



RAJIV GANDHI COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE and Affiliated to Pondicherry University)

(Accredited with 'A' Grade by NAAC)

(Sponsored by Sri Balaji Educational and Charitable Public Trust)

Pondy - Cuddalore Main Road, Kirumampakkam, Puducherry - 607 403.

Dr. Vijaykrishna Rapaka

B.Tech. (Mech.), M.Tech. (Energy), Ph.D. (Ocean Engineering, IIT Madras),
M.I.S.T.E., F.I.I.P.E., M.C.S.I., M.I.S.E.S., M.A.S.E.E.

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CIRCULAR

Sub: Availability of Xerox Facilities at Designated Locations

We are pleased to inform you that Xerox facilities are now accessible at the following designated locations within the premises:

Examination Wing: All tasks related to Xeroxing pertaining to examinations, encompassing College Internal Examination Question Papers (QPs) and Universal External Documentation, will be managed at this facility. It is imperative that all examination-related Xerox requirements be directed to this specific location for efficient processing.

Reception Office: For all non-examination related Xerox works, both administrative and academic, the Reception Office has been designated as the primary point of service. Please ensure that any Xerox requests unrelated to examinations are directed to this office.

Furthermore, we strongly advise individuals to scan and print copies of individual bills. This measure will ensure the preservation of a digital copy in our academic repository for future reference purposes.

Your cooperation in adhering to these arrangements is highly appreciated.


PRINCIPAL

Dr. E. VIJAYAKRISHNA RAPAKA
B.Tech. (Mech.), M.Tech. (Energy), Ph.D. (IIT Madras),
M.I.S.T.E., F.I.I.P.E., M.C.S.I., M.C.I.I.

PRINCIPAL
Rajiv Gandhi College of Engineering & Technology
Pondy - Cuddalore Main Road,
Kirumampakkam, Puducherry - 607 403.

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