



XUNTA DE GALICIA
CONSELLERÍA DE EDUCACIÓN
E ORDENACIÓN UNIVERSITARIA
IES Ribeira do Louro

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<http://centros.edu.xunta.es/iesribeiradolouro>



Erasmus+

INVITATION LETTER

To the Embassy of Spain in India

Dear Sir or Madam,

Mrs. Juana Rosa Muñoz Ibernón, as head teacher of IES Ribeira do Louro, public vocational education and Training and higher school located in Porriño, Spain would like to **INVITE** to **Mr. Tirthankar Nag**, with passport number **Z3469715**, to participate in a Staff mobility for Training from Partner Countries. The mentioned mobility will be carried out under an Erasmus + mobility project approved in 2016 by the Spanish Erasmus National Agency (SEPIE) with reference number 2016-1-ES01-KA107-024524.

The mobility will take place between November 17th and November 23rd 2016 in O Porriño (Pontevedra).

We would be grateful if you would issue to **Mr. Tirthankar Nag** an entry visa to Spain for this purpose

Should you need any further information, please, do not hesitate to contact us on the following number: +34 647 854262. This phone number corresponds to Mr. Amador Ordóñez, International projects coordinator of our organisation.

In recognition whereof, I sign the present invitation in O Porriño, on 18th October 2016.

Signed: Juana Rosa Muñoz Ibernón
Head teacher



Mobility Agreement

Staff Mobility For Training¹

Planned period of the training activity: from 18/11/2016 till 22/11/2016

Duration (days) – excluding travel days: 5

The Staff Member

Last name (s)	Nag	First name (s)	Tirthankar
Seniority ²	Intermediate	Nationality ³	Indian
Sex [M/F]	Male	Academic year	2016/2017
E-mail	t.nag@imi-k.edu.in		

The Sending Institution

Name	International management Institute Kolkata	Faculty/Department	Business and Economics
Erasmus code ⁴ (if applicable)			
Address	2/4C, Judges Court Road, Alipore, Kolkata – 700027, INDIA.	Country/ Country code ⁵	INDIA.
Contact person name and position	Tirthankar Nag, PhD Professor and Dean (Research and International Relations)	Contact person e-mail / phone	Cell: +91 97487 53373 Tel # +91 33 6652 9622 Email: t.nag@imi-k.edu.in tirthankar.nag@gmail.com

The Receiving Institution / Enterprise⁶

Name	IES Ribeira do Louro		
Erasmus code (if applicable)	E PONTEVE 02	Faculty/Department	International Trade



Erasmus+ Higher Education:
Mobility Agreement form
Tirthankar Nag

Address	Ribeira. Torreiros. 36410. O Porriño. Pontevedra	Country/ Country code	SPAIN
Contact person, name and position	Amador Ordóñez Project Coordinator	Contact person e-mail / phone	amador.ordonez@gmail.com +34647854262
Type of enterprise		Size of enterprise (if applicable)	<input type="checkbox"/> <250 employees <input type="checkbox"/> >250 employees

For guidelines, please look at the end notes on page 3.



Section to be completed BEFORE THE MOBILITY

I. PROPOSED MOBILITY PROGRAMME

Language of training: English

Overall objectives of the mobility:

To be trained on the best practices of teaching methodologies of the Institution and to share good practices on the business area.

Added value of the mobility (in the context of the modernisation and internationalisation strategies of the institutions involved):

Creating grounds for future collaboration between the two institutions, sharing the best practices on teaching methodology and elaborating details for mutual applications for EU founded projects

Activities to be carried out:

- Participating in the lectures, held by the best methodologist in teaching of the institution;
- Participating in the academic staff meetings;
- Holding meetings with the principal of the institution and the heads of the departments.
- Holding meetings with other organizations interested in collaborating in the future.
- Participate on an International Seminar "*Commerce and tourism between Galicia and developing countries. Current situation and possibilities for development*"

Expected outcomes and impact (e.g. on the professional development of the staff member and on both institutions):

- Getting the best practices in teaching methodology and sharing them with the colleagues from home Institution;
- Sharing the experience and discuss the possibilities for future collaboration between the two institutions in the field of Higher Education;
- Sharing experience on topics as commerce and tourism between different regions from Europe and Asia.



II. COMMITMENT OF THE THREE PARTIES

By signing⁷ this document, the staff member, the sending institution and the receiving institution/enterprise confirm that they approve the proposed mobility agreement.

The sending higher education institution supports the staff mobility as part of its modernisation and internationalisation strategy and will recognise it as a component in any evaluation or assessment of the staff member.

