



**Office of International Relations(IR)**  
**Indian Institute of Technology**  
**Kharagpur – 721 302**

REF: 2152/2024/OIR

Dated: 05.07.2024

To:  
The Head of the Centre  
Deysarkar Centre of Excellence of Petroleum Engineering  
IIT Kharagpur  
721302.

**Subject:** Submission of Application of Ms. Neha Mukund Kulkarni

**Program Applied:** Short term visit \_for Internship.

**Tentative Intended duration of stay:** Aug, 2024 – Sept, 2024.

Dear Prof. Paresh Nath Singha Roy,  
Greetings from the Office of International Relations (IR)!

We are pleased to forward an application for a short term visit of Ms. Neha Mukund Kulkarni – 1<sup>st</sup> year BSc at University College London. Ms. Kulkarni is interested in conducting her internship at Deysarkar Centre of Excellence in Petroleum Engineering & Civil Engineering. As per the student application form (enclosed no. Flag-b) it is understood that all expenses related to this short term visit will borne by 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 Dr. Sandeep Kulkarni of Deysarkar Centre of Excellence in Petroleum Engg. & Prof. A. Mukherjee of Geology & Geophysics department).
- 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 OIR for our further processing. You may contact our Office (Extn: 81064) or email at [ir-office@adm.iitkgp.ac.in](mailto: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 OIR.

Thank you.

Sincerely,

*Rebribata Mukherjee*  
Dean, International Relations

05.07.2024.

दॉ. रेब्रिबता मुखर्जी  
Dr. Rebribata Mukherjee  
संकायाचार्य, अंतर्राष्ट्रीय संबंध  
Dean, International Relation  
भारतीय प्रौद्योगिकी संस्थान खड़गपुर  
Indian Institute of Technology Kharagpur

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