

Office of International Relations IIT Kharagpur

Shri Gopal Rajgarhia International Programme (SGRIP)

APPLICATION FORM FOR SCHEME 4 (WORKSHOP)

Name of the scheme	SGR International Workshops/Meetings
Name, affiliation and address of the international visitors to the workshop (minimum 10):	
Host faculty and department/centre/school	
Duration of workshop with expected start and end dates	
Justification of the workshop (200 words max)	

Details of matching grant	
Justification for using SGRIP as the funding source: (100 words max)	
Detailed plan of activities (500 words max)	
Budget (Refer Tables 3 – 6 for eligible heads and caps):	

Please attach the following documents and ✓ check the corresponding boxes:

Letter from the visitors on letterhead showing their willingness to visit and partake in proposed activities during the specified period	
Proof of matching grant	
Detailed budget justification including justification for any special financial assistance required (limit one page)	
CV of the international workshop participants	
In-principle approval from Director for the proposed workshop	

Signature of the host faculty with date:

Name: _____

Designation: _____

Department/Centre/School: _____

Forwarded by Head of Dept/Ctr/School _____

Please submit application in hard copy to Office of International Relations and email soft copy of the same to ir-office@adm.iitkgp.ac.in.

For Office use: Application no: _____ Date received: _____