

# To be printed on Institute Letter Head

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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 Environmental Studies'**

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 for Coordinators' on Environmental Studies', to be held tentatively during 02<sup>nd</sup> – 12<sup>th</sup> June 2015. In this regard, we have nominated \_\_\_\_\_ (Name), \_\_\_\_\_ (Designation) of \_\_\_\_\_ Department, to attend the coordinators' workshop on Environmental Studies to be held from 23<sup>rd</sup> – 27<sup>th</sup> March 2015. He/she has taught a course related to Environmental Studies 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 23<sup>rd</sup> March to 27<sup>th</sup> March, 2015 at IIT Bombay.
2. He/She will monitor the participants' Online activities / Tutorials / Post workshop assignment of the main workshop, which is tentatively planned from 02<sup>nd</sup> to 12<sup>th</sup> June 2015.
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