

Birla Institute of Technology & Science, Pilani, Rajasthan
Work Integrated Learning Programmes Division

Application for Admission to PG Diploma in Business Analytics for 2020-21

For Office use only	
ID No: 2020CD21_____	Date of Receipt: _____
Remarks, if any: _____	
Dean	Vice-Chancellor

Note: Please read the instructions carefully before filling in this application form.

SECTION 1: PERSONAL INFORMATION & EDUCATIONAL BACKGROUND

1. Name: Sivaprasad Aman Nair
2. Gender: Male
3. Date of Birth: Nov. 18, 1996
4. Father's Name: Madhvan Sivaprasad Nair
5. Mother's Name: Kamlam Nair
6. Email: amannair724@gmail.com
7. Mobile/Phone: +91 7397 263 486/+91 7397 263 486
8. Nationality: Indian
9. Do you belong to Scheduled Caste or Scheduled Tribe? [Y/N] ____
10. Address for Correspondence: Swati IF, Duke Residency, 13 Chanditala lane



Tollygunge

kolkata, West Bengal, India

11. Educational details from School Leaving Certificate onwards in chronological order:

Qualification Level	Name of Diploma/Degree	Subject/Branch	Board/University	Duration(Years)	Year of completion	Total Marks/CGPA	Division
Graduation or equivalent	B.Tech.	ELECTRONICS AND COMMUNICATIONS	SRM Institute of Science and Technology	4 year	2019	87.00	1st division
10+2 level, Diploma 3 yr	10+2 Level (Intermediate)	SCIENCES (PHY. CHEM. MATH.)	CBSE	1 year	2015	89.00	1st division
10th level, matriculation or equivalent	10th Grade (Matriculation)	10th MATRICULATION	CBSE	1 year	2013	87.00	1st division

**As Calculated for declaring result and award of Division by your Board / university. If marks are not awarded, give Cumulative Grade Point Average Or its equivalent. Explain below the basis on which your B. SC. / B.E. M. SC. / M. C.A. (Or equivalent) final percentage is Calculated (Clearly explain gaps, if any in a separate Sheet.)*

12. Level at which you have studied Mathematics: Graduate Studies (Engg. And Science)

13.Are you currently enrolled for degree or diploma in any University/Institution: (Y/N) N

If Yes,give details specifying the University Institution name,programme name,duration,date of joining the programme and likely date of completion of the same.

14.Have you ever been a student of BITS,Pilani.(Yes/No):if yes,please write name of the degree and your ID No.:**15.Exam Centre Choice:** Bengaluru (Karnataka)

The evaluation methodology demands the admitted students to come to an Off-Campus centre at **Bangalore/Chennai/Delhi/Goa/Hydrabad/Mumbai/Pilani/Pune** twice during every semester of study for duration normally during the weekends and at their own expense for taking the Mid-Semester and Comprehensive examinations.Out of these centres,indicate your choice of Examination Centre.

Note:In case exam centre is not indicated the institute will unilaterally assign a Centre.The Institute is also free to demand that students come to an Exam Centre other than the one indicated above.Further,in case of Dubai centre there will be an additional exam centre fees,which will be indicated at the time of admission.

16.Current Employment Status: Employed

17.Total Work Experience: 1 Years 0 Months 6 days

18.Work Experience in Current Organisation: 1 Years 0 Months 6 days

(as on applicable deadline to be counted only from the point of completing BE/MSc or equivalent))

19.Employment Details:Since the year of completing BE/MSc or equivalent,give brief employment details below in reverse chronological order.

Name of Employer	Designation held	Start Date	End Date
Total Work Experience calculated after completing BE/MSc or equivalent			

Provide the dates of start end of the employment period.Clearly explain gaps,if any in a separate sheet.

20.Declaration by the Applicant

I have carefully read the details and the instructions given in this form and hereby declare that all the information given and statements made in various sections and parts of this Application Form and enclosures are true to the best of my knowledge. I agree to the condition that if information or statement were found to be wrong, my admission to BITS would automatically be cancelled. I understand that the objective of the Institute will be to examine in detail my educational and professional background along with my employer's visualization of my current and future professional involvement to accommodate my Career aspirations within the framework of an appropriate learning avenue. I thus realize that in this process of matching, the Institute instead of rejecting my application for admission may even Suggest that I would be more suitable for another degree programme / area of study for which I have not applied. If admitted,I promise to abide by the Rules and Regulations in force or those that may hereafter be made by the Institute and I shall do nothing either inside or outside the Institute which will interfere with its orderly working and discipline.I promise to be regular in the study schedule and in appearing in the examinations at allotted centre. If I am required to Pilani for any examination,I shall take permission from my employer for appearing in the same. In the case that I myself will be paying my fees / dues,I affirm that I will regularly pay fees/dues to the Institute during my programme. Further, in all matters concerning the Institute and myself the decision of BITS Vice-Chancellor shall be binding on me.

