



Requisition for conducting Board of Studies (BoS) Meeting

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 BoS Coordinator	:	
Mobile No	:	
E-mail	:	

Sir,

It is proposed to conduct BoS meeting 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

(BoS Coordinator)

HOD

Dean (Academic)

Director

Enclosures:

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

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