

# TEZPUR UNIVERSITY

## Guidelines for engagement of Research Scholars as Teaching Assistants Under "Earn While Learn" Scheme

(Approved by the Board of Management vide Res. No. 104/2022/1/2.1)

Engagement of teaching assistants (TA) is common in educational institutes. A typical TA helps the Course Instructor in planning and executing the teaching learning process. Since there is no provision for TA as such in Tezpur University, the Research Scholars may be formally engaged as Teaching Assistants as a part of "Earn While Learn" scheme of the University for assisting the Course Instructors in performing tasks mentioned in point (1) below.

### 1. The engagements will be in the form of

- assisting to conduct laboratory classes/examinations in the presence of the Course Instructor.
- assisting in conducting theory classes in the form of assignment checking/conducting tutorials etc. under the active guidance of the Course Instructor. However, these engagements should not be for delivering lectures.
- any other similar duty assigned by the Departmental Advisory Committee (DAC) on approval of competent authority.

### 2. Engagement of Teaching Assistant

The Head of the Department shall notify the requirement of TA in the Department well before the start of the Semester inviting applications for eligible scholars. The number shall be based on the requisitions received from the Course Instructor(s) and approval of the same by the DAC. If the number of applicants is more than the positions already notified the most deserving candidates shall be selected on the basis of CGPA secured in the course works completed by the scholar till then and publication status of the scholar. Also repeat engagement to the same scholar should be avoided as much as possible.

Due diligence shall be observed in deciding the number of TAs with respect to actual need assessment of such requirements. If need be one position be assigned to more than one Courses to minimize the disturbance to the regular research activities of the Department.

The selected list shall be forwarded to the Controller of Examinations after due scrutiny at the level of DAC and Dean of the School respectively for approval of the PVC/VC.


### 3. Honorarium

A token honorarium will be admissible for the engaged TAs against per class of assistance @Rs.300.00 (three hundred only) subject to a maximum of Rs 4000.00 (four thousand only) per month. A register shall be maintained by the HoD which shall be dully signed by the engaged TAs and countersigned by the concerned Course instructor. The HoD shall forward the list to the CoE for processing and payment.

The honorarium is applicable only for research scholars not receiving any fellowship/scholarship other than institutional fellowship.

### 4. Commitment

The primary commitment of the TA will be towards his/her research work, and this temporary engagement as Teaching Assistant should not hamper the research work in any way. At the same time, it is expected that the TAs shall help the Course instructor(s) with due diligence, sincerity and utmost honesty. A certificate of appreciation for the services be issued by the Head of the department and counter signed by the Dean of the School.

  
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