



Office of Alumni Affairs & International Relations (AA&IR)
Indian Institute of Technology
Kharagpur – 721 302

REF: 2098/2023/OIR

Dated: 21.12.2023

NOTE

Sub: Approval for the visit of 04 international students from USA & Vietnam to attend CEP Approved (Proposal ID – IIT/CEP/WOR/WOR/2023-2024/AR/131) Off-Campus Course workshop on Vernacular material and Technology at Aroville (Pondicherry & Chennai), organized by Architecture & Regional Planning, IITKGP from Jan 08-20, 2024.

The following 04 international students from USA and Vietnam are scheduled to attend CEP Approved (Proposal ID – IIT/CEP/WOR/WOR/2023-2024/AR/131) Off-Campus Course workshop on Vernacular material and Technology at Aroville (Pondicherry & Chennai), organized by Architecture & Regional Planning, IITKGP from Jan 08-20, 2024.

1. Ms. Ashley Ye- Eun Yang, USA
2. Mr. Brandon Abraham Lenworth Worrell, USA
3. Ms. Eileen Zhang, USA
4. Ms. Le My Hien, Vietnam

The faculty coordinator of their visit is Prof. Subrata Chattopadhyay & Prof. Haimanti Banerji of Architecture & Regional Planning department (Flag-i). As per the document submitted it is understood that all expenses will be supported by MIT (Massachusetts Institute of Technology), United States (Flag-ii).

The supporting documents of the visit are enclosed.

This is placed for your kind consideration and approval of the said visit.

Encl.Flag: (i) Filled-up Ministry Clearance Forms

(ii) Issuance of Visa Forms

(iii) CEP Approval copy & Email Correspondence Copy of Prof. Banerji

(iv) Passport copy

Anup K. Roy
Junior IR- Executive

Sanjay K. Verma
Junior Assistant

Arindam
Assistant Registrar

Associate Dean AA&IR

Dean Outreach & AA

Director

may please be approved.
Chakravarty
21/12/2023

approved.
22/12/2023



**Office of International Relations
Indian Institute of Technology
Kharagpur-721302**

**FORM FOR MINISTRY CLEARANCE
GOVERNMENT OF INDIA
FOR VISIT OF FOREIGN NATIONALS TO
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR, INDIA**

1	Name :	Ashley Yang
2	Nationality :	American
3	Date of birth :	11/24/2003
4	Place of birth :	La Palma, CA
5	Number, Date & Place of Issue of Passport :	A29721949 11/13/2023 Wellesley Hills, Massachusetts, United States
6	Visa Number (if available)	
7	Current residential address :	13154 Palm Pl, Cerritos, CA 90703
8	Permanent residential address :	13154 Palm Pl, Cerritos, CA 90703
9.	Profession :	Student
10.	Place of Employment:	Wellesley College
11.	Academic Credentials:	Current Undergraduate Student (High School Diploma obtained)
12.	Purpose of visit:	MIT-IIT Collaboration - Bamboo Incubation
13.	Period of visit:	8th to 20th January 2024
14.	Email:	ay108@wellesley.edu
15.	Day time Phone:	5626506235
16.	Address of Indian Embassy where you will be applying for your visa:	e-visa
17.	Coordinator of your visit at IITKGP/ Dept :	Prof. Subrata chattopadhyay & Prof. Haimanti Banerji

**Office of International Relations
Indian Institute of Technology
Kharagpur-721302**

**FORM FOR MINISTRY CLEARANCE
GOVERNMENT OF INDIA
FOR VISIT OF FOREIGN NATIONALS TO
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR, INDIA**

1	Name :	Brando Abraham Lenworth Worrell
2	Nationality :	USA
3	Date of birth :	08/14/2002
4	Place of birth :	Lawrenceville, GA, USA
5	Number, Date & Place of Issue of Passport :	655050654, 03 June 2021, USA
6	Visa Number (if available)	
7	Current residential address :	229 Vassar St
8	Permanent residential address :	112 Wilmington Pl
9.	Profession :	Student
10.	Place of Employment:	MIT
11.	Academic Credentials:	Graduated Highschool, in college
12.	Purpose of visit:	MIT-IIT Collaboration - Bamboo Incubation
13.	Period of visit:	8th to 20th January 2024
14.	Email:	bworrell@mit.edu
15.	Day time Phone:	404-409-6372
16.	Address of Indian Embassy where you will be applying for your visa:	e-visa
17.	Coordinator of your visit at IITKGP/ Dept :	Prof. Subrata chattopadhyay & Prof. Haimanti Banerji

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Kharagpur-721302**

**FORM FOR MINISTRY CLEARANCE
GOVERNMENT OF INDIA
FOR VISIT OF FOREIGN NATIONALS TO
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR, INDIA**

