



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

DEPUTY DIRECTOR'S OFFICE
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IN 07 DEC 2023
OUT
IIT KHARAGPUR

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 IITKGP-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 2nd 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 IITKGP-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.

[Signature]
IR Executive 06/12/23

[Signature]
JA (AA& IR)

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EO (AA& IR) 06/12/23

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AR (AA& IR) 6/12

Associate Dean AA& IR

Dean OR & AA

Deputy Director

[Handwritten note:]
It may please be approved.
[Signature]
06/12/2023

[Signature]
27/12/23