



# 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 06<sup>th</sup> September, 2022 and will be here till 08<sup>th</sup> 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.

<b>Budget for Visit by University of Melbourne Delegation to IIT Kharagpur (06<sup>th</sup> – 08<sup>th</sup> September, 2022)</b>			
<b>Accommodation</b>			
<b>Rooms</b>	<b>No. of days</b>	<b>Cost per Room per day</b>	<b>Total (INR)</b>
5	2	2,000	20,000
3	1	2,000	6,000
<b>Transportation</b>			
<b>Requirements</b>	<b>No. of Cars</b>	<b>Rate per vehicle</b>	<b>Total (INR)</b>
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
<b>Refreshment and Meals</b>			
<b>Requirement</b>	<b>Rate (INR)</b>	<b>Unit</b>	<b>Total (INR)</b>
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
<b>Institute Memorabilia</b>			
<b>Items</b>	<b>Rate (INR)</b>	<b>Unit</b>	<b>Total (INR)</b>
Gifts	2200	8	17,600
Welcome kit (in the suite rooms at TGH)	2000	8	16,000
Miscellaneous			5000
<b>Total</b>			<b>1,80,980</b>

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