



OFFICE OF INTERNATIONAL RELATIONS

Indian Institute of Technology Kharagpur

Kharagpur- 721302, India



Ref No.: 1813/2023/OIR

Date: 05/04/2023

Subject: Request to approve Institute Lecture on 11th April 2023 and its budget

This is to inform you that the Office of International Relations is organising an Institute Lecture on 11th of April, 2023, where the talk will be delivered by Prof. Rao. S. Govindaraju, Bowen Engineering Head and the Christopher B. & Susan S. Burke Professor in the School of Civil Engineering at Purdue University. The lecture will focus on the topic "Assessing Uncertainty in Hydrologic Applications".

An estimated budget for the event has been prepared which is provided below:

ITEMS	UNITS	RATE (in INR)	AMOUNT (in INR)
Tea	120	10	1200
Cookies	25	45	1125
Flex printings	4	700	2800
Posters	60	36	2160
Flower Bouquet	1	300	300
Gift	1 Memento	2006	2006
	1 Coffee Mug	615	615
Honorarium to the Audio-Visual Supporting Staff	3 supporting staff members X 3 hours	480 (1 person for 3 hours)	1440
Other contingencies	-	-	2000
Total			13646

The payment for the Institute Lecture will be made based on the actual expenses incurred from the IR operating grant.

Submitted for your kind consideration and approval.

Project Associate, F&A

Executive Officer

Associate Dean, IR & Ranking

Dean, OR & AA

Deputy Director

10/04/23