



# RAMJAS INTERNATIONAL SCHOOL

## R. K. PURAM, NEW DELHI

Circular No. : RIS/2026/4/010

18 April 2026

### **Discontinuation of Printing Services from the Exam Room**

Dear Teachers,

This is to formally inform you of an important change in policy regarding the use of printing facilities located within the Exam Control Room. With immediate effect, printing services from the Exam Room will no longer be available for personal or general classroom use.

While I fully recognize the importance of timely access to instructional materials, this decision has been taken in the larger interest of maintaining the integrity, security, and efficiency of our examination processes.

#### **Rationale for the Change**

- **Confidentiality and Security:** Restricting unnecessary access to the Exam Room is essential to uphold strict confidentiality standards during the examination period.
- **Resource Prioritization:** The printers in the Exam Room are designated exclusively for critical examination-related tasks and must remain available for urgent requirements.
- **Operational Limitations:** Staff are also engaged in invigilation duties alongside their regular teaching commitments, leaving limited scope to manage additional printing requests.

#### **Alternative Arrangements**

All faculty members are requested to make use of the following facilities for their printing and photocopying needs:

1. **Main Staff Room / Library Workstations** – Kindly plan your printing requirements at least 24 hours in advance.
2. **Administrative Resource Center** – For bulk photocopying of worksheets and departmental materials.

Your cooperation in adhering to this policy is essential and greatly appreciated. It will help ensure a smooth, secure, and efficient examination process for all.

With regards

Ms. Richa Sharma  
Principal