



OFFICE OF INTERNATIONAL REALTIONS

Indian Institute of Technology Kharagpur
Kharagpur- 721302, India

Ref No.: 1562/2022/OIR

Date: 26/08/2022

Subject: Budget proposal for approval with respect to Visit by Prof. Subhasish Mitra, Stanford University to IIT Kharagpur

This is to bring to your kind attention that Professor of Electrical Engineering and Computer Science at Stanford University, Subhasish Mitra (an alumnus of IIT Kharagpur) will be visiting IIT Kharagpur on 29th August, 2022, to discuss about possible academic and research collaborations between both the Institutions as well as to meet the faculty members and students of the Department of Computer Science and Engineering. The expenses with respect to his visit to IIT Kharagpur have been given below.

Budget for Visit by Prof. Subhasish Mitra (29.08.2022)			
Accommodation			
Rooms	No. of days	Cost per Room per day	Total (INR)
1	1	2,000	2,000
Transportation			
Requirements	No. of Cars	Rate per vehicle	Total (INR)
Etios for the whole day starting from his pick up at Kolkata and till drop off at Kolkata	1	7,000	7,000
Refreshment and Meals			
Requirement	Rate (INR)	Unit	Total (INR)
Special Lunch for Guests and Hosts	750	12	9,000
Breakfast	60	1	60
Snacks and Tea	100	50	5000
Institute Function			
Items	Rate (INR)	Unit	Total (INR)
Gifts	2200	1	2,200
Flower Bouquet	600	1	600
Refreshments			2500
Banner and Flex			3500
Miscellaneous			5000
Total			36,860

Approval may kindly be granted for the estimated amount 36,860 INR, so as to proceed with the activities.

Associate Dean,
International Relations and Ranking

Dean, Outreach and Alumni Affairs