



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

REF: 2199/2024/OIR

Dated: 15.04.2024

Note

Sub: Request for AC Service/repair at PDF Hostel, 7th Floor (Room nos. 801 to 812).

Enclosed please find herewith few applications received from the International students residing in PDF Building which are self-explanatory.

12 Nos. of room have been allocated in the name of IR office to further reallocate to the international student as from priority and other few factor bases.

All the rooms are furnished by Window AC. In this hot summer some AC's are not working properly. All the AC's require comprehensive maintenance like gas filling etc.

In view of above, the file is placed for approval and subsequently be forwarded to Refrigeration and AC Unit for their advice and help.

Aayu K. Ray

Junior IR-Executive

Aayu K. Ray
Junior Assistant

Minu
Assistant Registrar

Associate Dean AA&IR

Dean OR&AA

*Senior Asst. Engineer
(RAC Unit)*

Encl:

1. Copies of Emails received from international students

EE (SS)

- Discussed
- FMA pl.

Segregated *19/4/24*

19/4/24

P.D.R. 17/4/24
|| Kindly take necessary action,
(Inforward it to IR Dept.)
→ *S.E. (F&M)*

P.T.O. ⇒

As discussed, AC maintenance/repair may be done by IR office and RAC section will certify the bills.

SE(E&M)

J. L. AM
- ACs were procured 22/4/24
Dm 25/4/24

2 installed by the user dept.

AD(E&M)

P. D. M

30/4/24

This needs further discussion

ADean (PR & AA)

→ ADean (AA & IR)

cc: S.E. (E&M)

Regarding the AC condition in the room 811, Pavel Karmanov**From :** Павел Карманов <karmanovpavel806@gmail.com>