1	Name :	Eileen Zhang
2	Nationality :	United States
3	Date of birth :	06/27/2003
4	Place of birth :	New York, United States
5	Number, Date & Place of Issue of Passport :	A00699962 Issued on Oct 27, 2021 United States
6	Visa Number (if available)	
7	Current residential address :	24 Hardwick Street, Cambridge, MA 02141
8	Permanent residential address :	24 Hardwick Street, Cambridge, MA 02141
9.	Profession :	Student
10.	Place of Employment:	Massachusetts Institute of Technology (MIT)
11.	Academic Credentials:	Candidate for B.S. in Mechanical Engineering and Management
12.	Purpose of visit:	MIT-IIT Collaboration - Bamboo Incubation
13.	Period of visit:	8th to 20th January 2024
14.	Email:	<u>eileen03@mit.edu</u>
15.	Day time Phone:	+1 (973) 452-5664
16.	Address of Indian Embassy where you will be applying for your visa:	e-visa
17.	Coordinator of your visit at IITKGP/ Dept :	Prof. Subrata chattopadhyay & Prof. Haimanti Banerji

	Office of International Relations Indian Institute of Technology Kharagpur-721302
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FORM FOR MINISTRY CLEARANCE
GOVERNMENT OF INDIA
FOR VISIT OF FOREIGN NATIONALS TO
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR, INDIA

1	Name :	LE MY HIEN
2	Nationality :	VIETNAMESE
3	Date of birth :	AUGUST 01, 2002
4	Place of birth :	BINH THUAN, VIETNAM
5	Number, Date & Place of Issue of Passport :	Number: C9302066 Date of Expiry: December 28, 2030 Place of Issue: Department of Immigration, Vietnam
6	Visa Number (if available)	
7	Current residential address :	53 Newton Street, Belmont, Massachusetts, USA 02478
8	Permanent residential address :	16 Phu Hoa, Ham Thuan Bac District, Binh Thuan Province, Vietnam 80000
9.	Profession :	College Student
10.	Place of Employment:	Harvard University
11.	Academic Credentials:	Bachelor's
12.	Purpose of visit:	MIT-IIT Collaboration - Bamboo Incubation



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

Request for issuance of visa invitation letter to foreign citizens

Invitee details		
Name of the visitor:	Ashley Yang	
Address and contact details:	13154 Palm Pl, Cerritos, CA 90703. Email: ay108@wellesley.edu Phone: 5626506235	
Citizenship:	American	
Date of birth:	11/24/2003	
Organization:	Wellesley College	
Details of visit		
Host Dept/School/ Centre/ Office:	CEP Approved Off-Campus Course by Dept. of ARP	
Activity to be undertaken at IITKGP:	Workshop on Vernacular material and Technology at Aroville	
Intended duration of stay at IITKGP :	NIL... Stay at Aroville, Pondicherry and Chennai from 8 th to 19 th January 2024	
Support provided by IITKGP (local travel, stay, food, honorarium, any other). Please give details of each type of support with funding source and proof:	NIL. The entire support will be by MIT (SOW Attached)	
Support provided by any other organization incl. personal resources. Please give details and proof:	NA	
Invited by		
Name, affiliation and signature of host:	Prof. Subrata Chattopadhyay ARP	
	Prof. Haimanti Banerji ARP	
Recommended by Registrar/ HoD/ HoS/ HoC/ Dean (as appropriate)		

Please note: Govt. rules will be followed regarding issuance of visa invitation letters



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

Request for issuance of visa invitation letter to foreign citizens




Invitee details

Name of the visitor:	Brando Abraham Lenworth Worrell
Address and contact details:	112 Wilmington PI, USA Email: bworrell mit.edu Phone: 404 409 6372
Citizenship:	American
Date of birth:	08 /14 /2002
Organization:	MIT

Details of visit

Host Dept/School/ Centre/ Office:	CEP Approved Off-Campus Course by Dept. of ARP
Activity to be undertaken at IITKGP:	Workshop on Vernacular material and Technology at Aroville
Intended duration of stay at IITKGP :	NIL... Stay at Aroville, Pondicherry and Chennai from 8th to 19th January 2024
Support provided by IITKGP (local travel, stay, food, honorarium, any other). Please give details of each type of support with funding source and proof:	NIL. The entire support will be by MIT (SOW Attached)
Support provided by any other organization incl. personal resources. Please give details and proof:	NA

Invited by

Name, affiliation and signature of host:	Prof. Subrata Chattopadhyay ARP	
	Prof. Haimanti Banerji ARP	
Recommended by Registrar/ HoD/ HoS/ HoC/ Dean (as appropriate)		

Please note: Govt. rules will be followed regarding issuance of visa invitation letters



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Kharagpur-721302

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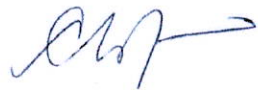


