



Office of International Relations  
Indian Institute of Technology  
Kharagpur-721302



Ref. No. 1938/2023/OIR

Date: 27.07.2023

Sub: Estimated budget for the shifting of Offices of AA&IR from the main building to the Nalanda Complex

With reference to the attached office order, the Offices of AA&IR are getting shifted from the main building to the Nalanda complex.

Following is the estimated cost to be incurred during the process of packaging and moving:

S NO	HEAD OF EXPENSES	PARTICULARS	APPROXIMATE BUDGET (INR)
1	Packaging material	--	5000
2	Transport for 5 days	1 Institute heavy vehicle for 5 days	15000
3	Labourers	9 Labourers for 5 days @550 per day	24750
TOTAL [Forty-Four Thousand Seven Hundred Fifty]			44750

The expenses may kindly be made through the AA & IR operating grants.

Enclosure: Office order copy

Submitted for consideration and approval, please.

*Shout 27/7/23*  
Executive Officer

*Chakraborty 28/7/2023*  
Associate Dean, IR & Ranking

Dean, Outreach & AA

Deputy Director

The cost estimated  
may be finalized please  
Forwarded as per  
institute norms.

*Approved.*  
*SHC*  
*02/08/2023*


**भारतीय प्रौद्योगिकी संस्थान खड़गपुर**  
**INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR**  
**संपदा कार्यालय / ESTATE OFFICE**

O.O. No. IIT/EO/21-22/09, dated 8<sup>th</sup> October, 2021.

The undersigned is to convey the approval of the Competent Authority for allotment of the below given spaces / rooms to the following Departments / Centres / Schools / etc. until further order:-

Sl No.	Details of space	Space/Room No	Allotted to
1.	Nalanda Administrative Block	NA - 401, NA - 404 & Board Room in between NA - 403 & NA - 404	Jt. Project Director, IIT Kharagpur AI4ICPS I Hub Foundation.
2.	Nalanda Administrative Block	NA - 402 & 403	Dean, OUTREACH; Associate Dean AA&B, Associate Dean IR&CEP and their offices.
3.	Old Biotechnology Building	Entire space of Ground Floor	Chairman, CoE-SEA, IIT Kharagpur.
4.	Old Biotechnology Building	Entire space of 1 <sup>st</sup> & 2 <sup>nd</sup> Floor	Head, Dept. Architecture and Regional Planning, IIT Kharagpur.

All the earlier allotment in respect of the aforesaid space may please be treated as cancelled.

This is issued with the approval of the Competent Authority.

*Bijayak  
08/10/2021*

उप कुलसचिव/ Deputy Registrar Deputy Registrar (EO)  
संपदा कार्यालय/ Estate Office  
भा. प्रौद्योगिकी संस्थान खड़गपुर/ IIT Kharagpur

To:

1. Prof. Jayanta Mukhopadhyay, Professor, Dept. of CS&E and Dean, OUTREACH, IIT Kharagpur.
2. Dr. Debdoot Sheet, Dept. of EE and Joint Project Director, AI4ICPS I HUB FOUNDATION IIT Kharagpur.
3. Prof. Jhareswar Maiti, Dept. of I&SE and Chairman(CoE-SEA), IIT Kharagpur.
4. Prof. Abraham George, Head, ARPlanning, IIT Kharagpur.

Contd....1/2

## STATUS AND UPDATE ON AA&IR OFFICE SHIFTING FROM MAIN BUILDING TO NALANDA COMPLEX

**From :** Shruti Singh <shruti@adm.iitkgp.ac.in>

Thu, Jul 20, 2023 03:48 PM

**Subject :** STATUS AND UPDATE ON AA&IR OFFICE SHIFTING FROM MAIN BUILDING TO NALANDA COMPLEX

**To :** dc <dc@mining.iitkgp.ac.in>, Associate Dean International Relation <adeanir@adm.iitkgp.ac.in>, Dean Outreach <deanor@adm.iitkgp.ac.in>, debjani <debjani@maths.iitkgp.ac.in>

**Cc :** Arnab Moitra SRIC, IDF/2018/APR/514 <arnab.moitra@adm.iitkgp.ac.in>, Suman Sutradhar <suman.s@adm.iitkgp.ac.in>, AA&IR F&A <f&a@adm.iitkgp.ac.in>, Alolika Mukherjee <alolika.mukherjee@adm.iitkgp.ac.in>