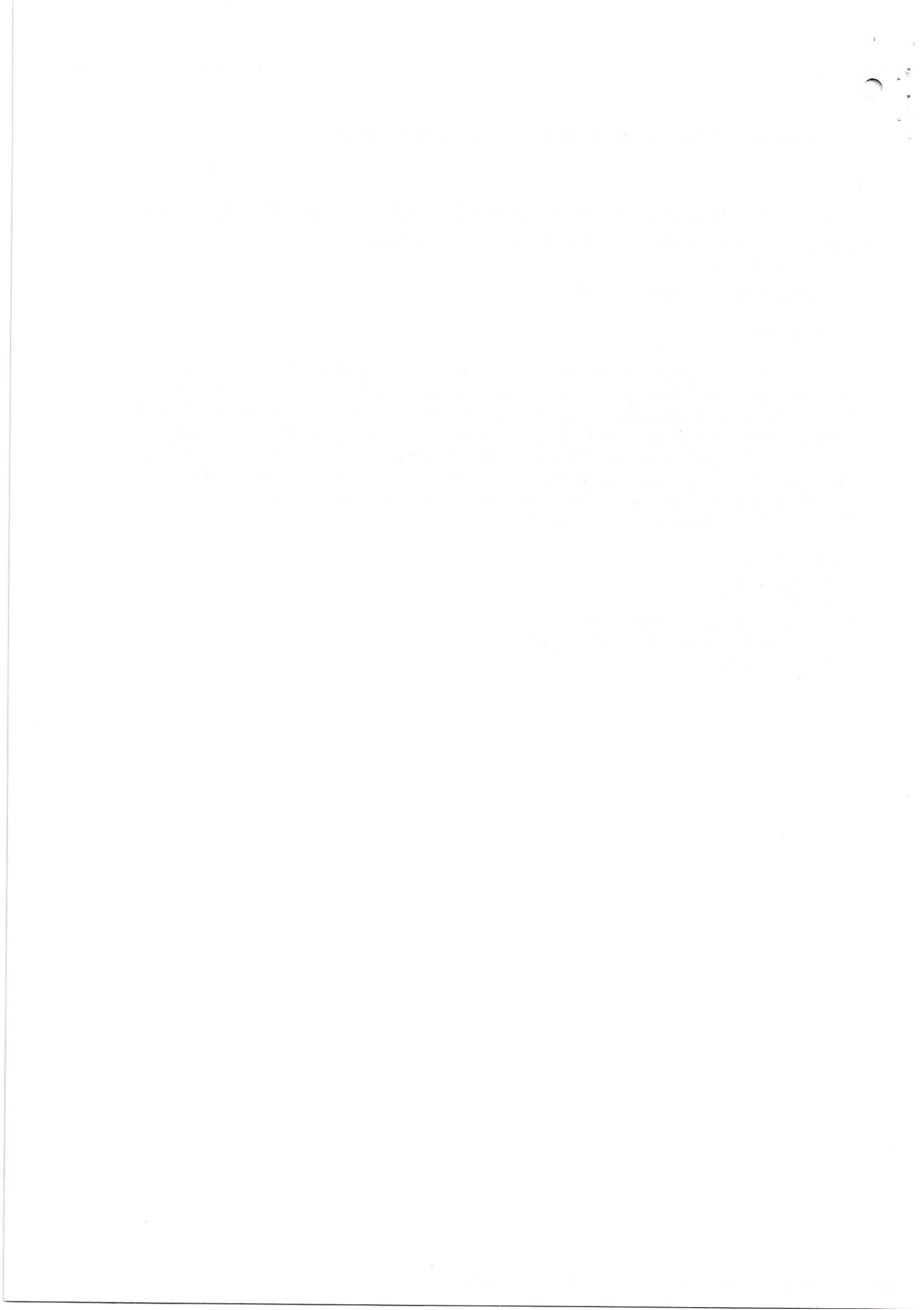
Fri, Apr 12, 2024 05:18 PM

Subject : Regarding the AC condition in the room 811, Pavel Karmanov**To :** ir-office@adm.iitkgp.ac.in

Dear Mr. Arup Roy,

My name is Pavel Karmanov. I am a senior research scholar from the Department of Geology and Geophysics, IIT Kharagpur. My Roll Number is 20GG91A01. I reside in room 811 of the PDF block, VSRC. I just wanted to let you know that my room's Air Conditioner (AC) does not work properly. The AC creates a loud sound while working and does not provide enough cold even if I set the temperature to a minimum. The summer season will come soon, so the AC needs to work properly. Could you please solve the abovementioned problems with AC as soon as possible? Also, please inform me about the date and time when the workers will come to my room to fix the item so that I can meet them.

Yours sincerely,
Pavel Karmanov
Research Scholar
Department of Geology and Geophysics
Indian Institute of Technology, Kharagpur 721302
West Bengal, IND





Arup Roy <aruproy07@gmail.com>

AC malfunction in room No. 805

1 message

Juan David Matallana Guerrero <jmatallana1995@gmail.com>
To: Arup Roy <aruproy07@gmail.com>

Fri, Apr 12, 2024 at 3:40 PM

Dear sir,

I kindly bring to your attention that my Window AC at room No. 805 is not working properly. I would like to request from you to look into the matter as summer is approaching and the correct functioning of the AC is a must.

