



OFFICE OF INTERNATIONAL REALTIONS

Indian Institute of Technology Kharagpur
Kharagpur- 721302, India



Ref No.: 1699/2022/OIR

Date: 04/01/2023

Subject: Budget proposal for approval with respect to Visit by Prof. Khanjan Mehta from Lehigh University

This is to bring to your kind attention that Prof. Khanjan Mehta, Vice Provost for creative inquiry at Lehigh University, USA, will be visiting IIT Kharagpur between 15th of January 2023 and 16th of January 2023, to discuss about possible collaborations between both the Institutions.

The expenses with respect to his visit to IIT Kharagpur is given below:

Requirements	Total (INR)
Accommodation at TGH (1 suite X 2 days)	4,000
Conveyance from Kolkata Airport to IIT Kharagpur Campus (To and Fro)	14,000
Local Transportation	6,500
Meals (Breakfast, Lunch and Dinner)	30,000 <i>500</i>
Tea and Snacks	10,000 <i>500</i>
Flower Bouquets and Mementoes	10,000 <i>2,000</i>
Other contingencies	20,000 <i>500</i>
Total	94,500

Approval may kindly be granted for the estimated amount of 94,500 INR, so as to proceed with the activities.

Prof. Chakrabarty

Associate Dean,
International Relations and Ranking

8 4/1/23
Dean, Outreach and Alumni Affairs

Deputy Director

*Budget to be restricted to Rs. 40,000/-
8/1/23*

*Encircled estimates seem to be
on the higher side* *5/1/23*

*The actual expense will be much less, as expected.
The budget is made conservative to avoid further paper work.*

Further, a few other faculty members are likely to break in lunch/dinner.

D/D

6/1/23