



OFFICE OF INTERNATIONAL REALTIONS

Indian Institute of Technology Kharagpur

Kharagpur- 721302, India

Ref No.: 1558/2022/OIR

Date: 22/08/2022

Subject: Budget proposal for approval with respect to Orientation Programme for International Students of Batch 2022-2023 (Autumn Semester)

This is to bring to your kind attention that an Orientation Programme has been scheduled on 26th – 27th August, 2022 for the new International Students of Batch 2022-23 (Autumn Semester). The expenses with respect to the arrangements need to be done for conducting the Orientation Programme have been given below:

Budget for Orientation Programme to be arranged for the new International Students of Batch 2022-23 (Autumn Semester)			
Requirement	Rate (INR)	Unit	Total (INR)
Refreshments	125	56	7000
Transportation (Institute Bus)			5000
Welcome Booklet	500	25	12,500
Miscellaneous			3000
Total			27500

Approval may kindly be granted for the estimated amount 27,500 INR, so as to proceed with the activities.

Associate Dean,
International Relations and Ranking

Dean, Outreach and Alumni Affairs