



OFFICE OF INTERNATIONAL RELATIONS
Indian Institute of Technology Kharagpur
Kharagpur- 721302, India



Ref No.: 1734 /2023/OIR

Date: 02/02/2023

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

This is to bring to your kind attention that a 3 team delegation from University of Auckland, New Zealand will be visiting IIT Kharagpur during 9-10 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)
3	2	2,000	12,000
Transportation			
Requirements	No. of Cars	Rate per vehicle	Total (INR)
For 09.02.2023 (Innova to Kolkata)	1	6500	6,500
For 09.02.2023 and 10.02.2023, requirement of Innova for Campus Tour and Department Visits	1	4,000	4,000
For 10.02.2023, Innova (return to CCU)	1	6,500	6,500
Refreshment and Meals			
Requirement	Rate (INR)	Unit	Total (INR)
Normal Lunch (on 9.02.2023)	150	3	450
Normal Dinner for Guests (on 9.02.2023)	150	3	6000
Normal Breakfast (on 10.02.2023)	60	3	180
Lunch at TGH for Guests and Hosts (on 10.02.2023)	400	20	8,000
Tea & Snacks	100	15	1500
Institute Memorabilia			
Items	Rate (INR)	Unit	Total (INR)
Gifts	2000	3	6000
Miscellaneous			5000
Total			56,130

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 **56,130** so as to proceed with the activities.

Associate Dean,
International Relations and Ranking

Dean, Outreach and Alumni Affairs

Deputy Director

Director

10/02/2023