

# 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

### "Coordinators Workshop for FDP"

We are willing to conduct the "Coordinators Workshop for FDP" at our Remote Center \_\_\_\_\_ bearing RC ID \_\_\_\_\_

In this regard, we have nominated \_\_\_\_\_ (Name),  
\_\_\_\_\_ (Designation) of \_\_\_\_\_ Department, as a Workshop  
Coordinator. He/She is a regular teaching faculty in our institute, with total teaching experience of  
\_\_\_\_\_ years.

The Institute has no objection to him / her participating in the FDP.

The following conditions will be fulfilled by him / her.

1. He/ She will be working as Workshop Coordinator for either FDP 1 or FDP 2 or both workshops.
2. He/ She will monitor the participants' online activities, Tutorials, and Post workshop assignment of both the FDP.
3. There will be a regular check of emails by the Workshop Coordinator and he / she will promptly respond to the email queries and requests.

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

RC ID: \_\_\_\_\_