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/visiting 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).

He/ She is allowed to attend the workshop on Technical Communication, under the National Mission on
Education through ICT (MHRD, Govt. Of India) from **30/11/2015 to 05/12/2015** in REMOTE CENTER
_____.

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

I am aware that for obtaining a certificate the nominated faculty has to meet the following conditions,
and it is with this understanding that this permission is being granted.

1. He/ She will complete all online activities for one week equivalent of full time work, during
    08th October to 11th November 2015 prior to the one week of face to face interaction through
    A-VIEW video transmission at the selected Remote Center which will commence from 30th
    November to 05th December 2015.
2. He/ She will report to the local organizers well in time and will not drop out from the
    Programme.
3. He/ She will complete the STTP with full attendance.
4. He / She will complete all the assignments during and after the STTP.
5. He/ She is willing to pay the participation fees to the Remote center

I permit the nominated faculty to attend the STTP 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