

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/Teaching Assistant). He/ She is permitted to attend the workshop on Computer Programming, under the National Mission on Education through ICT (MHRD, Govt. Of India) from 16/6/2014 to 21/6/2014 in REMOTE CENTER NAME.

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

I ensure that the participant will follow the below mentioned conditions:

1. He/ She will complete all online activities for one week equivalent of full time work, during 11th May to 15th June 2014 prior to the one week of face to face interaction through A-view video transmission at the selected Remote Center which will commence from 16th June to 21st June 2014.
2. He/ She will report to the local organizers well in time.
3. He/ She will attempt to complete the workshop with full attendance.

I will make sure that the nominated staff will be regular in attending the workshop and will complete all the assignments given during the workshop. I understand that otherwise his/her certificate is liable to be withheld by IIT Bombay.

Thank You,
Institute Head's Signature & Stamp