Invitee details		
Name of the visitor:	Eileen Zhang	
Address and contact details:	24 Hardwick Street, Cambridge, MA 02141 Email: eileen03@mit.edu Phone: +1 (973) 452-5664	
Citizenship:	American	
Date of birth:	06 /27 /2003	
Organization:	MIT	
Details of visit		
Host Dept/School/ Centre/ Office:	CEP Approved Off-Campus Course by Dept. of ARP	
Activity to be undertaken at IITKGP:	Workshop on Vernacular material and Technology at Aroville	
Intended duration of stay at IITKGP :	NIL... Stay at Aroville, Pondicherry and Chennai from 8 th to 19 th January 2024	
Support provided by IITKGP (local travel, stay, food, honorarium, any other). Please give details of each type of support with funding source and proof:	NIL. The entire support will be by MIT (SOW Attached)	
Support provided by any other organization incl. personal resources. Please give details and proof:	NA	
Invited by		
Name, affiliation and signature of host:	Prof. Subrata Chattopadhyay ARP	
	Prof. Haimanti Banerji ARP	
Recommended by Registrar/ HoD/ HoS/ HoC/ Dean (as appropriate)		

Please note: Govt. rules will be followed regarding issuance of visa invitation letters



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Indian Institute of Technology
Kharagpur-721302

Request for issuance of visa invitation letter to foreign citizens

Invitee details		
Name of the visitor:	LE MY HIEN	
Address and contact details:	53 Newton Street, Belmont, Massachusetts, USA 02478 Email: hienle@college.harvard.edu Phone: (+1) (857) 928 8325	
Citizenship:	VIETNAMESE	
Date of birth:	08 / 01 / 2002	
Organization:	MIT	
Details of visit		
Host Dept/School/ Centre/ Office:	CEP Approved Off-Campus Course by Dept. of ARP	
Activity to be undertaken at IITKGP:	Workshop on Vernacular material and Technology at Aroville	
Intended duration of stay at IITKGP :	NIL... Stay at Aroville, Pondicherry and Chennai from 8 th to 19 th January 2024	
Support provided by IITKGP (local travel, stay, food, honorarium, any other). Please give details of each type of support with funding source and proof:	NIL. The entire support will be by MIT (SOW Attached)	
Support provided by any other organization incl. personal resources. Please give details and proof:	NA	
Invited by		
Name, affiliation and signature of host:	Prof. Subrata Chattopadhyay ARP	
	Prof. Haimanti Banerji ARP	
Recommended by Registrar/ HoD/ HoS/ HoC/ Dean (as appropriate)		

Please note: Govt. rules will be followed regarding issuance of visa invitation letters



Continuing Education Programme

Indian Institute of Technology, Kharagpur - 721302

APPROVAL OF WORKSHOP

Date: 10-12-2023

The following has been approved by the Competent Authority

1. Program ID : IIT/CEP/WOR/WOR/2023-2024/AR/131
2. Title of the Program : Using principles of co-design indigenous technology human-centered approaches to improve livability of bamboo houses for rural and periurban people in Eastern India

ROLE	NAME	EC	DEPARTMENT
Convenor	Subrata Chattopadhyay	88034	Architecture and Regional Planning
Convenor	Haimanti Banerji	10011	Architecture and Regional Planning

4. Department / Centre / School : Architecture and Regional Planning
5. Duration of Program : From 08-01-2024 to 19-01-2024
6. No of CEUs : 6
7. Expected number of participants : 6
8. Venue : OFF CAMPUS, Aroville and Pondicherry Tamil Nadu
9. Source of Funds : IIT KHARAGPUR, MIT D-Lab N51-301541-619-7291
10. Brief Program Outline : Hands on workshop on Vernacular materials and Technology
11. Application / Processing Fee : Not Applicable

12. For out station program :

Name of the Teacher	Department/Centre/School	Outstation From	Outstation To	HOD/HOC/HOS Sign
Subrata Chattopadhyay	Architecture and Regional Planning	08-01-2024	20-01-2024	
Haimanti Banerji	Architecture and Regional Planning	08-01-2024	20-01-2024	

13. Estimated Budget

(All numbers will be adjusted at the end of the course approximately on proportionate basis to match the gross receipts)

receipts	amount
SGST (9% of Base Value: Rs.361548[Included with receipt])	32540
CGST (9% of Base Value: Rs.361548[Included with receipt])	32540
Amount Received from Sponsor	426628
Reimbursable amount	98707
Total	525335.00

Expenditure	Amount (Rs.)
Overhead Expenses	72310
Travelling and Conveyance Expenses	95000
Miscellaneous and Contingencies	15233
Publications and Course Materials	98707
Hospitality Expenses	177235
Auditors Remuneration	1770
SGST	32540
CGST	32540
Total	525335.00

Dean (Outreach)/Asso. Dean (Outreach)

Re: International Students

From : Haimanti Banerji
<haimantibanerji@gmail.com>

Wed, Dec 20, 2023 05:48 PM

 12 attachments

Subject : Re: International Students

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

Cc : Debashish Chakravarty
<dc@mining.iitkgp.ernet.in>, Ms.
Koushiki Mukherjee
<koushiki@adm.iitkgp.ac.in>, Subrata
Chattopadhyay
<subratachattopadhyay10@gmail.com>,
Shruti Gupta <shruti@adm.iitkgp.ac.in>

Dear Arup

PFA the signed forms and passport information pages. I do not think the invitation letter will be applicable here.

