



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



Ref: 2077/2023/OIR

Date: 30.11.2023

**NOTE**

**Subject: Approval for Visit by a three member team from University of Leeds to IIT Kharagpur**

This is to bring to your kind attention that a three member delegation from University of Leeds, UK will be visiting IIT Kharagpur during 14-15 December, 2023 to discuss about the current collaborations between both the institutions and to explore opportunities for development of a bilateral collaboration between Leeds University and IIT Kharagpur.

A. Apart from their food and accommodation for one night in our campus, everything else is being supported by them.

**The names and designation of the visitors are as under:**

- B.
1. Dr. Andrew Ross: Associate Professor in Energy and Resource Recovery within the School of Chemical and Process Engineering
  2. Prof. Vasilis Sarhosis: Professor of Resilient Structures & Infrastructure
  3. Ms. Shweta Datt, Country Advisor, University of Leeds

Dr. Arkopal Kishore Goswami (akgoswami@infra.iitkgp.ac.in) of is the coordinator for your visit.

C. Approval may kindly be accorded for the visit as per budgetary approval of competent authority with reference no. 2031/2023/OIR dated 30.10.2023 (enclosed)

JA (AA&IR)

EO (AA&IR)

AR (AA&IR)

Associate Dean (AA&IR)

Dean OR & AA

Director

IR Executive

B: The visitors / maybe approved please.  
A & E: Cost incurred  
01/12/2023  
03/12/2023  
approved



Ref No.: 2031/2023/OIR

Date: 30/10/2023

**Subject: Budget proposal for visits of foreign delegation to IIT Kharagpur for 2023-2024.**

This is to bring to your kind attention that every year many foreign delegates come to IIT Kharagpur to foster collaboration and to explore new opportunities. The estimated cost related to the visit of per individual for current financial year (2023-2024) is as follows:

<b>A. Accommodation</b>		
Rooms	Cost per Room per day	Total (INR)
1 Double occupancy room	2,500	2500
<b>B. Transportation</b>		
Requirements	Rate per vehicle	Max Amount
For Kolkata to Kharagpur & Return	10000-13000	13000
For Campus Tour and Department Visits	4,000	4000
<b>C. Refreshment and Meals</b>		
Requirement	Rate (INR)	Max Price
Ordinary Breakfast	60	60
Ordinary Lunch/ Special Lunch	150-750	750
Ordinary Dinner/ Grand Dinner	120-1000	1000
Tea & Snacks	50-150	150
<b>D. Institute Memorabilia</b>		
Items	Rate (INR)	
Gift	500	
Memento	1500	
<b>Total (A+B+C+D)</b>	<b>23460</b>	
<b>E. Banquet Hall Booking (Additional if needed)</b>	<b>5000</b>	

This may please be noted that, this budget is only for the current financial year 2023-2024 per individual per day and payment may be made as per the actual expenditure as on date and will be paid through the operating grant of International Relations.

Submitted for kind consideration and necessary approval for the above estimated budget.

IR-Executive  
30/10/23

AR (AA & IR)  
Associate Dean (AA & IR)  
30/10/2023

Dean (OR & AA)

Deputy Director

Director

'A' may be approved please  
for this FY 2023-24  
30/10/2023

Junior Assistant  
30/10/23

11/11/23

03/11/2023



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**Re: Leeds/IIT platform proposal**

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**From :** IIT Kharagpur Office of Dean,  
International Relations <ir-  
office@adm.iitkgp.ac.in>

Mon, Nov 06, 2023 11:54 AM

 3 attachments

**Subject :** Re: Leeds/IIT platform proposal

**To :** akgoswami@infra.iitkgp.ac.in

**Cc :** S Datt <S.Datt@leeds.ac.uk>,  
deanor@adm.iitkgp.ac.in,  
adeanir@adm.iitkgp.ac.in, V Sarhosis  
<V.Sarhosis@leeds.ac.uk>, A B Ross  
<A.B.Ross@leeds.ac.uk>,  
cn22kv@leeds.ac.uk, F J Brennan  
<F.J.Brennan@leeds.ac.uk>, Shruti  
Gupta <shruti@adm.iitkgp.ac.in>

Dear Sir,

The Office of International Relations (OIR) has a standard procedure for inviting foreign delegates on campus. Please take the time to go through the requirements as mentioned below and provide the documents as they become available. We shall complete the necessary processes upon receiving the requested information.

