

## Template for email approval in lieu of Mentor Consent Form

Note for applicants: The following template may be used for seeking email approval from the Mentor. An email containing the duly completed format below must be sent from the official email ID of the Mentor to the official email ID of the Employee (candidate applying to the BITS Pilani programme). The applicant must take a print of the email, and submit a scanned copy of the same along with other supporting documents through the Online Application Center.

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I am aware that Mr./ Ms. \_\_\_\_\_ <applicant name> \_\_\_\_\_ has applied for the BITS Pilani \_\_\_\_\_ <programme name> \_\_\_\_\_ for working professionals. I am aware that my name has been suggested as Mentor by Mr./ Ms. \_\_\_\_\_ <applicant name> \_\_\_\_\_. I have gone through the Information for Mentor given below and I am willing to take up this assignment and discharge all responsibilities required thereof.

- *Name of Mentor:* \_\_\_\_\_
- *Mentor Qualification:* \_\_\_\_\_
- *University:* \_\_\_\_\_
- *Specialization/Branch:* \_\_\_\_\_
- *Designation of Mentor:* \_\_\_\_\_
- *Name of Organization:* \_\_\_\_\_
- *Mentor's Total Work Experience :* \_\_\_\_\_ Years \_\_\_\_\_ Months (as on application deadline)
- *Mentor's Total Work Experience in current organization:* \_\_\_\_\_ Years \_\_\_\_\_ Months (as on application deadline)
- *Mentor's address (in capital Letters):* \_\_\_\_\_
- *Address:* \_\_\_\_\_
- *City:* \_\_\_\_\_
- *State:* \_\_\_\_\_
- *Mentor's email address:* \_\_\_\_\_
- *Mentor's contact phone no:* \_\_\_\_\_

### INFORMATION FOR MENTOR

The salient features of the Mentor's role are summarized below.

1. Each course 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 concerned at BITS Pilani regarding the candidate's progress.
5. During interaction, the Mentor will emphasize self-study and self-learning aspects of the educational process.

Sincerely,

Name of Mentor