



OFFICE OF INTERNATIONAL RELATIONS

Indian Institute of Technology Kharagpur
Kharagpur- 721302, India

Ref No.: 1792/2023/OIR



Date: 17/03/2023

NOTE

This is to bring to your kind attention that the Office of International Relations (OIR) has been entrusted the responsibility of organizing a series of institute lectures, where renowned speakers and experts from various fields are invited to share their knowledge and insights with the students and faculty members.

Till date, OIR has successfully organised 19 institute lectures, which have received positive feedback from the attendees. In order to organise institute lectures, which is expected to happen more frequently in coming year, OIR has prepared a detailed budget for the same.

The proposed budget for each institute lecture is INR 16,708 (enclosed herewith). The payment would be made as per the actuals from the operating grant of OIR.

Now, it has been placed for your kind consideration and approval of the proposed budget for the upcoming institute lectures.

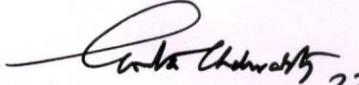
Associate Dean,
International Relations and Ranking

Dean, Outreach and Alumni Affairs

Deputy Director

1. How many lectures are planned in FY23-24?
2. What about the travel and honorarium to the speakers?
3. How are the lectures publicised within and outside the Institute?
4. Is there recording and archival of the lectures, subject to speakers' consent?

1. Since, the Office of International Relations organizes lectures as and when departments/centres/schools approach to conduct them, it is difficult to plan. However, based on the previous years' experience we anticipate 2 lectures per month on the average.
2. The accommodation and travel costs are borne by the host, who may be HoD/C/S or any faculty member. There is no provision for giving honorarium to guest lecturers.
3. Lectures are announced on social media platforms, Institute Website (through Banner on Homepage), OIR Website, and on APNA IIT. The lectures are also advertised through posters across the Institute's academic area. In addition, invitation mail is disseminated to all faculty members and students.
4. The lectures have not yet been recorded and archived. But, this can be done if so instructed. However, recording and archival will lead to additional expenses.

 27/3/23
Associate Dean,
International Relations and Ranking

on discuss ↑
27/3/23
Discussed. The proposal is
agreed to in principle. However
Dear (IIR) Office should be more
proactive in organizing these lectures
rather than depending on visitors
who come for other purposes. 30/3/23

The estimated budget for an Institute Lecture is given below:

ITEMS	UNITS	RATE (INR) (APPROX.)	AMOUNT (INR) (APPROX.)
Refreshments (Tea & Cookies)	150 cups of tea	15	2250
	30 packets of cookies	45	1350
Water Bottles	7 packets (each packet contains 24 water bottles)	240	1680
Flex Printing and Posters Printing	4 Flex printings	708	2832
	60 posters	36	2160
Flower Bouquet	1	400	400
Gift	1 Memento	2006	2006
	1 Coffee Mug	518	590
Honorarium to the Audio-Visual Supporting Staff Members	3 supporting staff members X 3 hours	480 (1 person for 3 hours)	1440
Other Contingencies	-	-	2000
Total			16708