

To be printed on Institute Letter Head

Date:
From,
Head of Institute,
Designation

To,
The Sr. Project Manager,
IIT Bombay,
Mumbai-400076

Nomination of Workshop Coordinator for 'One Week ISTE STTP on Engineering Physics'

The Institute of _____
_____ is a remote center bearing a remote center ID_____, under NMEICT project and we are willing to conduct the 'Two Week ISTE STTP on Engineering Physics', to be held tentatively from 8th to 18th December, 2015. In this regard, we have nominated _____ (Name), _____ (Designation) of _____ Department, to attend the coordinators' workshop on Engineering Physics to be held from 7th – 11th September, 2015. He/she has taught a course related to Engineering Physics at least for 1 or 2 times. He/she is familiar with the topics listed in course content. His / Her total teaching experience is _____ Years and _____ Months.

The Institute has no objection to him / her participating in the workshop.

The following conditions would be followed by him / her.

1. The workshop coordinator will attend all the sessions of the face to face interaction to be held during 7th September to 11th September, 2015 at IIT Bombay.
2. He/She will monitor the participants' Online activities / Tutorials / Post workshop assignment of the main workshop.
3. There will be a regular check of emails by the Workshop Coordinator and he / she will respond to the email queries and request instantly.

We will provide the necessary infrastructure for conduct of the main workshop, and will release the participant for the complete duration of the face-to-face interaction during the coordinators' workshop, as also the main workshop.

We assure you that all the responsibilities given by IIT Bombay will be carried out by us diligently and effectively.

Thanking You,

Head of Institute's signature and stamp

Remote Center Coordinator's signature