



Office of International Relations (OIR)

Indian Institute of Technology Kharagpur

India - 721302

Ref. No: 1573 /2022/OIR

Dated: 09/09/2022

Subject: Request for Approval for attending International Relations Conclave hosted by and at IIT Gandhinagar (Gujarat) and related budget.

The Office of International Relations – IITKGP has received an invitation from IIT Gandhinagar to attend the International Relation Conclave to be held during 30.09.2022 – 01.10.2022. IIT Kharagpur has duly accepted the invitation and confirmed her participation. With internationalization becoming a priority area for Indian higher education in general, and IITs in particular, this conclave will give us an opportunity to share our experience, set strategies for the future, and join forces where necessary. It is proposed that a four member delegation will visit IIT Gandhinagar for attending this conclave.

The delegates from IIT Kharagpur will include Prof. Goutam Chakraborty (Associate Dean, International Relations and Ranking), Mrs. Alivia Nag (Head, Office of International Relations), Ms. Koushiki Mukherjee (Senior IR Executive) and Ms. Rituparna Chakraborty (Data Management Executive). The host institute will cover the local accommodation, food charges and local travel for all the participants for these two days. The other expenses such as travel and incidental charges will be borne by the guest institute. A budget has been prepared accordingly for the upcoming visit to IITG for your kind perusal and necessary approval:

Particulars	Total (INR) (Approx.)
1. Ground Travel (IIT KGP to Kolkata Airport - CCU) (To and Fro)	12,000/-
2. Air Travel fare (CCU to AMD and AMD to CCU) (Round Trip)	19,000/- per person
3. Miscellaneous/Incidental Expenses	7,000/-
Total (Rs.)	95,000/-

Submitted for your consideration and approval, please.

Associate Dean,
International Relations and Ranking

Dean, Outreach and Alumni Affairs