As always, my most sincere thanks,

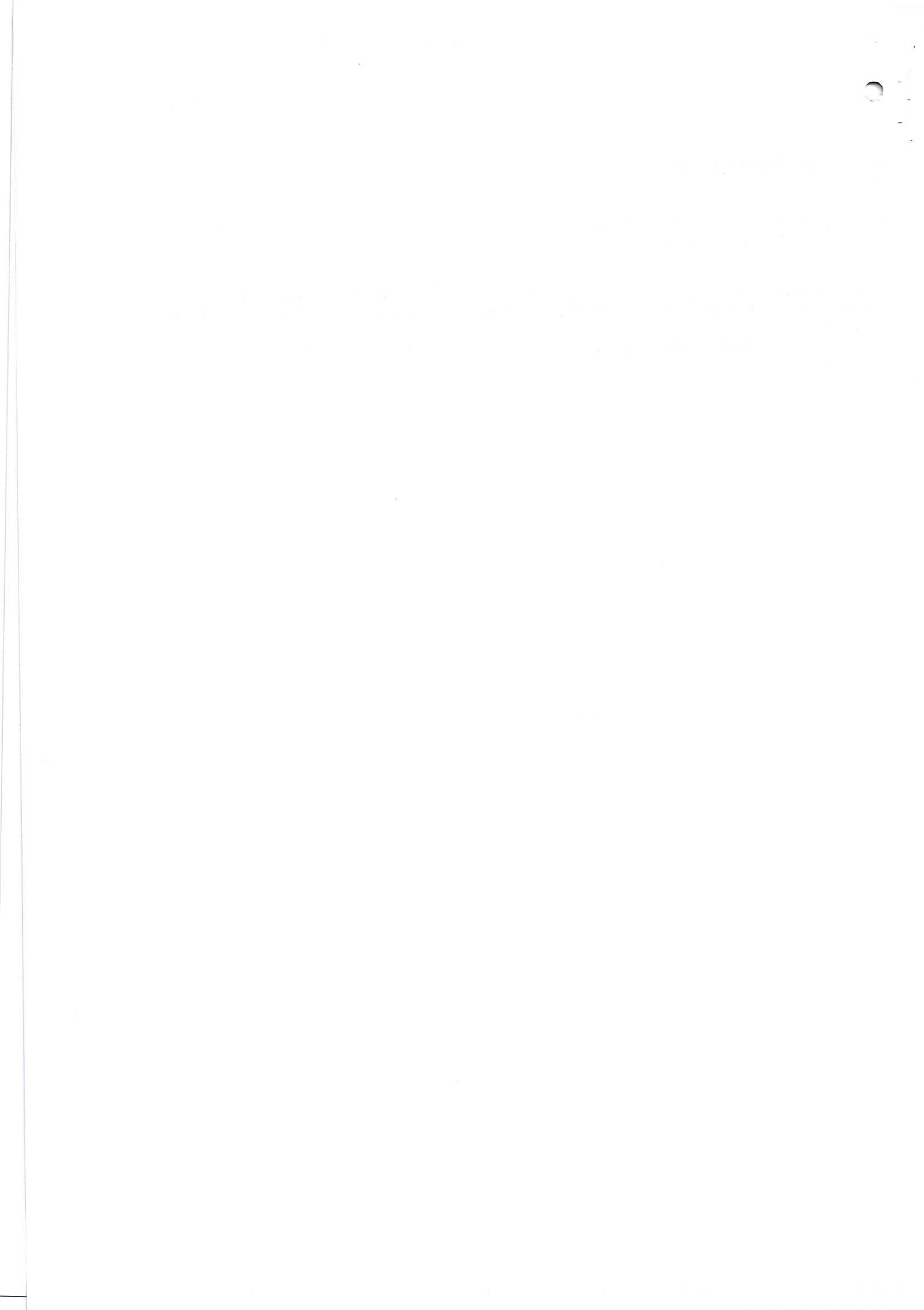
Regards,

JUAN DAVID MATALLANA G.

Mechanical Engineer

Mobile Phone: (+91) 86 95 214004

Skype: matallana95



Zimbra**ir-office@adm.iitkgp.ac.in****Regarding the technical problems in my Air-conditioned Machine (Room No. 810, PDF Block, 7th Floor, International Wing)****From :** Monaem Hossain
<monaemhossaintesl2020@gmail.com>

