

ST. THOMAS COLLEGE OF ARTS AND SCIENCE

Affiliated to the University of Madras Accredited by NAAC with 'A+' Grade An ISO 9001 : 2015 Certified Institution Koyambedu, Chennai - 600 107.

## **Printing Request Form**

Date	Date Required:
1.	EVENT TITLE:
2.	DESCRIPTION OF ITEM REQUESTED:
	A4 Sheets Brochure Certificate
3.	PRINTING INSTRUCTIONS:
	No. of Copies:
	No. of Pages:
	Print Colour: Black Colour
	Paper Size: A3 A5
	Print Material: Paper Cardboard
4.	Department Instruction:
	$Name\ of\ the\ Department/Association/Club/Sports/Extension\ Activities/Other:$
	Shift: I II Both
5.	Signature of HoD/Physical Director/Coordinator/other:
	Encl: Principal Permission Letter (Copy)
	Received:

**IQAC** Assistant Analyst

Dean-College Affairs & Chief IQAC Coordinator