



अंतरराष्ट्रीय संबंध कार्यालय  
भारतीय प्रौद्योगिकी संस्थान, खड़गपुर  
Office of International Relations  
Indian Institute of Technology, Kharagpur



Ref. No. 2242/2024/OIR

Date: 20/06/2024

**Subject: Approval for the estimated budget for institute lecture in IITKGP.**

This is to bring to your kind notice that the Office of International Relations (IR) has been entrusted with 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.

In order to organise institute lectures, which is expected to happen more frequently in upcoming year, the Office of IR has prepared a tentative budget for the same like previous year which is as follows:

Sl. No.	Items	Units (Max)	Rate (INR)	Amount (INR)
1	Tea	200	10.00	2000.00
2	Cookies & Snacks	50	50.00	2500.00
3	Water Bottle	150	10.00	1500.00
4	Flex printing and branding	-	-	5000.00
5	Posters Printing	-	-	2500.00
6	Flower Bouquet	1	500.00	500.00
7	Gifts & Mementos	1	2500.00	2500.00
8	Honorarium for AV cell for 3 hrs	3	500.00	1500.00
9	Lunch/Dinner at Guest House for 4 persons.	-	-	3000.00
9	Other Contingency			4000.00
	<b>Total</b>			<b>25000.00</b>

It may kindly be noted that this estimated budget is only for the current financial year 2024-2025 per individual/invitee. All items mentioned above will be procured as per GoI Norms and the payment will be made through the operating grant of the Office of IR and the expenses other than above like local and international travel support including pickup and drop from Kolkata airport to IITKGP along with food & accommodation will be supported by departmental fund and/or borne by visiting professors/ guest.

Submitted for kind consideration and necessary approval for the above estimated budget for institute lecture by the operating grant of IR.

*[Signature]*  
IR-Executive 26/06/24

*[Signature]*  
Junior Assistant

Dean (International Relations)

*[Signature]*  
26/06/2024

Deputy Director

*[Signature]*  
28/6/24

Director

*[Signature]*  
01.07.2024

Enclosure:

1. Approved budget for the previous financial year 2023-2024.





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

Ref No.: 1792/2023/OIR

DEPUTY DIRECTOR'S OFFICE	
No.	578
IN	21 MAR 2023
OUT	
IIT KHARAGPUR	

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

J 20/3/23

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?
- 22/3/23



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			<b>16708</b>