Date: **<DATE OF APPLICATION>**

Place: IIT Kharagpur

To

The Dean, Faculty of Engineering and Architecture (FoE&A)

Indian Institute of Technology Kharagpur

Sir,

**Subject:** Application for “No Objection Certificate (NOC)” **to attend <conference name 20XX>**.

I, **<your name>**, am a Ph.D. student of the Department of Computer Science & Engineering working with **<supervisor(s) name(s)>**. I have a paper accepted in **<conference name 20XX>, titled: <full title of the paper>.** Therefore, I need to attend the conference to present it. The conference is scheduled to be held in **<venue city, country>** during **<dd-mm-yy and dd-mm-yy>**. The formal application through ERP, and all the required documents are attached herewith for your reference. This would not involve any expenditure from the Institute.

Therefore, I request you to permit my above visit from **<dd-mm-yy>** to **<dd-mm-yy>** and issue me **“No Objection Certificate (NOC)”** for the same.

Yours Obediently

**<NAME OF THE STUDENT>**

(Student ID: **<STUDENT ID>**)

**<SUPERVISOR NAME>** **<CO-SUPERVISOR NAME>** **<HOD NAME>**  
 (Supervisor) (Co-Supervisor) (Head of Department)