

To be printed on Institute Letter Head

Date:
From,
Head of Institute (Name),
Designation

To,
The Sr. Project Manager,
T10kT Programme,
Department of CSE,
KReSIT Bldg.,
IIT Bombay, Mumbai-400076

Permission Letter for Main Workshop

This is to certify that Prof. _____ is a regular teaching employee in the department of _____ of our Institute with a designation of _____ (Jr. Lecturer/Lecturer/Sr. Lecturer/ Asst. Professor/Associate Professor/ Professor/ HOD/ Reader/ Principal/Vice Principal/Visiting Faculty/Teaching Fellow).

He/she has taught/teaching course related to Environmental Studies. He/ She is allowed to attend the workshop on Environmental Studies, under the National Mission on Education through ICT (MHRD, Govt. Of India) from 02/06/2015 to 12/06/2015 in REMOTE CENTER NAME

The Institute has no objection to him/her participating in the workshop. We will make sure that no official duties are delegated which may affect his/ her participation, during the workshop.

I ensure that the participant will follow the following conditions:

1. He/ She will report to the local organizers well in time.
2. He/ She will not drop out from the Programme.
3. He/ She will complete the STTP with full attendance.
4. He / She will complete all the assignments during and after the STTP.

I permit the nominated staff to attend the STTP and I understand that irregular attendance will result in the withholding of his/ her certificate by IIT Bombay.

Thank You,

Institute Head's Signature & Stamp