

From,
George K. Alex
(IQAC Coordinator)
St. Thomas College
Kozhencherry.

To,
The Principal
St. Thomas College
Kozhencherry.

Sir,

Sub: *Induction Programme Expenses Reg.*

We humbly request you to issue an amount of Rs. 60,000 (Rupees Sixty Thousand only) against the organizing expenditure of the induction programme conducted from 29th April to 1st May at TMAM Orientation and Research Centre, Manganam, Kottayam. The expenditure split-up is given below:

TA	38,000
Food	12,000
Printing	8,000

Room rent (Not calculated at present)

Please consider this request, and issue the amount under **the head of the account of IQAC Activities.**

Thanking you

Kozhencherry,
28.04.2022

George K Alex
(IQAC-Coordinator)