Place:_____

Date:_____

Signature:_____

Name:_____

SECTION 2: EMPLOYER CONSENT FORM (This section must be duly filled in by all employed candidates)**Name of Employing Organization :** EY GDS**Name of Employee:** Sivaprasad Aman Nair**Employee Number:****Designation of Employee:** Associate Software Developer**Date of Joining the Organization:** 26-08-2019 (Day/Month/Year)**Degree Programme applied for:** PG Diploma in Business Analytics**Work Profile of the Employee :** _____

This is to certify that our organization strongly supports and willingly participates in this cooperative effort for conducting the work-integrated learning programme. We feel that this programme will be useful to the employees for their growth and also for our organization. We understand that this programme will be run on the same standard and rigour with which corresponding program are run on campus at BITS, Pilani. We agree to give all our cooperation in maintaining its standards.

We are Willing to participate in this educational process also by nominating a qualified senior professional from our organization /associate organization who will agree to act as a mentor and resource person for Strengthening work-study integration. This mentor will also help in giving suitable organization-based assignments and projects, which will add value to the programme and also will become useful for the organization. In case we are unable to provide mentor from our organization /associate organization, we in principle approve the selection of mentor from another organization as per details in Section 3 Of this application form.

Regarding the fees for the programme: (Please tick appropriate box):

(a) Our Organization will not pay the fees and dues of the employee. ☒(b) Our Organization will partly pay fees and dues of the employee. ☐(c) Our Organization Will fully pay all fees and dues of the employee. ☐

Note: If you ticked 'b', what percentage of the fees would be paid by you: _____

Signature of authorized signatory from organisation: _____

Name of authorized signatory from organisation: _____

Designation of authorized signatory from organisation: _____

Address of the Organization: _____

Date: _____

Seal of the Organisation

SECTION 3: MENTOR CONSENT FORM

This form is mandatory for all applicants and the Mentor chosen should have minimum educational qualification of the level of Higher Degree of BITS or its equivalent such as M.E. / M.S. / M.Phil. etc. However, senior professionals holding a First Degree of BITS or its equivalent such as B.E. / M.Sc. / M.BA. / MCA. / M.B.B.S. etc. and having a minimum of 5-years of relevant work experience, may also be proposed as mentors. Preference be given to applicants having a suitable Mentor from the same employing organization.

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 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:

Date:_____

Signature of Mentor

INFORMATION FOR MENTOR

In the educational methodology for this programme, 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 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.

MANDATORY SUPPORTING DOCUMENTS

To complete the application submission process, candidates are required to submit copies of supporting documents through the Application Centre.

Before uploading scanned copies of the mandatory supporting documents listed below, please ensure that they are complete in all respects, failing which your application will be considered as incomplete and rejected. **Please SELF ATTEST all academic mark-sheets and certificates using your FULL SIGNATURE.**

For certain documents such as marksheets where multiple pages may need to be uploaded, you may scan multiple pages into a single pdf file and upload it. Alternatively, you may scan different pages as separate pdf files, then create a zip file of these pdf files and upload it as a single zip file.

Documents to be uploaded

1. Application Form: This implies pages 1 & 2 of the downloaded pdf of the Application Form. Upload a single pdf file containing the two pages scanned together, or a zip file that has separate pdf files for each page. Ensure that all additional information required therein has been filled legibly by hand, and photograph and signature are present.
2. Photograph: Upload a soft copy of a professionally taken passport-sized photograph.
3. Employer Consent Form: Upload scanned copy of page 3 of the downloaded pdf of the Application Form. Ensure that all additional information required therein has been filled legibly by hand, and signatures and company stamp are present.
4. Mentor Consent Form: Upload scanned copy of page 4 of the downloaded pdf of the Application. Ensure that all additional information required therein has been filled legibly by hand, and signatures are present.
5. Degree Certificate(s): Upload scanned copy of BE/ B.Tech./ M.Sc./ MBA/ AMIE/ BITS Pilani B.S. or equivalent degree certificate that includes your name as it is spelt. Upload all certificates together as a multi-page pdf, or a zip file. Self attest all the scanned pages.
6. Proof of Date of Birth: Upload a photocopy of your 10th Pass/ Matriculation/ Secondary School Leaving Certificate/ Marksheet clearly stating your date of birth.
7. Marksheet(s): Upload academic marksheets for all years/ semesters of all your degree/ diploma examinations. Upload all marksheets together as a multi-page pdf, or a zip file. Self attest all the scanned pages.
8. Proof of Work Experience: For the current organisation, please upload a work experience certificate issued by the company HR. For previous organisations, you may upload work experience certificates if available, or else submit the Appointment Letter along with the Relieving Letter. Upload all work experience certificates as a multi-page pdf, or a zip file.
9. Company Brochure: Upload latest brochure giving detailed profile of the current employing organisation. In case the brochure is not available, upload copy of the company profile as given on the company website.
10. Career Objective: Upload scanned copy of a write-up on your career objectives in applying to this programme.
11. Mentor Resume & Degree Certificate: Upload copy of detailed resume of your proposed Mentor along with an attested photocopy of his/ her highest degree certificate. Upload a multi-page pdf, or a zip file.
12. Letter of Recommendation: If you are currently working for a University or an educational institution, upload a letter of recommendation from the head of the institution, such as Vice Chancellor or Registrar of the University. Only those candidate who work with educational institutions are required to submit this document.