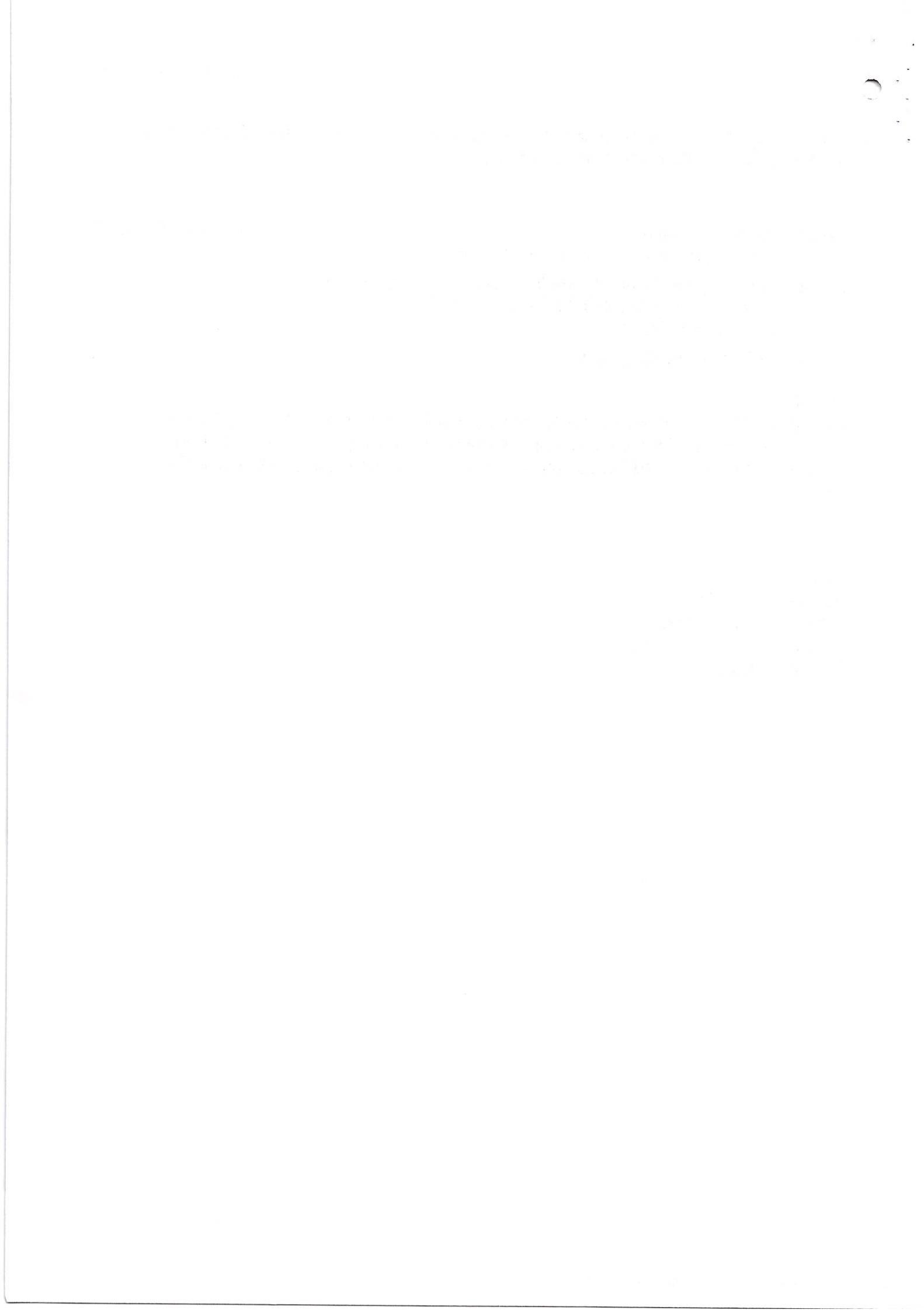
Fri, Apr 12, 2024 03:05 PM

Subject : Regarding the technical problems in my Air-conditioned Machine (Room No. 810, PDF Block, 7th Floor, International Wing)**To :** ir-office@adm.iitkgp.ac.in

Dear Sir,

I would like to inform you that the Air-conditioned Machine (Room No. 810, PDF Block, 7th Floor, International Wing) is not working in my room. It stopped working and I am suffering from the hot and humid summer. Please, send the technician to make the solution.

Sincerely,
Md. Monaem Hossain,
International PhD Scholar,
PDF Block, Room No. 810,
IIT Kharagpur, India.





