



## 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 26<sup>th</sup> – 27<sup>th</sup> 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:

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

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