Regards
haimanti

On Mon, Dec 11, 2023 at 1:37 PM IIT Kharagpur Office of Dean, International Relations <ir-office@adm.iitkgp.ac.in> wrote:

Dear Mam,

As per the trail mail we have received the ministry clearance forms of the 4 international students. For further processing we need the following forms and templates to be filled up which is as follows:

1. 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.
2. PFA the invitation letter template. Kindly use the template to draft the invitation letter.
3. Please request the 4 international students to share a scanned copy of their passport information page.

We are pleased to state that the undersigned from the Dept of ARP are offering a Short Term Course titled "Using principles of co-design indigenous technology human-centered approaches to improve livability of bamboo houses for rural and periurban people in Eastern India". Proposal ID is IIT/CEP/WOR/WOR/2023-2024/AR/131.

Duration of the course: 8th to 20th January

Location: Off-Campus (Aroville, Pondicherry and Chennai)

There will be 4 international students from MIT D-Lab participating in this course.









The forms are attached for necessary action.

Please let me know if any further information is required from our end.

Kind regards

Prof. Subrata Chattopadhyay

Prof. Haimanti Banerji

-
-  **Hien_FORM 18_Ministry Clearance Form_Hien Le.docx.pdf**
89 KB
 -  **Zhang_MinistryClearanceForm.pdf**
70 KB
 -  **Ashley_FORM 18_Ministry Clearance Form_.pdf**
70 KB
 -  **Brandon_FORM 18_Ministry Clearance Form_.pdf**
236 KB
 -  **Issuane of Visa Form_Ashley.docx**
102 KB
 -  **Issuane of Visa Form_Brandon.docx**
102 KB
 -  **Issuane of Visa Form_Eileen.docx**
103 KB
 -  **Issuane of Visa Form_Hien.docx**
102 KB

Endorsements / Mentions spéciales / Autorizaciones
If your passport expires within six months of your date of departure, you may be denied entry into some countries.



SIGNATURE OF BEARER / SIGNATURE DU TITULAIRE / FIRMA DEL TITULAR

PASSPORT

THE UNITED STATES OF AMERICA

Type Type Tico

Code Code Code

Passport No./No. du Passeport/No. de Pasaporte

P

USA

A29721949

Surname/Nombre/Apellidos

YANG

Given names/Prenoms/Nombres

ASHLEY YE-EUN

Nationality: Nationalité: Nacionalidad:

UNITED STATES OF AMERICA

Date of birth/Date de naissance/Fecha de nacimiento

24 NOV 2003

Sex/Sexe/Sexo

F

Place of birth/Lieu de naissance/Lugar de nacimiento

CALIFORNIA, U.S.A.

Date of issue/Date de délivrance/Fecha de expedición

13 NOV 2023

Date of expiration/Date d'expiration/Fecha de caducidad

12 NOV 2033

Authority/Autorité/Autoridad

UNITED STATES DEPARTMENT OF STATE

[illegible]

A297219495USA0311247F3311123453705771<801734

PASSPORT
PASSEPORT
PASAPORTE



UNITED STATES OF AMERICA

Type / Type / Tipo Code / Code / Código Passport No. / No. du Passeport / No. de Pasaporte

P

USA

655050654

Surname / Nom / Apellidos

WORRELL

Given Names / Prénoms / Nombres

BRANDON ABRAHAM LENWORTH

Nationality / Nationalité / Nacionalidad

UNITED STATES OF AMERICA

Date of birth / Date de naissance / Fecha de nacimiento

14 Aug 2002

Place of birth / Lieu de naissance / Lugar de nacimiento

GEORGIA, U.S.A.

Date of issue / Date de délivrance / Fecha de expedición

03 Jun 2021

Date of expiration / Date d'expiration / Fecha de caducidad

02 Jun 2031

Endorsements / Mentions Spéciales / Anotaciones

SEE PAGE 27

Sex / Sexe / Sexo

M

Authority / Autorité / Autoridad

United States

Department of State



P<USAWORRELL<<BRANDON<ABRAHAM<LENWORTH<<<<<<

6550506548USA0208149M3106028741912633<601382

C9302066<OVNM0208013F3012280261614642<<<<84