



**Office of Alumni Affairs & International Relations**  
**Indian Institute of Technology Kharagpur**  
**Kharagpur - 721 302**

Ref: 2081/2023/OIR

Date: 04.12.2023

**Subject:** Travel reimbursement for Joint Doctoral Programme students travelling to host country (university of Manchester)

Two Joint Doctoral Program (JDP) students under the IITKG-P-University of Manchester JDP program namely, Shubhra K. Nandi (21MT91R30) and Sumanta Laha (21ME91R20), have applied for the financial support towards one time travel and visa charges as per **Office order No. Estt/52/2019** (Flag 1). The students had joined the program in AY 2021-22 and had travelled to Manchester to conduct their 2<sup>nd</sup> year of study at the host institute as per the JDP agreement .

The amount requested for reimbursement is:

Shubhra K. Nandi: INR 94,441, and

Sumanta Laha: INR 94,441

During previous years similar travel reimbursement was requested by and granted for IITKG-Melbourne JDP students namely: Joydip Mondal (17CR91R03), and Pooja Pandey (17AG91P01). The claimed amount was 50% of their total international airfare because University of Melbourne had very graciously offered to pay 50% of their travel fare.

In view of the above, please find enclosed all relevant documents pertaining to the requests for travel reimbursements of Sumanta Laha (Flag: Application 1) and Shubhra Kamal Nandi (Flag: Application 2).

This is being submitted for your necessary approval please.

*W.K. 06/12/23*  
IR Executive

*for Dr. K. Nandi.*

JA (AA & IR)

*Shubhra  
06/12/23*

EO (AA & IR)

*AR  
06/12/23*

Associate Dean AA & IR

Dean OR & AA,

Deputy Director

*if may please be  
approved.  
S. Chakravarthy  
06/12/2023*

*Signature*