Arup Roy <aruproy07@gmail.com>

Regarding the AC repairing

1 message

Baburam Sharma <baburamdeupur@gmail.com>
To: Arup Roy <aruproy07@gmail.com>

Fri, Apr 12, 2024 at 3:14 PM

Respected Sir,

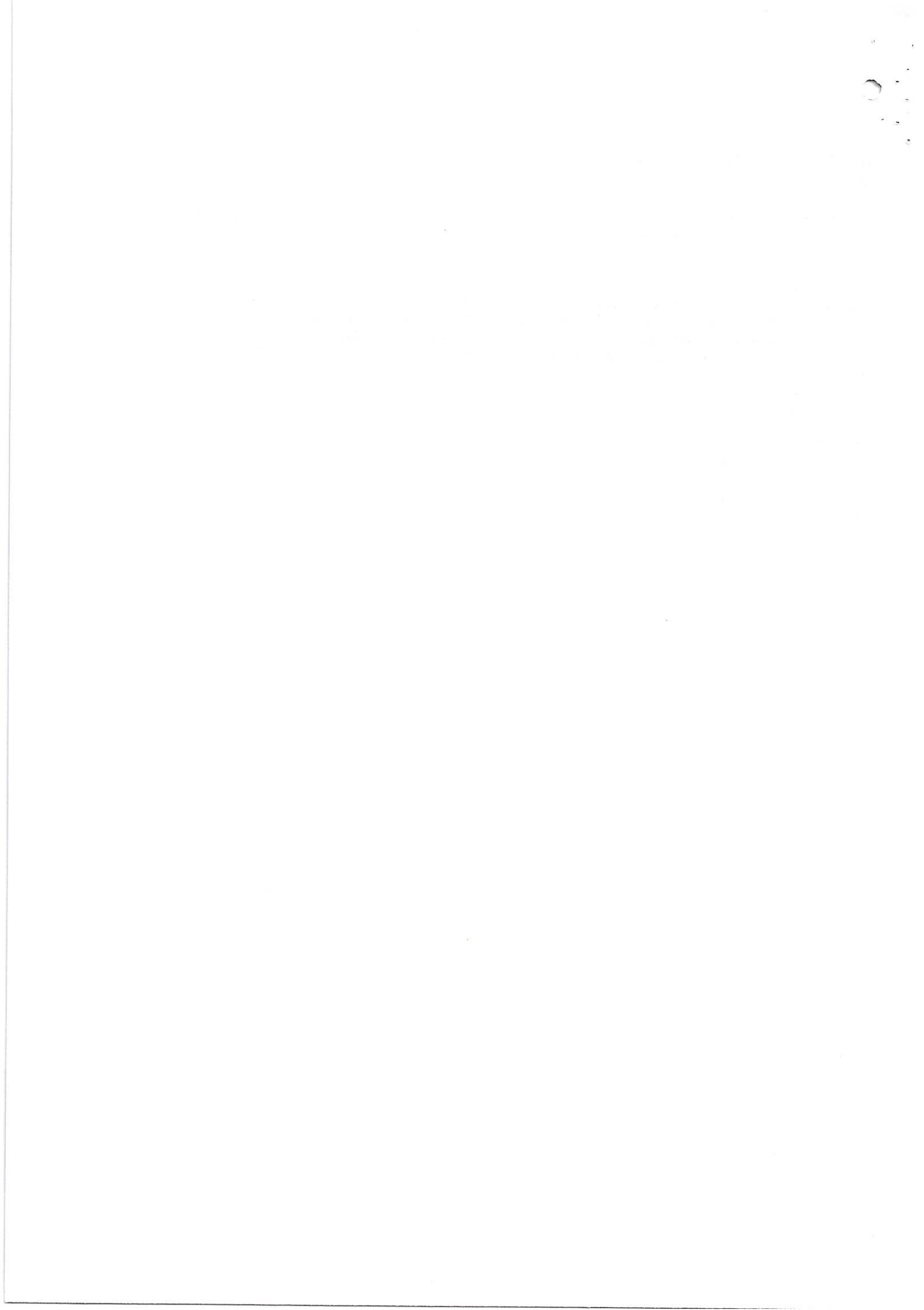
Hope this email finds you well. I am Babu Ram Sharma an International Scholar from Nepal in the CORAL department and staying in PDF hostel room no 809. The AC in the room is not working properly and needs servicing. I hope you understand the situation and how difficult it is to stay on the top floor without AC.

I am requesting you to take the necessary steps regarding the matter.

Thank you.

Babu Ram Sharma
(20CL91A01)

Lecturer
Tribhuvan University, Nepal
PhD Research Scholar
Indian Institute of Technology Kharagpur
baburamdeupur@gmail.com
baburam@kgpian.iitkgp.ac.in





Arup Roy <aruproy07@gmail.com>

Good afternoon Sir!

1 message

Bifa Shimelis <bifashime@gmail.com>
To: Arup Roy <aruproy07@gmail.com>

Fri, Apr 12, 2024 at 5:17 PM

Name:Bifa Shimelis (PhD Research Visiting)
Email:bifashime@gmail.com
My hostile is at PDF room 802. This is to inform you that our AC is not working.
With regards

