

## **Notice**

Applications are invited from the fourth year and the fifth year students for being considered as tutors. The application should consist of:

- 1) A write up (max. 300 words) about the candidate's suitability as a tutor (S.O.P).
- 2) Detailed CV (Mentioning the CGPA obtained in the last exam).

**All the applications should reach the following e-mail ids by 08/07/2010.**

1. [dasguptalov@gmail.com](mailto:dasguptalov@gmail.com)
2. [danymathew@gmail.com](mailto:danymathew@gmail.com)

Only the short listed candidates shall be called for the interview. A total of 5 tutors shall be selected from each year.

### **Criteria for Selection of the tutors:**

1. Interview
2. Write up
3. CGPA

**Equal weightage shall be given to all the three parameters.**

### **Profile of a Tutor:**

1. To hold the tutorial classes on time. In case of any unavoidable personal inconvenience, the tutorial can be re-scheduled subject to the approval of the batch coordinator.\*
2. To hold discussion on the assigned tutorial topic with the group, ensuring and encouraging participation from all.
3. To hold discussion based on the write ups of the assigned group. The purpose is to improve the writing skills of the group members.
4. To fairly mark the group members on the basis of their participation in the tutorial discussion. This marking has to be done after fairly observing the group members in the course of all the tutorials held in a semester.
5. To meet the concerned faculty on being assigned the topic. This is required to understand the expectation of the concerned faculty from the write ups as well as to clear doubts that the tutor might have with regard to the topic.

The tutors on their successful completion of the tutorials, shall be awarded a certificate, certifying their satisfactory performance as tutors.

#### **\* Tutorial Coordinator**

- a. First Year - Ms Lovely Dasgupta
- b. Second Year - Mr. Daniel Mathew.