

**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 permit me to claim an advance of Rs. \_\_\_\_\_ for the same.

(Advance 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)***