

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 "FDP – Use of ICT in Education for Online and Blended Learning"

This is to certify that Prof. _____ is a regular teaching employee in the department of _____ of our Institute with a designation of _____ (Lecturer/ Sr. Lecturer/ Asst. Professor/Associate Professor/ Professor/ HOD/ Reader/ Principal/ Vice Principal/ Visiting Faculty/ Teaching Fellow).

He/ She is permitted to attend the face to face component of Faculty Development Program (FDP) on "Use of ICT in Education for Online and Blended Learning", under the National Mission on Education through ICT (MHRD, Govt. Of India) **on 14, 15 May; 4, 5 June; 25 and 26 June 2016** in REMOTE CENTER NAME

The Institute has no objection to him/her participating in the FDP from May 2 to 10 July 2016. We will make sure that no official duties are delegated to him/ her which may affect his/ her participation, during the face to face interaction.

I will ensure that the participant will follow the following conditions:

1. He/ She will report to the local organizers well in time.
2. He/ She will not drop out from the Programme.
3. He/ She will complete the FDP with full attendance.
4. 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