAPHLE	NEPAL	21ME63A01	ME	ADSIP Scholarship
12.	ARBIND KUMAR YADAV	NEPAL	21CE65A02	CIVIL	SGRIP Scholarship
13.	MANISH SHAH	NEPAL	21ME61A01	ME	SGRIP Scholarship
14.	SRI KAMAL JAISWAL	NEPAL	21MT61A01	MME	SGRIP Scholarship



Arup Roy &lt;aruproy07@gmail.com&gt;

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## Request to Enable Gradesheet Download in ERP for Higher Studies

1 message

**Ashik Khan** <aasshhik98@gmail.com>

Wed, Jul 26, 2023 at 11:14 AM

To: Arup Roy &lt;aruproy07@gmail.com&gt;, shruti@adm.iitkgp.ac.in

Dear Sir,

I hope this email finds you well. My name is Md Ashik Khan, and I have completed my post graduation from the Department of CSE. I am writing to request your assistance in enabling the grade sheet download feature in the ERP system. Currently, I am planning to apply for higher studies. As part of the application process, I am required to submit my academic grade sheet, which is a crucial document in assessing my eligibility for the program.

I kindly request you to consider enabling the grade sheet download functionality in the ERP system and obtain a digital copy of academic grades.

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Regards,

Md. Ashik Khan ,

ID: 21CS60A02

M.Tech-2023,

Department of Computer Science &amp; Engineering,

IIT, Kharagpur.



Arup Roy &lt;aruproy07@gmail.com&gt;

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## Regarding Allow to Download Grade Sheet

1 message

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**Razorshi Prozzwal Talukder** <razorshi.p.t@gmail.com>

Wed, Jul 26, 2023 at 11:29 AM

To: aruproy07 &lt;aruproy07@gmail.com&gt;

Cc: shruti@adm.iitkgp.ac.in, koushiki@adm.iitkgp.ac.in

Dear Sir,

I hope this email finds you well. My name is Razorshi Prozzwal Talukder, and I have completed my post graduation from the Department of CSE. I am writing to request your assistance in enabling the grade sheet download feature in the ERP system. Currently, I am planning to apply for higher studies. As part of the application process, I am required to submit my academic grade sheet, which is a crucial document in assessing my eligibility for the program.

I kindly request you to consider enabling the grade sheet download functionality in the ERP system and obtain a digital copy of academic grades.

Thank You

Razorshi Prozzwal Talukder  
21CS60A03  
Dept. - CSE, IIT Kgaragpur



Arup Roy <aruproy07@gmail.com>

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## Request for Grade Card and Certificates

1 message

Wed, Jul 26, 2023 at 10:06 AM

**Agnik saha** <agniksaha2019@gmail.com>  
To: Arup Roy <aruproy07@gmail.com>  
Cc: adeanir <adeanir@adm.iitkgp.ac.in>, shruti@adm.iitkgp.ac.in

Respected Sir,

I hope this email finds you well. I am writing to request my official grade card and certificates in order to apply for higher studies.

My details are as follows:

Name: Agnik Saha  
Student Roll Number: 21CS60A01  
M.Tech (CSE)

Thank you for your assistance in this matter.

Regards,  
Agnik Saha



Arup Roy &lt;arupro07@gmail.com&gt;

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**Application for Grade Sheet and Certificate for Higher Studies**

1 message

Wed, Jul 26, 2023 at 12:57 PM

**Manish Shah** <sahmanish12@gmail.com>  
To: arupro07 <arupro07@gmail.com>  
Cc: shruti@adm.iitkgp.ac.in, adeanir <adeanir@adm.iitkgp.ac.in>

Dear Arup Roy  
OIR IIT Kharagpur  
Kharagpur,721302

I hope this letter finds you in good health and high spirits. I am writing to request the issuance of my grade sheet and certificate for higher studies.

As I prepare to take the next step in my career, I am in need of my official grade sheet and certificate to submit for various opportunities and higher studies.

The documents are crucial in validating my academic achievements and qualifications, and I kindly request your assistance in issuing the following.

Thanking you  
yours sincerely  
Manish Shah  
Roll No: 21ME61A01



Arup Roy &lt;aruproy07@gmail.com&gt;

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**Regarding Grade card and Provisional certificate for Higher study**

1 message

Wed, Jul 26, 2023 at 1:00 PM

**Gaurab Neupane** <neupanegaurab6066@gmail.com>

To: Arup Roy &lt;aruproy07@gmail.com&gt;

Cc: Shruti Gupta &lt;shruti@adm.iitkgp.ac.in&gt;, goutam@mech.iitkgp.ac.in

Dear Sir,  
I hope you are doing well.

