



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



REF: 2189/2024/OIR

Dated: 19.03.2024

NOTE

Sub: Approval for the visit of Prof. C. Choudhury & Prof. Z. Wadud from UK to develop collaborative links between IITKGP and University of Leeds during 31st March – 02nd April, 2024.

Prof. Charisma Choudhury and Prof. Zia Wadud from UK are scheduled to visit IIT Kharagpur during 31st March – 02nd April, 2024 to develop collaborative links between IITKGP and University of Leeds.

The faculty coordinator of their visit is Dr. Arkopal Kishore Goswami of Ranbir & Chitra Gupta School of Infrastructure Design and Management (Flag-i). All expenses vide ref. no.: 2031/2023/OIR dated 30.10.2023 for foreign delegation visit will be supported by the operating grant of OAA&IR. International airfare expenses will be borne by the visitors (Flag-ii).

The supporting documents of the visit are enclosed.

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

- Encl: (i) Filled up Ministry Clearance Forms
(ii) Issuance of Visa Forms
(iii) Operating Grant (OAA&IR) Approval Copy
(iv) Passport Copy

Arun K. Roy 19.03.24
Junior IR-Executive

Jejibh. Verma.
Junior Assistant

Assistant Registrar

Associate Dean AA&IR

Dean Outreach & AA

Director

19/03.
'A' may please be approved.
18/3/2024.
Approved.
20/03/2024

OAA&IR
For nit plan
21/3/2024



INVITATION LETTER

Date: 21.03.2024

To,
Prof. Charisma Farheen Choudhury
16 Dale View, Ilkley, West Yorkshire,
LS29 9BP, UK.

Subject: Invitation to visit the Indian Institute of Technology Kharagpur during March 31-April 2, 2024.

Dear Prof. Charisma Farheen Choudhury,

IIT Kharagpur is pleased to invite you during March 31-April 2, 2024 to develop collaborative links between IITKGP and University of Leeds (UoL).

We have noted your passport details as follows:

Name: Charisma Farheen Choudhury
Nationality: British Citizen
Country of present domicile: UK
Passport number: 554396727

Place of Issue of passport: HMPO
Issue date of passport: 23.04.2018
Expiry date of passport: 23.04.2028
Date of birth: 01.04.1978

We understand that expenses towards your local stay, food and travel will be supported by the operating grant of OAA&IR. International airfare expenses will borne by yourself. We encourage you to bring your own medical insurance during your visit. Dr. Arkopal Kishore Goswami (akgoswami@infra.iitkgp.ac.in) of Ranbir & Chitra Gupta School of Infrastructure Design & Management of our Institute will be the coordinator for your visit. We would be delighted if you accept our invitation and provide your travel plans to Prof. Goswami.

You may kindly use this invitation to apply for the Indian Visa.

I look forward to your positive response. Please feel free to discuss all matters pertaining to your visit with Dr. Arkopal Kishore Goswami

With warm regards,



Sincerely,

Associate Dean AA&IR

CC:

- (1) Office of Registrar, IIT Kharagpur
- (2) Dr. Arkopal Kishore Goswami, Chairperson-RCGSIDM

सह-संकायक, पूर्वोक्त मामले एवं अंतर्राष्ट्रीय संबंध
Associate Dean, Alumni Affairs and International Relations
भारतीय प्रौद्योगिकी संस्थान खड़गपुर
Indian Institute of Technology Kharagpur



INVITATION LETTER

Date: 21.03.2024

To,
Prof. Zia Wadud
16 Dale View, Ilkley,
LS29 9BP, UK.

Subject: Invitation to visit the Indian Institute of Technology Kharagpur during March 31-April 2, 2024.

Dear Prof. Zia Wadud,

IIT Kharagpur is pleased to invite you during March 31-April 2, 2024 to develop collaborative links between IITKGP and University of Leeds (UoL).

We have noted your passport details as follows:

Name: Zia Wadud
Nationality: British Citizen
Country of present domicile: UK
Passport number: 554356896

Place of Issue of passport: HMPO
Issue date of passport: 23.04.2018
Expiry date of passport: 23.04.2028
Date of birth: 28.02.1976

We understand that expenses towards your local stay, food and travel will be supported by the operating grant of OAA&IR. International airfare expenses will borne by yourself. We encourage you to bring your own medical insurance during your visit. Dr. Arkopal Kishore Goswami (akgoswami@infra.iitkgp.ac.in) of Ranbir & Chitra Gupta School of Infrastructure Design & Management of our Institute will be the coordinator for your visit. We would be delighted if you accept our invitation and provide your travel plans to Prof. Goswami.

