

**Procedure for Submission of Concept (Short) Proposal to DIA-CoE IIT Kharagpur**

1. Download the Detailed Proposal Format (docx file).
2. Fill only the 1<sup>st</sup> page, Forms 1 & 2 of the proposal in **offline mode**. Leave the remaining pages unfilled. They will be filled at a later stage, if needed.
3. Use dropdowns and checkboxes wherever available in the format.
4. Send the filled proposal to DIA-CoE office as an email attachment ([director\\_dia\\_coe@iitkgp.ac.in](mailto:director_dia_coe@iitkgp.ac.in) & [administrative\\_officer\\_dia\\_coe@iitkgp.ac.in](mailto:administrative_officer_dia_coe@iitkgp.ac.in)) for its processing at DIA-CoE IIT Kharagpur.