I am writing this email to request the issuance of my Grade card and Provisional Certificate from the Institute. I required these documents to complete my application for higher studies at another esteemed institution. Therefore, I kindly request your assistance in this regard.

Thank you.

Regards,

Gaurab Neupane

21AE60A02

M.Tech Aerospace Engineering

2023 Batch



Arup Roy &lt;aruproy07@gmail.com&gt;

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**Grade sheet and certificate**

1 message

**Yugal Shrestha** <shrestha.yug20@gmail.com>

Wed, Jul 26, 2023 at 11:14 AM

To: aruproy07 &lt;aruproy07@gmail.com&gt;

Cc: shruti@adm.iitkgp.ac.in

Dear sir/madam,

I hope this email finds you well.

I am an international student, who recently graduated from M. Tech. in Aerospace Engineering from IIT Kharagpur. Since I am in need of the grade sheet and certificate for application to higher studies, I humbly request you to make them available as soon as possible.

Regards,  
Yugal Krishna Shrestha  
21AE60A01





Arup Roy &lt;aruproy07@gmail.com&gt;

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**Grade sheet and certificate**

1 message

**Yugal Shrestha** <shrestha.yug20@gmail.com>

Wed, Jul 26, 2023 at 12:05 PM

To: adeanir &lt;adeanir@adm.iitkgp.ac.in&gt;

Cc: aruproy07 &lt;aruproy07@gmail.com&gt;, shruti@adm.iitkgp.ac.in

Dear sir/madam,

I hope this email finds you well.

I am an international student, who recently graduated from M. Tech. in Aerospace Engineering from IIT Kharagpur. Since I am in need of the grade sheet and certificate for application to higher studies, I humbly request you to make them available as soon as possible.

Regards,  
Yugal Krishna Shrestha  
21AE60A01  
IIT Kharagpur



Arup Roy &lt;aruproy07@gmail.com&gt;

**Regarding Marksheet and Grades Gradesheet.**

2 messages

**arbind yadav** <arbind10yadav@gmail.com>  
To: aruproy07 <aruproy07@gmail.com>  
Cc: "Asso Dean FoE, A2" <adeanfoea2@iitkgp.ac.in>

Wed, Jul 26, 2023 at 10:21 AM

Respected Sir,

I Arbind Kumar Yadav is writing this mail regarding the requirement of marksheet and grade sheet of my Master studies at IIT KHARAGPUR. Since our fees has not been clear, erp does not allow us to download our required documents.

So I kindly request you to look into the matter and do the needful at the earliest, so I can apply for higher studies with the same documentation.

Thanking you  
Arbind Kumar Yadav  
arbind10yadav@gmail.com  
90318 78738  
IIT Kharagpur Alumni

**Asso Dean FoE & A2** <adeanfoea2@iitkgp.ac.in>  
To: arbind yadav <arbind10yadav@gmail.com>  
Cc: aruproy07 <aruproy07@gmail.com>

Wed, Jul 26, 2023 at 1:32 PM

----- Forwarded Message -----

From: "Asso Dean FoE & A2" <adeanfoea2@iitkgp.ac.in>  
To: "jracad" <jracad@adm.iitkgp.ac.in>  
Sent: Wednesday, July 26, 2023 12:38:12 PM  
Subject: Fwd: Regarding Marksheet and Grades Gradesheet.

Kindly look into and do the needful please.

[Quoted text hidden]

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प्रो. सुजीत कुमार दाशसह-संकायाध्यक्ष (अभियांत्रिकी एवं वास्तुकला संकाय) Prof. Sujit Kumar Dash Assoc. Dean  
(FoE&A) Professor, Department of Civil Engineering IIT Kharagpur, West Bengal, India Ph.: 03222 282030, 03222  
282027 e-mail: sujit&#64;civil.iitkgp.ac.in

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प्रो. सुजीत कुमार दाश  
सह-संकायाध्यक्ष (अभियांत्रिकी एवं वास्तुकला संकाय)  
Prof. Sujit Kumar Dash  
Assoc. Dean (FoE&A)  
Professor, Department of Civil Engineering  
IIT Kharagpur, West Bengal, India  
Ph.: 03222 282030, 03222 282027  
e-mail: [mailto:sujit@civil.iitkgp.ac.in | sujit@civil.iitkgp.ac.in ]



Arup Roy &lt;aruproy07@gmail.com&gt;

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**Regarding Grade sheet and Provisional certificate**

1 message

Wed, Jul 26, 2023 at 10:09 AM

**Syful Azam** <syfulbutex.ye42@gmail.com>

To: adeanir &lt;adeanir@adm.iitkgp.ac.in&gt;

Cc: Arup Roy &lt;aruproy07@gmail.com&gt;, jracad@adm.iitkgp.ac.in, deanor@adm.iitkgp.ac.in, Shruti Gupta &lt;shruti@adm.iitkgp.ac.in&gt;

Dear Professor,  
Greetings from Bangladesh!

