

## **Study Room Booking Updated SOP**

The following changes have been introduced by Admin with regards to study room allocation.

**Please use this link to view current bookings, and book rooms accordingly:**

[https://bitsom-my.sharepoint.com/:x/g/personal/rohan\\_sil2025\\_bitsom\\_edu\\_in/EXDwEYH3guVAjO3YTyCly2IBvM9WY12iTfvH5qVKhkCFA?e=YPnGw4](https://bitsom-my.sharepoint.com/:x/g/personal/rohan_sil2025_bitsom_edu_in/EXDwEYH3guVAjO3YTyCly2IBvM9WY12iTfvH5qVKhkCFA?e=YPnGw4)

### **Procedure to Book:**

1. **Study rooms G03 and G08** on the UG floor are available for any academic use from **9AM to 10PM** (for a **maximum of 3 hrs** in booking which can be extended based on availability).
  - a. Requirement for access: A minimum of **4 people** want to use the study room
  - b. Procedure:
    - i. 1 member from the group has to mail to [Bitsom.Operations@bitsom.edu.in](mailto:Bitsom.Operations@bitsom.edu.in) & [Avinash.Jeughale@bitsom.edu.in](mailto:Avinash.Jeughale@bitsom.edu.in) (in cc) with the timings, purpose and name of the other members.
    - ii. If there's no conflicts, then you can proceed to show the mail to the guards and access the rooms.
    - iii. If there's a conflict of booking, we'll reply with a proposed alternative timing, and you can use the same accordingly.
    - iv. After 10PM, you can use the Cafeteria's Extended room for further discussions.
2. **Study Rooms on the First Floor - F01, F02, and F03.**

Can be used if required for club/committee meetings, recruitments, interviews, and case competition (for later stage presentation rounds only, eg, semi-finals, finals, etc) from **9AM to 10PM** (can be extended beyond 10PM subject to Admin approval)

  - a. Booking Process: Send an email to [bitsom.studentlife@bitsom.edu.in](mailto:bitsom.studentlife@bitsom.edu.in) and Swati ([swati.chaudhari@bitsom.edu.in](mailto:swati.chaudhari@bitsom.edu.in)). Keep Operations Committee in the CC ([Bitsom.Operations@bitsom.edu.in](mailto:Bitsom.Operations@bitsom.edu.in))
  - b. If no clubs/committees or companies (placement process) are using it, i.e. if G03 & G08 is unavailable then we may try to accommodate students for general academic purposes in F01 - F03 as well, but booking will be revoked if a club/committee will require those rooms.
3. **Other Classroom or Venue** Reservations to conduct sessions (*includes event hall, media rooms, podcast rooms, etc*):
  - a. Send a mail well in advanced to [bitsom.studentlife@bitsom.edu.in](mailto:bitsom.studentlife@bitsom.edu.in) and Swati ([swati.chaudhari@bitsom.edu.in](mailto:swati.chaudhari@bitsom.edu.in)). Keep Operations Committee in the CC ([Bitsom.Operations@bitsom.edu.in](mailto:Bitsom.Operations@bitsom.edu.in))
  - b. **Specify in detail, the reasons for the usage requirement, name of all the members, and name of the club/committee (if applicable)**
  - c. Timings - **9AM to 10PM** (can be extended subject to admin approval)

### **Important Foot Notes:**

- a. Please utilize the library (or Cafeteria's extended room) if there are less than 4 people.
- b. Send the mail by 4:30 PM during admin working hours for seamless approval of requests.
- c. It may not be possible to accommodate last minute requests, so please plan and book accordingly.
- d. **Do not damage/misuse the resources.**
- e. **DO NOT misbehave with the guards.** Any such reported instances will lead to barring from access to study room facilities for the respective individuals.