

To be printed on Institute Letter Head

Date:
From,
Head of Institute (Name),
Designation

To,
The Sr. Project Manager,
T10kT Programme,
Department of CSE,
Kanwal Rekhi Bldg.,
IIT Bombay, Mumbai-400076

Permission Letter for attending

“Mentoring Educator in Educational Technology” FDP301x 2018

This is to certify that Prof. _____ is a teaching employee in the department of _____ in our Institute with a designation as _____ [Lecturer/ Sr. Lecturer/ Asst. Professor/Associate Professor/ Professor/ HOD/ Reader/ Principal/ Vice Principal/ Visiting Faculty/ Teaching Fellow/other (please specify)] during the period May-June, 2018.

He/She is permitted to attend the blended online course “Mentoring Educator in Educational Technology (FDP301x)” from 17 May to 27 June 2018. He/She will have to virtually attend these sessions through A-VIEW or access the YouTube live streaming to clarify their doubts with course instructors. The office hours are scheduled from 2:00 PM to 4:00 PM on Thursdays and Fridays for the first three weeks (**17 & 18 May, 24 & 25 May, 31 May & 1 June**).

The above said FDP is conducted under the aegis of Pandit Madan Mohan Malaviya National Mission for Teachers and Teaching (PMMMNMTT), MHRD, GoI.

The Institute has no objection to him/her participating in the FDP from 17 May to 27 June 2018. Institute will make sure that no official duties are delegated to him/ her which may affect his/ her participation, during the FDP301x.

I understand that the participant has to follow the following conditions:

1. He/ She will not drop out from the Programme.
2. He/ She will complete the FDP with full participation, especially during the mentoring sessions in the FDP.
3. He/ She will complete all the quizzes and assignments of the FDP.

I permit the nominated staff to attend the FDP and I understand that irregular attendance will result in the withholding of his/ her certificate by IIT Bombay.

Thank You,
Institute Head’s Signature & Stamp