



**Requisition for conducting Academic Audit**

Name of the Department	:	
Programme	:	B.Tech. / B.Arch. / M.Tech. / M.Arch. / M.Sc. / MCA / MBA / MA
Specialization (for PG programme)	:	
Name of the Coordinator (Academic Audit)	:	
Mobile No	:	
E-mail	:	

Sir,

It is proposed to conduct Academic Audit for UG / PG courses for \_\_\_\_\_ on \_\_\_\_\_ in the Department of \_\_\_\_\_. The approval of list of experts obtained from the Dean (Academic) and the estimated budget for the same are enclosed herewith.

The director may kindly sanction a budget estimate of Rs. \_\_\_\_\_ for the same.

(Amount in words: (\_\_\_\_\_))

Thanking You

**(Coordinator)**

**HOD**

**Dean (Academic)**

**Director**

Enclosures:

1. Copy of Approval of Experts
2. Estimated Budget including Honorarium, Accommodation at NITT guest house and Travel Expenses for the Experts

***(Note: Other expenses can be met from department imprest amount)***