1. PFA the Ministry Clearance form. The scanned copy will be required with the signature of the visitors.

2. PFA the request for issuance of visa form to be filled and signed by yourself and HoD. Please include financial details in this form, including honorarium details, if applicable.

3. PFA the invitation letter template. Kindly use the template to draft the invitation letter.

4. Please request the visitors to share a scanned copy of their passport information page.

5. You are kindly requested to fill-out the requested information in the FVIF form once the visitor has received their visa. The form is available at:  
<https://international.iitkgp.ac.in/fvif/>

Dear Arkopal,

Thank you for your mail.

Vasilis and Andrew are in the process of booking their tickets for their upcoming December visit at IIT Kharagpur. We were wondering if it would be more effective to schedule the meeting for both the 14th and 15th of December, or if concentrating all discussions on the 14th would yield better engagement.

Additionally, can you confirm whether you'll be taking the lead on the discussion for the International Strategic Fund proposal for IIT Kharagpur? Vasilis and Andrew are interested in organizing some virtual meetings before their December visit and would like to collaborate with the academic lead to facilitate the planning process.

Look forward to hearing from you.

Warm regards,

Shweta

Shweta Datt

Country Advisor (at Acumen/SannamS4)

University of Leeds

M : +91 9582889099

Email: [Southasia.partnerships@leeds.ac.uk](mailto:Southasia.partnerships@leeds.ac.uk)

Web: [www.leeds.ac.uk/southasia](http://www.leeds.ac.uk/southasia)

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**From:** Arkopal Goswami <akgoswami@infra.iitkgp.ac.in>

**Sent:** Wednesday, November 1, 2023 6:41 PM

**To:** Shweta Datt <S.Datt@leeds.ac.uk>

**Cc:** Andrew Ross <A.B.Ross@leeds.ac.uk>; Vasilis Sarhosis <V.Sarhosis@leeds.ac.uk>; Ms. Koushiki Mukherjee <koushiki@adm.iitkgp.ac.in>; Associate Dean International Relation <adeanir@adm.iitkgp.ac.in>; Finn Brennan <F.J.Brennan@leeds.ac.uk>

**Subject:** Re: Leeds/IIT platform proposal

Dear Shweta,



<[V.Sarhosis@leeds.ac.uk](mailto:V.Sarhosis@leeds.ac.uk)>; Ms. Koushiki Mukherjee  
<[koushiki@adm.iitkgp.ac.in](mailto:koushiki@adm.iitkgp.ac.in)>; Associate Dean International  
Relation <[adeanir@adm.iitkgp.ac.in](mailto:adeanir@adm.iitkgp.ac.in)>; Finn Brennan  
<[F.J.Brennan@leeds.ac.uk](mailto:F.J.Brennan@leeds.ac.uk)>

**Subject:** Re: Leeds/IIT platform proposal

Hello Shweta,

This is great news !! Looking forward to charting out the next steps.

As far as the visit dates are concerned, according to IITKGP's academic calendar, the winter break for faculty members starts from Dec 9. Although I will be in station during the week of Dec 11, so Dec 14-15 is fine with me, but we may want to schedule the meetings quickly, if we want a larger group to be available. Is there a possibility of alternate travel dates? Let us know.

In the meantime, we could may be look at the availability of the faculty members here who had earlier shown interest.

