



Date: 01/02/2023

Ref No.: 1731/2023/OIR

Subject: Budget proposal for Visit by Curtin University Delegation to IIT Kharagpur

This is to bring to your kind attention that a high-level delegation from Curtin University, Australia will be visiting IIT Kharagpur during 18-21 February, 2023 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.

Accommodation			
Rooms	No. of days	Cost per Room per day	Total (INR)
11	4	2,000	88,000
Transportation			
Requirements	No. of Cars	Rate per vehicle	Total (INR)
For 18.02.2023, Innova	3	6,500	19,500
For 20.02.2023 and 21.02.2023, requirement of Innovas for Campus Tour and Department Visits	3+3	4,000	24,000
For 21.02.2023, Innovas (return to CCU)	3	6,500	19,500
Refreshment and Meals			
Requirement	Rate (INR)	Unit	Total (INR)
Ordinary Dinner (on 18.02.2023)	120	11	1320
Ordinary Breakfast (on 19.02.2023)	60	11	660
Ordinary Lunch (on 19.02.2023)	150	11	1650
Ordinary Dinner (on 19.02.2023)	120	11	1320
Ordinary Breakfast (on 20.02.2023)	60	11	660
Lunch at TGH for Guests and Hosts (on 20.02.2023)	400	25	10,000
Grand Dinner for Guests and Hosts (on 20.02.2023)	1000	50	50,000
Ordinary Breakfast (on 21.02.2023)	60	11	660
Lunch at TGH for Guests and OIR and Deans (on 21.02.2023)	400	15	6000
Tea & Snacks	200	50	10,000
Institute Memorabilia			
Items	Rate (INR)	Unit	Total (INR)
Gifts	2200	11	24,200
Miscellaneous			5000
Total			2,62,470

The payment will be made as per the actuals from the IoE fund that has been allocated under the Head 'Bonding Cost' under Internationalization.

Approval may kindly be granted for the estimated amount INR 2,62,470 so as to proceed with the activities.

Anta Chakraborty
Associate Dean, International Relations and Ranking

6/2/23
Dean, Outreach and Alumni Affairs

Pro discuss
Deputy Director

7/2/23
Director

Discussed and suggested to reduce the cost.