



Office of Alumni Affairs & International Relations
Indian Institute of Technology
Kharagpur-721302

DEPUTY DIRECTOR'S OFFICE
No. 471
IN 15 OCT 2023
OUT
IIT KHARAGPUR

Ref. No. 1961/2023/OIR

Date: 06.10.2023

Sub: Request to approve the visit of IR Office representatives to IIT Roorkee to participate in the IR Conclave to be held on NOVEMBER 06-07, 2023

With reference to the enclosed invitation received from IIT Roorkee by the Office of IR to participate in the IR Conclave, this is to propose that the conclave may be attended by the Associate Dean AA&IR/Associate Dean CE&T along with the 1 staff members, like every year.

With internationalization becoming a priority for Indian Higher Education in general, and IITs in particular, this conclave will give us an opportunity to share our experience and set strategies for the future. In the year 2022, the 4th All IITs IR conclave was hosted by the IIT Gandhinagar. A team of 3 IR executives attended the conclave and exchanged the ideas and practices followed at various IITs in terms of international admission strategies, international student exchanges, enhancing international students' experience et al.

IIT Roorkee will cover the local accommodation, food charges, and local travel for all the participants for two days. The other expenses such as travel costs and incidental charges will be borne by the guest Institute. An estimated budget of INR 82000/- (break-up attached) from the IR operating grant may kindly be approved.

Submitted for the kind consideration and approval, please.

Enclosure:

निदेशक कार्यालय
DIRECTOR'S OFFICE
सं./NO.: 3506
IN 30 OCT 2023
OUT
भा प्रो सं खड़गपुर
IIT KHARAGPUR

- I. Invitation (email copy)
II. Budget estimate
III. Summarized report on IR Conclave held in 2022 at IIT Gandhinagar
IV. Last year's approval copy

Associate Dean, AA & IR

Deputy Director

Director

Mr. Sanjeev K Verma
and Mrs. Koushiki Mukherjee
may be nominated for the
name, please. Their
journeys by flight, travel
to and fro to Kolkata airport
and other expenses (accommodation
and fooding etc.) will be borne at
actual out of IR operating grant.

Deputy Director
Director

Jay's K. Verma
06/10/23
Junior Assistant

All staff members, it
agreed to, be permitted to
travel according to their
entitlement.

(A) is missing.

Extremely sorry sir.
Now (A) is attached.
Thanks & regards
20/10/2023.

Thanks & regards.
Duly