



NORTH BENGAL ST. XAVIER'S COLLEGE
CENTRAL LIBRARY

OFFICE MEMORANDUM

Subject: Utilization of Central Library Printers

As per instructions from the Father Principal, departments requiring printing of AQAR (Annual Quality Assurance Report) related materials are permitted to use the Central Library printers. However, all official printing jobs will be undertaken in the library only upon prior approval from the designated authority.

For non-AQAR or unofficial printing purposes, the following charges will apply:

- Printing Charges: **₹10/- per page (single-sided)**

Departments are requested to adhere to these guidelines and obtain necessary approvals before availing the printing facility.

Authorized by:

Fr. Dr. Lalit P. Tirkey, Principal

Date: 07.05.2025

