

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

Requisition for conducting Academic Audit

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

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 permit me to claim an advance of Rs. _____ for the same.

(Advance 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)