I was a foreign MTech student at the Rubber Technology Centre, IIT Kharagpur. My institute roll was 21RT60A01. I studied at IIT Kharagpur under an ADSIP scholarship.  
Now, I am in my country.

In the coming semester, I am going to start my PhD at another Institute. To get admission, I need to submit my Provisional Certificate and Grade Sheet of MTech before July 26, 2023.

My humble request to you is that you take immediate action to withdraw those two documents.

I look forward to hearing from you.

Thank you.

Best regards,  
Syful Azam  
Roll - 21RT60A01  
MTech in Rubber Technology  
IIT Kharagpur



Arup Roy &lt;aruproy07@gmail.com&gt;

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**Regarding M.tech grade sheet and provisional degree**

1 message

**Sri kamal Jaiswal** <srikamaljaiswal@gmail.com>

Wed, Jul 26, 2023 at 11:53 AM

To: aruproy07 &lt;aruproy07@gmail.com&gt;, ir-office@adm.iitkgp.ac.in, adeanir@adm.iitkgp.ac.in

Cc: shruti@adm.iitkgp.ac.in

Respected Sir;

Greetings of the day;

With humble and due respect I, Sri Kamal Jaiswal would like to inform you that I am unable to download the M.tech grade sheet and provisional degree from ERP till now because as I am the SGRIP scholarship holder and the last sem fee is not paid till date.

I would like to request to the OIR office to please clear the dues so that I can get these documents as soon as possible. I hope you understand the problem and do the needful.

Looking forward to hearing from you soon.

Thanking You

Best Regards

Sri Kamal Jaiswal

Roll No:- 21MT61A01

Department of Metallurgical and Material Engineering.

Contact No:- +977-9849904930



Arup Roy &lt;arupro07@gmail.com&gt;

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**Regarding grade sheet and certificate for higher studies.**

1 message

Wed, Jul 26, 2023 at 12:40 PM

**Yogeshwar Gupta** <yogeshwargupta347@kgpian.iitkgp.ac.in>

To: Arup Roy &lt;arupro07@gmail.com&gt;, adeanir@adm.iitkgp.ac.in, shruti@adm.iitkgp.ac.in

Dear Professor,  
Greetings of the day.

I was a foreign MTech student at the Industrial and System Engineering, IIT Kharagpur. My institute roll was 21IM60A01. I studied at IIT Kharagpur under an ADSIP scholarship.  
Now, I am in my country.

In the coming semester, I am going to start my PhD at another Institute. To get admission, I need to submit my Provisional Certificate and Grade Sheet of MTech before July 26, 2023.

My humble request to you is that you take immediate action to withdraw those two documents.

I look forward to hearing from you.

Thank you.

Thanks and Regards  
Yogeshwar Gupta  
Roll No: 21IM60A01  
M.Tech, Department of Industrial and System Engineering  
IIT Kharagpur



Arup Roy &lt;aruproy07@gmail.com&gt;

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## Requirement Of Provisional Certificate

1 message

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**Bishal paudel** <paudelbishal22@gmail.com>

Wed, Jul 26, 2023 at 2:22 PM

To: adeanir@adm.iitkgp.ac.in, shruti@adm.iitkgp.ac.in, Arup Roy <aruproy07@gmail.com>

Dear Sir/Ma'am,

I was a foreign MTech student at Electronics and Electrical Communication Department, IIT Kharagpur. My institute roll was 21EC63A02. I studied at IIT Kharagpur under an ADSIP scholarship. Now, I am in my country.

In the coming semester, I am going to start my PhD at another Institute. To get admission, I need to submit my Provisional Certificate of MTech before July 26, 2023.

My humble request to you is that you take immediate action to withdraw provisional certificate.

I look forward to hearing from you.

Thank you.

Best regards,  
Bishal Paudel  
Roll - 21EC63A02  
IIT Kharagpur