

# Teaching Assistantship Policy 2021

CASR-346(Sup.), Res. 6, Date: 24-10-2021  
Syndicate No. 528, Date: 29-03-22

## Allocation of Teaching Assistantship

1. All Undergraduate (UG) degree awarding departments will have minimum number of Teaching Assistant (TA) equal to their number of Grade I Professors in the respective departments. The maximum number of TAs will be 7.5% of the 1a year student intake. For example, EEE Department intake is 200 students, therefore, the maximum number of TA =  $200 * 0.075 = 15$ .
2. All engineering departments offering only Post Graduate programs will have TAs at least equal to the number of professors. The maximum will be number of professors  $\times 1.25$
3. Physics, Chemistry, Mathematics & Humanities will have
  - (a) minimum number of TAs equal to total number of Grade I and Grade II Professors.
  - (b) maximum number of TAs equal to the number of professors  $\times 1.25$ .

## Eligibility of TA

1. A student must be a full time student (12 credit hour registration in each semester).
2. TA ship will be awarded to a student in a semester provided the candidate achieved a minimum CGPA of 3.0 in the previous semester. No TA ship will be awarded in the student's first semester.
3. In all the departments, a full time students can avail TA ship for a maximum period of
  - (a) M.Sc. Engg./M.Engg/M.Arch – 18 months (3 semesters)
  - (b) MURP/M.phil – 24 months (4 Semesters)
  - (c) Ph.D. – 36 months (6 Semesters)
4. After Satisfactory Completion of all Course works, a TA ship can be extended during thesis work without registration for 12 credits but cannot exceed the maximum period for the program (Ref 3).
5. All TA ship will be awarded on a six-month basis at the beginning of a semester based on the performance of the previous semester.
6. Every month a TA must obtain a recommendation from the Assigned faculty member(s) and Head of the Department (HoD) on his stipend form before drawing the money.
7. If a fulltime employed person takes official study leave/deputation from his/her job and registers as a full time student, the candidate will be eligible for a TA ship. Otherwise a TA cannot hold any full time employment.
8. A TA cannot avail any other financial aid funded by the University.

## Application Process and Selection:

1. CASR will initially allocate department wise and semester wise tentative number of TA ship once in a financial year i.e., for two consecutive semesters based on the rules stated in Allocation of TA ship Section and estimated budget.
2. At the beginning of each semester (except the student's first semester), interested students must apply through their BIIS web portal.
3. After submission by the student, the application will be visible by the supervisor (or advisor) at the end of application deadline and s/he will forward the application to the HoD.

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4. HoD shall form a selection committee. The committee will scrutinize the applications and prepare a merit list of the candidates. A list consisting of tentative allocated number of TA ship is to be prepared with the recommendation of respective BUGS/BPGS.
5. In every semester, selected applications along with the merit list will be forwarded to CASR by the respective HoD.
6. CASR will decide the number of TA ship for the semester department wise depending on the budget and demand of the departments and give the final approval. CASR may adjust the number of TAs even beyond the maximum limit of a department provided unused TA ship is available within the budget.
7. The registrar will announce the final approved list of TA ship.

#### Remuneration

1. In accordance with the lecturers of the University a TA will be awarded the basic salary of a lecturer per month as a stipend and out of that 25% will be withheld. The student can claim the total withheld money after successful completion of the degree.
2. The stipend money may be revised from time to time by the University.
3. In case the student does not complete the degree s/he will have to return the money. An affidavit will be taken in this regard.

#### Scope of Work

1. A TA must work maximum of 20 hours per week as per the directives of the assigned Faculty/HoD.
2. S/he may be engage in
  - (a) Laboratory report checking.
  - (b) Preparing and presenting design studio/Laboratory tutorials under Faculty supervision.
  - (c) Marking/Assessing assignments and class tests under Faculty supervision.
  - (d) Providing office hours to the departmental UG students as assigned.

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