

Sample Nomination Letter On Letter Head

Date: DD/MM/YYYY

To

Assistant Innovation Director
NISP Implementation Team,
Ministry of Education's Innovation Cell,
AICTE, New Delhi.

Subject: Letter of nomination for <name of nominated faculty>, <designation>, <department> to implement National Innovation and Startup Policy (NISP) at our institute.

Sir/ Madam,

Following senior faculty from <name of your institute>, <city> is nominated for the implementation of NISP at our institute. The nominated faculty will coordinate with MoE's Innovation Cell for activities/ communications related to NISP implementation at his/ her institute in consultation with the head of institute or appropriate competent authority.

Senior Faculty Details

Name :
Designation :
Email id :
Mobile Number :

Warm regards,
<Signature with Institute seal>
<Name of Head of Institute/ Competent Authority of Institute>
<Designation>
<Email ID>
<Contact Number>
<Institute Name>, <City>, <State>
<AISHE Code of Institute>

*Filled-in nomination letter signed by the head of the institute or appropriate competent authority of the institute/ university needs to be uploaded on the faculty nomination page. In case the letter is found to be incomplete, the faculty nomination will not be considered.