

Guidelines for writing a Recommendation Letter from the Professor/HOD (Graduate program)

Following are the questions that need to be answered while writing a recommendation letter:

Q1. How do you know the student as in what capacity?

Q2. For how long do you know the student?

Q3. As a Professor, how do you find the student academically and otherwise?

- Academic performance/scores
- Mention about the character of the student
- Describe the qualities of the student

Q4. Give an overall opinion about how the student has matured and evolved?

- Compare the transformation that has taken place in the student's attitude and aptitude over the years
- Describe a talent or a character trait that the student has developed and is positive for his career

Q5. Mention any extraordinary characteristic or achievement of the student in academics and in co-curricular activities.

- Tell about the academic honors, if any
- Tell about student's achievements apart from academics (also if it brought laurels to the college)
- Tell about lab work and trainings
- Tell about final year project (only if the recommender has been the guide for the project)
- Tell about the participations in events and fests (only if eminent)

Q6. Why do you think the student is eligible for the course he is going to pursue?

- Tell about the student's potential for succeeding in the choice of career

Q7. What qualities does the student possess to be able to adapt and adjust with the international environment and diverse student community?

- Describe student's interpersonal skills
- Describe about the proficiency in English language (class discussions, presentations, technical papers)
- Elucidate student's behavior skills with peers and teachers

Q8. How will the university help the student in achieving his career goal?