You may kindly use this invitation to apply for the Indian Visa.

I look forward to your positive response. Please feel free to discuss all matters pertaining to your visit with Dr. Arkopal Kishore Goswami

With warm regards,



Sincerely,

Associate Dean AA&IR

CC:
(1) Office of Registrar, IIT Kharagpur
(2) Dr. Arkopal Kishore Goswami, Chairperson-RCGSIDM

सह-संकायध्यक्ष, पूर्वछात्र मामले एवं अंतर्राष्ट्रीय संबंध
Associate Dean, Alumni Affairs and International Relations
भारतीय प्रौद्योगिकी संस्थान खड़गपुर
Indian Institute of Technology Kharagpur



**Office of Alumni Affairs & 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 :	Charisma Choudhury
2	Nationality :	United Kingdom
3	Date of birth :	01 April 1978
4	Place of birth :	Dhaka, Bangladesh
5	Number, Date & Place of Issue of Passport :	554396727, London, UK
6	Visa Number (if available)	900D7FBAO
7	Current residential address :	16 Dale View, Ilkley, West Yorkshire, LS29 9BP, UK
8	Permanent residential address :	16 Dale View, Ilkley, West Yorkshire, LS29 9BP, UK
9.	Profession :	University Professor
10.	Place of Employment:	University of Leeds
11.	Academic Credentials:	PhD, Massachusetts Institute of Technology, MIT MS, Massachusetts Institute of Technology, MIT
12.	Purpose of visit:	Strengthen collaborative links between IITKGP and UoL
13.	Period of visit:	March 31, 2024 – April 2, 2024
14.	Email:	c.f.choudhury@leeds.ac.uk
15.	Day time Phone:	+447432270551
16.	Address of Indian Embassy where you will be applying for your visa:	e-Visa (United Kingdom)
17.	Coordinator of your visit at IITKGP/Dept :	Dr. Arkopal Kishore Goswami, Ranbir and Chitra Gupta School of Infrastructure Design and Management



**Office of Alumni Affairs & 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 :	Zia Wadud
2	Nationality :	United Kingdom
3	Date of birth :	28 Feb 1976
4	Place of birth :	Dhaka
5	Number, Date & Place of Issue of Passport :	554356896, 23 Apr 2018, UK
6	Visa Number (if available)	900D80400
7	Current residential address :	16 Dale View, Ilkley, UK, LS29 9BP
8	Permanent residential address :	16 Dale View, Ilkley, UK, LS29 9BP
9.	Profession :	University Academic
10.	Place of Employment:	University of Leeds
11.	Academic Credentials:	PhD
12.	Purpose of visit:	Strengthen collaborative links between IITKGP and UoL
13.	Period of visit:	March 31, 2024 – April 2, 2024
14.	Email:	Z.Wadud@leeds.ac.uk
15.	Day time Phone:	+447584858207
16.	Address of Indian Embassy where you will be applying for your visa:	Online, received visa
17.	Coordinator of your visit at IITKGP/Dept :	Dr. Arkopal Kishore Goswami, Ranbir and Chitra Gupta School of Infrastructure Design and Management



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:	Charisma Choudhury
Address and contact details:	16 Dale View, Ilkley, West Yorkshire, LS29 9BP, UK
Citizenship:	United Kingdom
Date of birth:	01 April 1978
Organization:	University of Leeds
Details of visit	
Host Dept/School/ Centre/ Office:	Ranbir and Chitra Gupta School of Infrastructure Design and Management
Activity to be undertaken at IITKGP:	Research talk; Department/School/Center visits; Student interactions; Joint thesis supervision deliberations
Intended duration of stay at IITKGP :	March 31, 2024 – April 2, 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:	Local travel, stay and food
Support provided by any other organization incl. personal resources. Please give details and proof:	University of Leeds
Invited by	
Name, affiliation and signature of host:	Arkopal Kishore Goswami, Associate Professor
Recommended by Registrar/ HoD/ HoS/ HoC/ Dean (as appropriate)	

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

प्रो. अरूपाल क. गोस्वामी
Prof. Arkopal K. Goswami
रजनीत एवं विज्ञान युक्त अकादमिक
संरचना एवं प्रबंधन विभाग
Ranbir & Chitra Gupta School of
Infrastructure Design & Management
भा. प्रौ. सं. खड़गपुर / I.I.T. Kharagpur

