



**Office of International Relations  
Indian Institute of Technology Kharagpur  
Application Form for Institute Lecture**

**Instructions for filling this form:**

- ✓ Please treat all fields as mandatory. In case any field is not applicable then please put 'NA'.
- ✓ This form is applicable only for the category of Institute Lecture
- ✓ All applications must be sent 15 days before the scheduled date of the lecture along with recommendation from Head of the Department/School/Centre or any other appropriate authority (Deans, Deputy Director, Director)
- ✓ The application needs to be submitted in hard copy duly signed and stamped

**DETAILS REGARDING PROPOSED INSTITUTE LECTURE:**

Name of Speaker	
Designation	
Organization	
Country	
Major awards/ honours received by the Speaker (please also attach short CV)	
Purpose of Visit to IIT Kharagpur (if visit is not specific to the Lecture)	
Proposed date & venue	
Title	
Abstract (in less than 100 words)	
Justification why proposed lecture should be Institute Lecture	

Composition of target audience (Tick one or more)	1) Undergraduate Students 2) Postgraduate Students 3) Research Scholars	4) Faculty Members 5) Any other
Target Departments/ Schools/ Centres (At least three academic units must be served)	1) 2) 3)	4) 5) 6)

**EXPENSE AND SOURCE OF FUNDS:**

Item*	Approximate Amount (₹)	Source of funds	Approved by:
Airfare			
Local Conveyance (including Kolkata)			
Hospitality (including Kolkata)			
Honorarium			
Gift / Memento			
Publicity			
Refreshments			

*\*Please mark NA in case one or more of the above items are not covered by the Institute or any of its units*

Lecture Proposed by (Name, Designation and Signature of Proposing Faculty)	Name:
	Designation:
	Academic Unit:
	Email:
	Phone:
	Signature with date:
Recommended by Head/Dean (Signature with date and seal)	
Forwarded by Dean IR	
Approved by Deputy Director	