Best,  
Arkopal

**Arkopal K. Goswami, PhD**  
*Associate Professor & Chairperson*  
*RCGSIDM, IIT Kharagpur, India*  
*Website - <https://www.must-iitkgp.in/>*

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**From:** "Shweta Datt" <[S.Datt@leeds.ac.uk](mailto:S.Datt@leeds.ac.uk)>

**To:** "Arkopal Goswami" <[akgoswami@infra.iitkgp.ac.in](mailto:akgoswami@infra.iitkgp.ac.in)>

**Cc:** "Andrew Ross, PRE" <[A.B.Ross@leeds.ac.uk](mailto:A.B.Ross@leeds.ac.uk)>, "Vasilis Sarhosis" <[V.Sarhosis@leeds.ac.uk](mailto:V.Sarhosis@leeds.ac.uk)>, "Ms. Koushiki Mukherjee" <[koushiki@adm.iitkgp.ac.in](mailto:koushiki@adm.iitkgp.ac.in)>, "Associate Dean International Relation" <[adeanir@adm.iitkgp.ac.in](mailto:adeanir@adm.iitkgp.ac.in)>, "Finn Brennan" <[F.J.Brennan@leeds.ac.uk](mailto:F.J.Brennan@leeds.ac.uk)>

**Sent:** Friday, October 27, 2023 4:56:56 PM

**Subject:** RE: Leeds/IIT platform proposal

Dear Arkopal,

I hope you are doing well.

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**From:** Arkopal Goswami <[akgoswami@infra.iitkgp.ac.in](mailto:akgoswami@infra.iitkgp.ac.in)>  
**Sent:** Friday, July 28, 2023 4:10 PM  
**To:** Vasilis Sarhosis <[V.Sarhosis@leeds.ac.uk](mailto:V.Sarhosis@leeds.ac.uk)>  
**Cc:** Andrew Ross [PRE] <[A.B.Ross@leeds.ac.uk](mailto:A.B.Ross@leeds.ac.uk)>; Shweta Datt <[S.Datt@leeds.ac.uk](mailto:S.Datt@leeds.ac.uk)>  
**Subject:** Re: Leeds/IIT platform proposal

Dear Vasilis,

Greetings from IIT Kharagpur!

I am circling back to see if there have been any further updates. Please do let me know.

Also, if you could share the final version of the proposal, I would appreciate it.

Best wishes,

Arkopal

**Arkopal K. Goswami, PhD**

*Associate Professor & Chairperson  
RCGSIDM, IIT Kharagpur, India*

*Website - <https://www.must-iitkgp.in/>*

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**From:** Arkopal Goswami <[akgoswami@infra.iitkgp.ac.in](mailto:akgoswami@infra.iitkgp.ac.in)>  
**Sent:** Wednesday, June 28, 2023 8:30 PM  
**To:** Andrew Ross [PRE] <[A.B.Ross@leeds.ac.uk](mailto:A.B.Ross@leeds.ac.uk)>  
**Cc:** Vasilis Sarhosis <[V.Sarhosis@leeds.ac.uk](mailto:V.Sarhosis@leeds.ac.uk)>; Shweta Datt <[S.Datt@leeds.ac.uk](mailto:S.Datt@leeds.ac.uk)>  
**Subject:** Re: Leeds/IIT platform proposal

Dear Andrew,

Please see attached the application form, with inputs inserted from our side. The list of faculty members' names provided is non-exhaustive (I have indicated the same in the form).

The only item I could not edit is Figure 1. Kindly requesting you to insert the domain of sustainable healthcare and manufacturing as one of the 'boxes'.




I am also attaching the pdf, the one I had shown during our meeting, for your use as you see fit.

Thank you for your efforts in developing the proposal.

Best,

Arkopal

**Arkopal K. Goswami, PhD**  
*Associate Professor*  
*RCGSIDM, IIT Kharagpur, India*

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-  **Issuane of Visa Form.docx**  
50 KB
  -  **Ministry Clearance Form.docx**  
45 KB
  -  **Template of Invitation Letter.docx**  
15 KB
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