

PHOTOCOPYING AND SPIRAL BINDING

- ✚ The service is outsourced. Located in 1st floor
- ✚ Faculty members are extended free photocopying facility. Library documents only will come under the purview of this facility. The Faculty concerned should personally be present, fill-up and sign on the register maintained by the outsourced agent to avail the facility.

SCANNING

- ✚ "Scan Yourself" - In order to supplement photocopying facility, a scanner has been provided in the first floor of the Library. Scan the documents you require yourselves and carry the copy.

Approved Rates

Photocopying / Spiral Binding	Rate (Rs)
One-sided exposure	1.00
Both sides exposure	0.75
More than 100 copies	0.75 (Per exposure)
Spiral Binding	25.00