



OFFICE OF INTERNATIONAL REALTIONS

Indian Institute of Technology Kharagpur

Kharagpur- 721302, India

Ref No.: 1561/2022/OIR

Date: 26/08/2022

Subject: Budget proposal for approval with respect to Visit by University of Melbourne Delegation to IIT Kharagpur

This is to bring to your kind attention that a high-level delegation from University of Melbourne, Australia will be visiting IIT Kharagpur on 06th September, 2022 and will be here till 08th September, 2022, to discuss about the current collaborations between both the institutions and to explore additional engagement opportunities. The expenses with respect to their visit to IIT Kharagpur have been given below.

Budget for Visit by University of Melbourne Delegation to IIT Kharagpur (06th – 08th September, 2022)			
Accommodation			
Rooms	No. of days	Cost per Room per day	Total (INR)
5	2	2,000	20,000
3	1	2,000	6,000
Transportation			
Requirements	No. of Cars	Rate per vehicle	Total (INR)
For 06.09.2022, Innova	2	6,500	13,000
For 07.09.2022, Innova	1	6,500	6,500
For 07.09.2022, requirement of Innovas for Campus Tour and Department Visits	2	4,000	8,000
For 08.09.2022, Innovas (return to CCU)	3	6,500	19,500
Refreshment and Meals			
Requirement	Rate (INR)	Unit	Total (INR)
Special Lunch for Guests and Hosts (on 07.09.2022)	700	20	14,000
Grand Dinner (on 07.09.2022)	1400	35	49,000
Dinner (on 06.09.2022)	120	5	600
Breakfast (on 07.09.2022)	60	5	300
Breakfast (on 08.09.2022)	60	8	480
Tea & Snacks	100	50	5000
Institute Memorabilia			
Items	Rate (INR)	Unit	Total (INR)
Gifts	2200	8	17,600
Welcome kit (in the suite rooms at TGH)	2000	8	16,000
Miscellaneous			5000
Total			1,80,980

Approval may kindly be granted for the estimated amount 1,80,980 INR, so as to proceed with the activities.

Associate Dean,
International Relations and Ranking

Dean, Outreach and Alumni Affairs