

# INSTITUTE LETTER HEAD

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

To,  
The Project Manager,  
E-Outreach 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/Teaching Assistant). He/ She is allowed to attend the workshop on \_\_\_\_\_, under the National Mission on Education through ICT (MHRD, Govt. Of India) from dated \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ in the \_\_\_\_\_ REMOTE CENTER NAME \_\_\_\_\_ .

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

The following conditions should be followed by the participants:

1. He/ She should report to the local organizers well in time.
2. He/ She should not drop out from the programme.
3. No absenteeism during the workshop

I guarantee that the nominated staff will be 100% regular in attending the workshop and will complete all the assignment, given during the workshop. Otherwise his/her certificate is liable to be withheld by IIT Bombay.

Thank You,

Institute Head's Signature & Stamp