

Guidelines for Using Printer Cum Scanner

1. Location of Printer cum scanner: Technical Secretary, Lohit Hostel
2. Timings for using printer cum scanner : 10:00 pm – 02:00 Am next day.
3. Cost of Printing: 2/- per page.
4. Cost of Scanning: 2/- per page.
5. Cost of Xerox: 1/- per page.
6. Each student is not allowed to print more than 10 copies and scan more than 5 documents in 1 day.
7. It is mandatory that student have to bring change money for using printer cum scanner. There is no facility of exchange of money.
8. Boarders have to bring their own pendrive. No one is allowed to use Technical Secretary's internet.

NOTE : These Guidelines is approved in HMC meeting.