Dear Sir/Ma'am,

As per your advice, we visited the upcoming AA&IR office space in Nalanda today, and below listed are the observations and recommendations:

The shifting of the AA&IR Office from the main building to the Nalanda Complex is very much possible on an immediate basis with our existing furniture with the help of the Institute Transport Section and some hired laborers. However, before proceeding with the shifting, we need to approach the following Institute sections to seek their green signal on the proper supply of:

1. Refrigeration & AC: We found that the air conditioning facility is not smooth and proper in all the rooms. The RAC section may confirm and rectify the same.
2. Telecom Center: Telecom Center needs to provide the status on the no. of lines given to that space
3. CIC: CIC needs to be approached to get the status on the internet supply for each staff member
4. Electrical Section: Electric supply is uninterrupted. No action is required.
5. Sanitation Section: Proper sanitation and cleaning will be required.

If we get a green signal from the above 3 departments, we may begin the shifting process.

Here are the photographs taken for the space for reference:

<https://drive.google.com/drive/folders/1Gkg70dgu6kqB9fR8eUDUtm-H65YajN->

Requesting your kind permission to approach the CIC, Telecom, and RAC sections for further course of action.

Thanks  
Shruti

We need to approach Director  
RAC, V.K.Tewari  
and confirm  
Surya  
21/7/23

Pl. discuss  
TODAY  
shruti@iitkgp.ac.in  
Discussed  
A Dean (AA & IR)  
Need your advice  
21.7.23  
I will move with  
10 Aug'23  
To, The  
Director



Office of Alumni Affairs & Branding  
Indian Institute of Technology Kharagpur

CIVIL Construction and  
Maintenance Section

06 FEB 2023

IIT Kharagpur

OAA/2022-23/578

Date: 02.02.2023

The Office of Dean Outreach has received the office order, O.O. No. IIT/EO/21-22/09, dated 8<sup>th</sup> October, 2021 for the shifting of the office of Alumni Affairs & Branding and International Relations from the Main Building to the Nalanda Academic Complex (Administrative Block, NA-402& 403).

In this context, CCM is requested to take care the following needs-

1. Replacing of the Glass of the extreme south window panel which has been damaged. ( Refer Picture 1)
2. Removal of two-floor separator (Refer Picture 2)
3. Installation of False Ceiling at the places where it is missing and adjust fan length accordingly along with proper lighting and plug system. ( Refer Picture 3)
4. Removal of AC opening in the conference room and repair of the glass panel in which this opening is there. (Refer Picture 4)

Your kind help is requested to take care of the above maintenance and repair work so that the vendor can start working on the cubicles following the specification in the tender document.