Updated March 19, 2024



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:	Zia Wadud
Address and contact details:	16 Dale View, Ilkley, UK, LS29 9BP
Citizenship:	United Kingdom
Date of birth:	28 Feb 1976
Organization:	University of Leeds
Details of visit	
Host Dept/School/ Centre/ Office:	Ranbir and Chitra Gupta School of Infrastructure Design and Management
Activity to be undertaken at IITKGP:	Research talk; Department/School/Center visits; Student interactions; Joint thesis supervision deliberations
Intended duration of stay at IITKGP :	March 31, 2024 – April 2, 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:	Local travel, stay and food
Support provided by any other organization incl. personal resources. Please give details and proof:	University of Leeds
Invited by	
Name, affiliation and signature of host:	Arkopal Kishore Goswami, Associate Professor
Recommended by Registrar/ HoD/ HoS/ HoC/ Dean (as appropriate)	 प्रो. अरूपाल के. गोस्वामी Prof. Arkopal K. Goswami अध्यक्ष / Chair Person रजनीश एवं चित्रा गुप्ता अघाटिय संरचना एवं प्रबंधन विद्यालय Ranbir & Chitra Gupta School of Infrastructure Design & Management भा. प्रौ. सं. खड़गपुर / I.I.T. Kharagpur

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

OFFICE OF INTERNATIONAL RELATIONS
Indian Institute of Technology Kharagpur
Kharagpur- 721302, India

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:

A. Accommodation		
Rooms	Cost per Room per day	Total (INR)
1 Double occupancy room	2,500	2500
B. Transportation		
Requirements	Rate per vehicle	Max Amount
For Kolkata to Kharagpur & Return	10000-13000	13000
For Campus Tour and Department Visits	4,000	4000
C. Refreshment and Meals		
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
D. Institute Memorabilia		
Items	Rate (INR)	
Gift	500	
Memento	1500	
Total (A+B+C+D)		23460
E. Banquet Hall Booking (Additional if needed)		5000

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.

[Signature]
30/10/23
IR-Executive

[Signature]
30/10/23
AR (AA & IR)

[Signature]
30/10/2023
Associate Dean (AA & IR)

[Signature]
Dean (OR & AA)

[Signature]
11/11/23
Deputy Director

[Signature]
03/11/2023
Director

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

[Signature]
30/10/23
Junior Assistant

*THERE ARE NO OFFICIAL OBSERVATIONS

*THERE ARE NO OFFICIAL OBSERVATIONS



Starkness

HOLDER'S SIGNATURE/SIGNATURE DU TITULAIRE

UNITED KINGDOM OF GREAT BRITAIN AND NORTHERN IRELAND

PASSPORT
PASSPORT

9

GER

554396727

Surname(Nom 1)

CHOUHDURY

Given names/Prénoms : 2

CHARISMA FARHEEN

Nationality/Nationalité: 31

BRITISH CITIZEN

Date of Birth Date of Release (4)
01 APR / AVR 78

Sex/ Sexe (5) Place of birth/Lieu de naissance (5)

F DHAKA

Date of issue/Date of delivery
23 APR 7 AVR 18

Authority: Article 6 (b)

HMPO

Date of expiry / Date d'expiration (9)
23 APR / AVR 28

Holder's signature: _____

SEE PAGE ABOVE

P<GBRCHOUDHURY<<CHARISMA<FARHEEN<<<<<<<<<<<<
5543967270GBR7804012F2804235<<<<<<<<<<<<<04

•THERE ARE NO OFFICIAL OBSERVATIONS•

HOLDER'S SIGNATURE/SIGNATURE DU TITULAIRE

UNITED KINGDOM OF GREAT BRITAIN AND NORTHERN IRELAND

PASSPORT
PASSEPORT

p

GB/R

Passport No./Pasaport No.
554356896

Surname, Nom (1)

WADUD

Given n8: n8 nome 12

ZIA

Nationality/Nationality: 83

BRITISH CITIZEN

Date of birth/Date de naissance (q)

28 FEB /FEV 76

Sex: Sexe (5) Place of birth/Lieu de naissance (3)

M

DHAKA

Date of issue/Date of delivery (mm/yyyy)

Authority/Aut. crit.: (6)

23 APR / AVR 18

HMPO

Date of expiry / date d'expiration (9)

Holder's signature, Signature: [Signature] 1163

23 APR / AVR 28

UHM7404

SEE PAGE ABOVE

P<GBRWADUD<<ZIA<<<<<<<<<<<<<<<<<<<<<<<<<
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