The staff member will share his/her experience, in particular its impact on his/her professional development and on the sending higher education institution, as a source of inspiration to others.

The staff member and the beneficiary institution commit to the requirements set out in the grant agreement signed between them.

The staff member and the receiving institution/enterprise will communicate to the sending institution any problems or changes regarding the proposed mobility programme or mobility period.

The staff member

Name: Tirthankar Nag

Signature:



Date: 03/11/2016

The sending institution/enterprise

Name of the responsible person: Arindam Banik

Signature:



Date: 03/11/2016

The receiving institution

Name of the responsible person: Juana Rosa Muñoz Ibernón

Signature:

Date: 03/11/2016

¹ In case the mobility combines teaching and training activities, **the mobility agreement for teaching template** should be used and adjusted to fit both activity types.

² **Seniority:** Junior (approx. < 10 years of experience), Intermediate (approx. > 10 and < 20 years of experience) or Senior (approx. > 20 years of experience).

³ **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.

⁴ **Erasmus Code:** A unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education receives.. It is only applicable to higher education institutions located in Programme Countries.

⁵ **Country code:** ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>.

⁶ All references to "**enterprise**" are only applicable to mobility for staff between Programme Countries or within Capacity Building projects.

⁷ Circulating papers with original signatures is not compulsory. Scanned copies of signatures or electronic signatures may be accepted, depending on the national legislation of the country of the sending institution (in the case of mobility with Partner Countries: the national legislation of the Programme Country). Certificates of attendance can be provided electronically or through any other means accessible to the staff member and the sending institution.



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To the Embassy of Spain in India

Dear Sir or Madam,

Mrs. Juana Rosa Muñoz Ibernón, as head teacher of IES Ribeira do Louro, public vocational education and Training and higher school located in Porriño, Spain would like to **INVITE** to **Mr. Arindam Banik**, with passport number **Z2042133**, to participate in a Staff mobility for Training from Partner Countries. The mentioned mobility will be carried out under an Erasmus + mobility project approved in 2016 by the Spanish Erasmus National Agency (SEPIE) with reference number 2016-1-ES01-KA107-024524.

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We would be grateful if you would issue to **Mr. Arindam Banik** an entry visa to Spain for this purpose

Should you need any further information, please, do not hesitate to contact us on the following number: +34 647 854262. This phone number corresponds to Mr. Amador Ordóñez, International projects coordinator of our organisation.

In recognition whereof, I sign the present invitation in O Porriño, on 18th October 2016.

Signed: Juana Rosa Muñoz Ibernón
Head teacher





Mobility Agreement

Staff Mobility For Training¹

Planned period of the training activity: from 18/11/2016 till 22/11/2016

Duration (days) – excluding travel days: 5

The Staff Member

Last name (s)	Banik	First name (s)	Arindam
Seniority ²	Senior	Nationality ³	Indian
Sex [M/F]	Male	Academic year	2016/2017
E-mail	arindambanik@imi.edu		

The Sending Institution

Name	International Management Institute Kolkata	Faculty/Department	Economics
Erasmus code ⁴ (if applicable)			
Address	2/4C, Judges Court Road, Alipore, Kolkata – 700027, INDIA.	Country/ Country code ⁵	INDIA.
Contact person name and position	Tirthankar Nag, PhD Professor and Dean (Research and International Relations)	Contact person e-mail / phone	Cell: +91 97487 53373 Tel # +91 33 6652 9622 Email: t.nag@imi-k.edu.in tirthankar.nag@gmail.com

The Receiving Institution / Enterprise⁶

Name	IES Ribeira do Louro		
Erasmus code (if applicable)	E PONTEVE 02	Faculty/Department	International Trade



Erasmus+ Higher Education:
Mobility Agreement form
Arindam Banik

Address	Ribeira. Torreiros. 36410. O Porriño. Pontevedra	Country/ Country code	SPAIN
Contact person, name and posit	Amador Ordóñez Project Coordina	Contact person e-mail / phone	amador.ordonez@gmail.com +34647854262
Type of enterpr		Size of enterprise (if applicable)	<input type="checkbox"/> <250 employees <input type="checkbox"/> >250 employees

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The staff member and the receiving institution/enterprise will communicate to the sending institution any problems or changes regarding the proposed mobility programme or mobility period.

The staff member

Name: Arindam Banik

Signature:



Date: 03/11/2016

The sending institution/enterprise

Name of the responsible person: Arindam Banik

Signature:



Date: 03/11/2016

The receiving institution

Name of the responsible person: Juana Rosa Muñoz Ibernón

Signature:

Date: 03/11/2016

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