



# 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 15<sup>th</sup> of January 2023 and 16<sup>th</sup> 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
Tea and Snacks	10,000
Flower Bouquets and Mementoes	10,000
Other contingencies	20,000
Total	94,500

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

*[Signature]*

Associate Dean,  
International Relations and Ranking

*[Signature]* 4/1/23  
Dean, Outreach and Alumni Affairs

Deputy Director

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

*Budget to be restricted to Rs. 40,000/-* 7/1/23

*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 present in lunch/dinner.* *[Signature]* 6/1/23