



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

REF: 2225/2024/OIR

Dated: 21.05.2024

To:
The Head of the Department
Agricultural & Food Engineering
IIT Kharagpur - 721302.

Subject: Submission of Application of Ms. Libia Hazra

Program Applied: Short term visit _for Internship.

Tentative Intended duration of stay: July, 2024 – August, 2024.

Dear Prof. M.K. Jha,

Greetings from the Office of Alumni Affairs & International Relations (OAA&IR)!

We are pleased to forward an application for a short term visit of Ms. Libia Hazra – PhD in Environmental Engineering from Michigan Technological University University, USA. Ms. Hazra is interested in conducting her internship at the department of Agricultural and Food Engineering. As per the student application form (enclosed no. Flag-b) it is understood that the funding of international airfare will be supported by Michigan Technological University, USA and local travel, food, accommodation and health related costs will be borne by the candidate herself.

All supporting documents of the application are attached. The Departmental Recommendation Form (DRF) [enclosed no. Flag-a] for the foreign applicant is also enclosed.

You are requested to kindly:

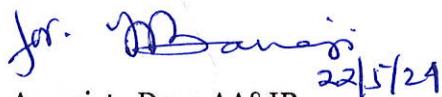
- i. Review and evaluate the application form and mark accordingly in the attached DRF.
- ii. Approve the Faculty mentor (identified as Prof. Gourav Dhar Bhowmick of AgFE Dept.).
- iii. Provide your additional comments (if any).
- iv. 'Sign' with date; put your name seal in the space provided.

You are requested to return this filled and signed application form to OAA&IR for our further processing. You may contact our Office (Extn: 81064/81077) or email at ir-office@adm.iitkgp.ac.in in case of any issues or further query regarding this application form.

We additionally request you to process the application at your end at the earliest convenience so that the student may apply for their visa following the completion of standard procedure at the OAA&IR.

Thank you.

Sincerely,

For: 
Associate Dean AA&IR

Associate Dean, Alumni Affairs and International Relations
आलुम्नी औंटरेनिंग की संस्थान कारगुपुर
Indian Institute of Technology Kharagpur



Encl: (a) Dept. Recommendation Form (DRF) for Short Term visit to be completed by the Department.
(b) Application form along with the supporting documents.
(c) Copy of email correspondence.