

Procedure for Change of Mentor

Student has to submit this proforma duly filled-up alongwith copy of Mentor's Degree Certificate

Student Name:..... **ID NO.:**.....

Student Email Address:

Mentor's Qualification:

1. The Mentor for B.S. programme should have minimum educational qualification of the level of Integrated First Degree of BITS or its equivalent such as B.E./BITS B.S./B.Tech./M.Sc./A.M.I.E. etc. Preference will be given to applicants having a suitable Mentor from the same employing organization. In case Mentor is not chosen from the same employing organization as that of the student, it is mandatory for the student to give adequate justification in a separate document, which must be duly forwarded by the applicant's employer.

2. The Mentor chosen for M.S / M.Phil. programme should have minimum educational qualification of the level of Higher Degree of BITS or its equivalent such as M.E. / MS / M.Tech. / M.Phil. / M.D. etc. However, senior professionals holding a First Degree of BITS or its equivalent such as B.E. / B.Tech. / M.Sc. / M.B.A. / M.B.B.S. / M.C.A. etc. and having a minimum of 10-years of relevant work experience, may also be proposed as mentors. Preference will be given to applicants having a suitable Mentor from the same employing organization. In case Mentor is not chosen from the same employing organization as that of the student, it is mandatory for the student to give adequate justification in a separate document, which must be duly forwarded by the applicant's employer.

MENTOR'S PROFORMA

Declaration by the Mentor

I have noted that my name has been suggested as Mentor. I have gone through the Information for Mentor given below and I am willing to take up this assignment and will discharge all responsibilities required thereof.

Name of Mentor :

Designation of Mentor :

Organization of Mentor :

Qualification of Mentor :

Mentor Work Experience Years Months

Mentor address :

Line 1 of address :

Line 2 of address :

Line 3 of address :

City :

State :

Pin Code :

Mentor's E-mail address:

Date :

Signature of Mentor

Encl: Mentor's Resume and photocopy of Mentor's degree certificate(s)

INFORMATION FOR MENTOR

In the educational methodology for the Off-Campus Work-Integrated learning degree programmes, there is a planned arrangement of periodic interactions in Work-Learning Environment. Your employer's cooperation is sought in creating a Work-Learning Environment at your own organization through guidance to the employee-student by one of the senior officers who would be designated as a Mentor. Such an arrangement would involve four to six hours per week, at most, by this senior officer. The basic role of the Mentor will be to assist the BITS Faculty members in carrying out the academic responsibilities by functioning as a resource person providing valuable guidance based on his / her professional expertise. The salient features of the Mentor's role are summarized below.

1. Each course is conducted with a deadline specified for completion of study of a topic based on the syllabus of the course. Mentor is expected to monitor that the candidate is adhering to the specified study schedule.
2. Each course will have certain evaluation components with specific deadlines. Mentor should again ensure whether the candidate is adhering to these deadlines.
3. To ensure a good relationship between the course and the work of the employee, Mentor may identify study assignments based on the work allocated to the candidate apart from conducting seminars / Viva and giving an objective opinion about the progress of the candidate in these components.
4. The Mentor will interact with the student at least thrice a week on mutually agreed days. The Mentor will periodically inform the Dean, Off-Campus Work-Integrated Learning Programmes Division the candidate's progress.
5. During interaction, the Mentor will emphasize self-study and self-learning aspects of the educational process.