

## CONSENT LETTER BY TEACHERS

To  
The Director  
UGC-Human Resource Development Centre  
Jadavpur University  
Kolkata

Sub: Consent Letter

Sir/Madam,

This is for your kind information that I, .....,  
(Name)

.....in the Department of.....,  
(Designation with Pay Level\*) (Department Name)

....., am selected for participating in the  
(Institution Name)

..... from .....to .....at the  
(Course Name) (Date) (Date)

HRDC/Department of ....., Jadavpur University, Kolkata.  
(Organizing Department Name if applicable)

I hereby express my willingness to attend the above mentioned course. I also hereby undertake to participate in the Seminar, Evaluation process, Group discussion and the Assessment work under the guidance of resource persons and to abide by the rules and regulations of UGC-HRDC.

I attach the following documents for your kind perusal & verification

1. NoC in proper format (if not submitted before or advance copy submitted).
2. Receipt for online fees payment.
3. Self attested photocopy of Registration Certificate of Ph.D/M.Phil at Jadavpur University (for applicants pursuing Ph.D/M.Phil at Jadavpur University).
4. ....
5. ....

Thanking you,  
Sincerely yours,

Date:

Signature of the Teacher

\*i.e. Assistant Professor-I: Pay Level 10  
Assistant Professor-II: Pay Level 11  
Assistant Professor-III: Pay Level 12  
Associate Professor: Pay Level 13A, etc.