Date:

From,
Head of the Institute (Name),
Designation

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

Nomination of Workshop Coordinator

Our institute _____ _____ is a remote center bearing a remote center ID_____, under NMEICT project. We would like to conduct the workshop on Computer Programming", to be held in May - June 2014. In this regard, we have nominated _____ (Name), _____ (Designation) of _____ Department, to attend the coordinators' workshop on Computer Programming to be held during March – April, 2014. He/she has been teaching Computer Programming with a total teaching experience of _____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 complete all online activities for one week equivalent of full-time work, during 16 March to 19 April 2014 prior to one week of face to face interaction at IIT Bombay.
2. The workshop coordinator will attend all the sessions of the face to face interaction to be held during 21st April to 26th April 2014 at IIT Bombay.
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