



Robo Mechatronics Association

Bangladesh (RMA)

Chittagong University of Engineering & Technology (CUET)
Chittagong-4349, Bangladesh

Email: rmabd.official@gmail.com Cell: [+880 1644-529856](tel:+8801644529856)



To

Director of Student Welfare (DSW)
Chittagong University of Engineering & Technology (CUET)

Through

Animesh Chandra Roy
Assistant Professor
Computer Science and Engineering, CUET

Subject: Permission Request for Room Allocation for Robotics Hackathon

Respected Sir,

Following our previous workshop "Hands to Robotics 2.0," we, the members of the **Robo Mechatronics Association (RMA)**, are planning to organize a **day-long hackathon** for the newly admitted students of the 24th batch. The aim of this hackathon is to encourage participants to apply the skills they learned during the workshop, enhance problem-solving abilities, and promote teamwork in robotics and programming projects.

We kindly request your permission to use the **large classroom on the 3rd floor of the TSC** on **Saturday, 13th September**, for this hackathon. As we are expecting a significant number of participants, this room will accommodate all attendees comfortably and facilitate the smooth conduct of the event. We will ensure that all necessary arrangements and resources are provided, and the room will be maintained in proper condition throughout the event. We would be grateful if you kindly approve our request for the room allocation.

Sincerely,

G. M. Faysal Taysir

President,

Robo Mechatronics Association (RMA)
Chittagong University of Engineering & Technology (CUET)
Phone: 01644529856



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To

Head of the Department
Computer Science and Engineering, CUET

Through

Animesh Chandra Roy
Assistant Professor
Computer Science and Engineering, CUET

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Respected Sir,

Following our previous workshop "Hands to Robotics 2.0," we, the members of the **Robo Mechatronics Association (RMA)**, are planning to organize a **day-long hackathon** for the newly admitted students of the 24th batch. The aim of this hackathon is to encourage participants to apply the skills they learned during the workshop, enhance problem-solving abilities, and promote teamwork in robotics and programming projects. We kindly request your permission to use the **large classroom on the 6th floor of the CSE Building** on **Saturday, 13th September**, for this hackathon. As we are expecting a significant number of participants, this room will accommodate all attendees comfortably and facilitate the smooth conduct of the event. We will ensure that all necessary arrangements and resources are provided, and the room will be maintained in proper condition throughout the event.

We would be grateful if you kindly approve our request for the room allocation.



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To

Head of the Department

Computer Science and Engineering

Chittagong University of Engineering & Technology (CUET)

Subject: Permission Request for Room Allocation for Robotics Workshop

Respected Sir,

We, the members of the Robo Mechatronics Association (RMA), would like to organize a workshop titled "**Hands to Robotics 2.0**" for the newly admitted students of the 24th batch. The aim of this 4-day workshop is to give the newcomers an opportunity to learn the fundamentals of robotics, including hands-on sessions with components and basic programming.

For the smooth conduction of the workshop, we kindly request your permission to use **three classrooms** from **5:00 PM to 8:00 PM** on the following days:

- Monday (8th Sept)
- Tuesday (9th Sept)
- Wednesday (10th Sept)

We will provide all the required components for the sessions. This initiative will not only help the juniors build technical skills but also motivate them to explore robotics and engineering applications.

We would be grateful if you grant us permission for the room allocation.

Sincerely

G. M. Faysal Taysir

President,

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To

Head of the Department

Mechanical Engineering

Chittagong University of Engineering & Technology (CUET)

Subject: Permission Request for Room Allocation for Robotics Workshop

Respected Sir,

We, the members of the Robo Mechatronics Association (RMA), would like to organize a workshop titled "**Hands to Robotics 2.0**" for the newly admitted students of the 24th batch. The aim of this 4-day workshop is to give the newcomers an opportunity to learn the fundamentals of robotics, including hands-on sessions with components and basic programming.

For the smooth conduction of the workshop, we kindly request your permission to use **four classrooms** from **5:00 PM to 8:00 PM** on the following days:

- Wednesday
- Thursday
- Monday
- Tuesday

We will provide all the required components for the sessions. This initiative will not only help the juniors build technical skills but also motivate them to explore robotics and engineering applications.

We would be grateful if you grant us permission for the room allocation.

Sincerely

G. M. Faysal Taysir

President,

Robo Mechatronics Association (RMA)

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To

Head of the Department

Computer Science and Engineering
Chittagong University of Engineering & Technology (CUET)

Through

Animesh Chandra Roy

Assistant Professor
Computer Science and Engineering, CUET
Chittagong University of Engineering & Technology (CUET)

Subject: Permission Request for Rescheduled Room Allocation for Robotics Workshop

Respected Sir,

We, the members of the Robo Mechatronics Association (RMA), would like to organize a workshop titled "**Hands to Robotics 2.0**" for the newly admitted students of the 24th batch. The aim of this 4-day workshop is to give the newcomers an opportunity to learn the fundamentals of robotics, including hands-on sessions with components and basic programming.

We had previously obtained permission to use the rooms of CSE Building for conducting this workshop, but unfortunately, we could not execute it due to the **Engineer Rights Movement**. Hence, we kindly request your permission to use **four classrooms** on the **rescheduled** date of workshop from 8th to 10th September from **5:00 PM to 8:00 PM**.

- Monday (8th Sept)
- Tuesday (9th Sept)
- Wednesday (10th Sept)

We will provide all the required components for the sessions. This initiative will not only help the juniors build technical skills but also motivate them to explore robotics and engineering applications.

We would be grateful if you grant us permission for the room allocation.

Sincerely,

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