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## Information on availing the facilities of the College

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To: Engineering Faculty &lt;faculty.engg@somaiya.edu&gt;, Engineering Staff &lt;staff.engg@somaiya.edu&gt;

Cc: Sujata Rao &lt;sujata\_rao@somaiya.edu&gt;

Dear All,

I would like to inform you that during the recent meeting of the Board of Management, it was decided to make the facilities of the College such as Labs, Seminar Halls etc., available to the students / staff / faculty members who would like to work beyond the College hours.

It is very much possible to do so; if certain necessary procedures are followed and due responsibility is assigned to care of the College facilities as well as discipline of the College is maintained.

In fact, I wish to inform here, that the ROBOCON team required a large space for their arena. Till last year, they used to practice in the badminton hall of Vinay Mandir. However, that was becoming difficult for them to carry their Robo every evening. So this year, the terrace above the badminton court has been developed as their Arena. Proper lighting has been created for them to work there late nights. Proper information & permissions were given to them from campus security and many a times these days they work through the night on their project.

Procedures that need to be followed are as below:

- a. State the reason and the period during which the facility is required
- b. List of student(s) who would take the responsibility of the above facilities
- c. Necessary approval from the Faculty Adviser and/or Head of the Department and/or Dean – Student Affairs / any other as the case may be
- d. Approval from the Principal
- e. Information to the College Administration
- f. A letter to be obtained by the Principal addressed to Security, SVV giving the list of students, period for which the facility will be availed and duration of time of the day / night during this period.

Therefore, kindly avail the above facilities for yourselves and also encourage student groups working with you on any project to do so.

This will help in building the research / project driven learning culture in the college while using college facility optimally.

I am sure all will co-operate in this.

Regards,  
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