To be printed on Institute Letter Head

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 Technical Communication'

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 on Technical Communication' in the self financed mode, to be held from 8th October till 5th December, 2015. {Online activity from 08th October to 11th November and the face to face interaction through A-View from 30th November – 5th December 2015}. In this regard, we have nominated _____ (Name), _____ (Designation) of _____ Department, to attend the coordinators' workshop on Technical Communication to be held from 24th- 28th August 2015. He/She is involved in the teaching of Technical Communication/Research Methodology and is familiar with the syllabi and examination pattern of our college 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 24th to 28th August, 2015 at IIT Bombay.

2. He/ She will monitor the participants' Online activities / Tutorials / Post workshop assignment of the main workshop.

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 participants 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