  
SEO, AA&IR

  
Associate Dean AA

  
Dean OR&AA

Chief Engineer



**Office of Alumni Affairs & Branding  
Indian Institute of Technology Kharagpur**

Civil Construction and  
Maintenance Section  
09 MAR 2023  
IIT Kharagpur

OAA/2022 -23/668

Date: 07.03.2023

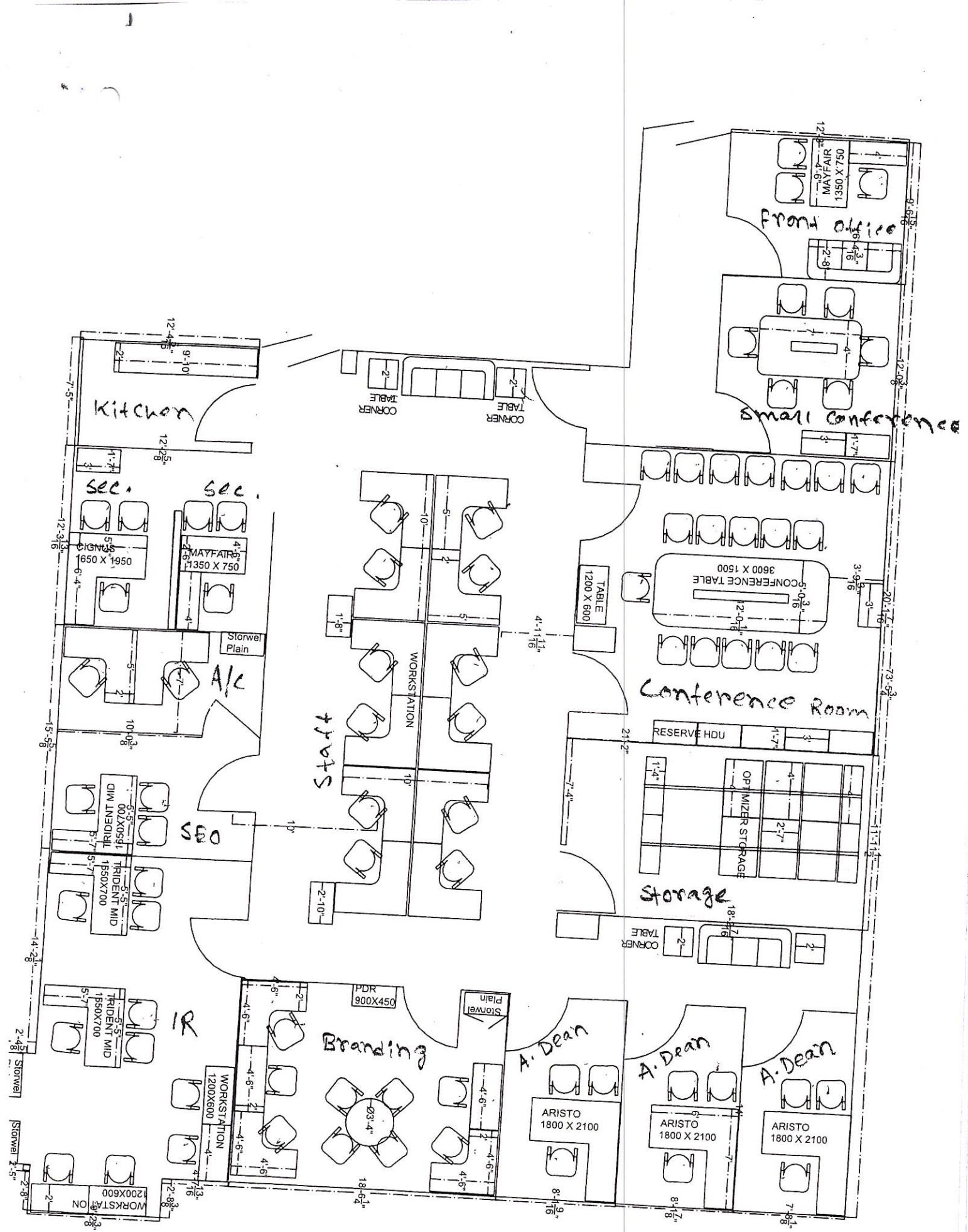
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Vide Note No OAA/2022 -23/598 dated 06.02.2023, the CCM has already been requested to care of a few maintenance works. Additionally, CCM is requested to build a storage area with a matching partition so that the Office can use it for storage and record-keeping purpose. The location of the storage area has been marked in the annexed layout drawing.

  
SEO, AA&IR

  
09.03.2023  
f Smriti Chakrabarti  
Dean Outreach & Alumni Affairs

Chief Engineer



Room no. 402



Office of Alumni Affairs & Branding  
Indian Institute of Technology Kharagpur  
7129/1  
Civil Construction and  
Maintenance Section  
07 FEB 2023

Date: 06.02.2023

OAA/2022-23/598

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2. Removal of two-floor separator (Refer Picture 2)
3. Installation of false-ceiling at the places where it is missing and adjust fan length accordingly along with proper lighting and plug system (Refer Picture 3)
4. Removal of AC opening in the conference room and repair of the glass panel in which this opening is there (Refer Picture 4)
5. Fix broken tiles in the ladies' washroom-basin area (Refer Picture 5)
6. Cubicles for three Associate Deans need to be fully partitioned with glass on existing frame. (Refer Picture 6)
7. Removed separator in point no 2 can be reused for partitioning in new area as marked in Picture 7
8. Removal of partition of the meeting room so that the area of the room increases. (Refer Picture 8)

Your kind help is requested to take care of the above maintenance and repair work so that the vendor can start working on the cubicles following the specification in their tender document.

  
SEO, AA&IR

9/2/23

Dean Outreach

Chief Engineer