

**TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME - II  
NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALI – 620 015**

**Requisition for conducting Board of Studies (BoS) Meeting**

Name of the Department	:	
Programme	:	B.Tech. / B.Arch. / M.Tech. / M.Sc. / MCA / MBA
Specialization (for PG programme)	:	
Name of the BoS Coordinator	:	
Mobile No	:	
Email Id	:	

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)**

**Nodal Officer (Academic)**

**TEQIP Coordinator**

**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)***