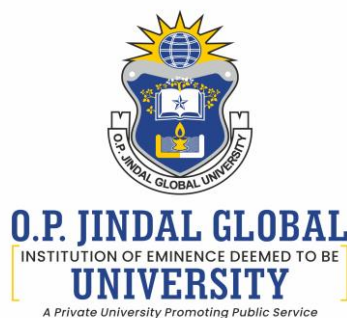




O.P. JINDAL GLOBAL UNIVERSITY

TEACHING ASSISTANTSHIP POLICY FOR Ph.D SCHOLARS

1. Objective

The O.P. Jindal Global University (JGU) is committed to providing holistic and well-rounded education to its Ph.D scholars and providing those scholars who wish to consider a career in academia and/or research an opportunity to experience academic life.

The Teaching Assistantship (TA) policy aims to create a structured academic engagement and pedagogical training for full-time Ph.D scholars availing the JGU fellowship. This opportunity not only supports the university's teaching mission but also enhances the professional development and teaching competence of the Ph.D scholars.

This policy document sets out the eligibility criteria, selection process, Nature of responsibilities, workload and time commitment, monitoring and evaluation and other matters pertaining to Teaching Assistantship for Ph.D scholars at JGU.

2. Eligibility Criteria

To be eligible for a Teaching Assistantship, a Ph.D scholar must:

1. A full-time registered doctoral scholar with a JGU fellowship/UGC NET JRF at any school/Institute with good academic standing.
2. Successfully completed the first and second semesters of Ph.D coursework with a minimum CGPA of 7.5 or equivalent. Scholars should have no pending coursework backlogs/pending or repeat examinations at the time of application.

3. Not involved in any type of misconduct or disciplinary issues, and must follow all the rules regarding conduct and discipline as per JGU Ph.D regulation clause 27.
4. Successfully defended synopsis/research proposal presentation with the School's/ Institute's School Doctoral Committee (SDC).
5. Not be engaged in any full-time teaching or administrative employment elsewhere during the semester of the Teaching Assistantship.
6. Be recommended for Teaching Assistantship by his/her supervisors, the School Doctoral Committee (SDC), the Dean of the concerned School/Institute, and approved by the Dean of the Office of Doctoral Studies (ODS).
7. It is expected that all full-time Ph.D students who are recipients of a university-funded scholarship are required to undertake Teaching Assistantship duties as part of their scholarship obligations.
8. Scholars, who are not physically present at the JGU campus because of data collection/ Library visit/ exchange program and any other related or non-related allowed physical absence (approved by the School Doctoral Committee (SDC) in a particular semester, are not eligible for Teaching Assistantship in that semester.

3. Selection Process

1. The Office of Doctoral Studies (ODS), in coordination with the respective School/Institute, will allocate Teaching Assistant (TA) assignments at the beginning of each semester.
2. Teaching Assistant (TA) assignments will be aligned, as far as possible, with the scholar's research interests and expertise.
3. Before the commencement of each semester, the School Doctoral Committee (SDC) shall request faculty members to indicate whether they require a Teaching Assistant (TA) in the following semester.
4. Such faculty requests shall be collected by the School Doctoral Committee (SDC).
5. The candidates Interested in Teaching Assistantship must contact their School's Doctoral Committee (SDC)/ Head Ph.D program of the respective school/Institute, and fill the Teaching Assistantship application form.
6. Such a list of interested/shortlisted students shall be collated, and the further approved application for Teaching Assistantship shall be forwarded to the Office of Doctoral Studies.
7. Teaching Assistantship applications will be reviewed by the school doctoral committee (SDC)/ Head Ph.D program of the respective school/Institute. While doing so, they shall select students as per (1) the provisions of this policy, and (2) the preference of concerned

faculty members. In the event there is more than one eligible candidate after this process for a course, the faculty must be given the option to choose their TA.

8. All successful candidates shall be instructed to reach out to the concerned Faculty with immediate effect by the school doctoral committee (SDC)/Head Ph.D program or the Administrative Office of the respective school/Institute. The student is mandatorily required to reach out to the faculty within 2 Calendar Days of receiving the communication of their selection by the Dean/Head Ph.D Program at the school.
9. Teaching Assistantships are not guaranteed upon application and shall depend upon the number of Teaching Assistants required. Furthermore, if the requirement of faculty members exceeds the number of Teaching Assistants, then some faculty members may not get a Teaching Assistant.

4. Nature of Responsibilities

The Teaching Assistant duties may include, but are not limited to:

1. Assist the concerned faculty member in the development of instructional material or assessments under faculty supervision, preparation of course material(s) and course delivery (in-person or online)
2. Assist the faculty member in organising seminars, conferences, guest sessions, etc.
3. Prepare for and attend all classes of the subject for which the Teaching Assistantship has been granted.
4. Supporting faculty in managing academic platforms (e.g., LMS/UMS/other similar platforms)
5. Actively participate and engage in classroom discussion.
6. Actively participate in examination duty and follow all the rules defined by the Examination Department.
7. Conduct tutorials/sessions/ discussion groups/ review sessions for students outside of class hours. However, lectures must be conducted by faculty members only.
8. Holding office hours for student queries.
9. Supporting course instructors with grading assignments, quizzes, or exams.
10. TAs **shall not** be made responsible for full course delivery or final grading without faculty oversight.
11. Developing instructional material or assessments under faculty supervision

5. Faculty Eligibility

As per JGU regulation, Associate Professors and above are eligible for recruiting a Ph.D scholar on the recommendation of the School Doctoral Committee (SDC) on a Teaching Assistantship.

6. Workload and Time Commitment

1. Teaching Assistants (TAs) shall be assigned up to 8-10 hours per week during the academic semester.
2. Total engagement should not exceed 40 hours per week, ensuring that the scholars' research work remains the primary focus.

7. Monitoring and Evaluation

1. The work done by a Teaching Assistant shall be provided by a timesheet, which shall be submitted to the concerned faculty member at the end of each month.
2. The supervising faculty member will evaluate the TA's performance based on punctuality, commitment, effectiveness, and responsiveness.
3. Week-wise attendance and record of all covered activities should be shared by the faculty member on or before the 25th of every month for the smooth payment of stipend.
4. Faculty members shall provide a monthly teaching Assistantship report in the prescribed format, shared by the Office of Doctoral Studies (ODS) of the concerned school/Institute. Accordingly, stipends shall be awarded to the scholars.
5. Unsatisfactory performance of the Teaching Assistants or premature termination of the Teaching Assistants shall directly impact the amount of stipend.
6. In case of disagreements or issues between the TA and supervising faculty, the School Doctoral Committee (SDC) will handle grievance redressal; if the SDC member is involved as the supervising faculty, the Dean of the School will resolve the issue.
7. Continued scholarship may be contingent upon satisfactory TA performance, subject to the university's broader Ph.D policies.
8. Informal Teaching Assistantship arrangements with any faculty without SDC & ODS approval will not be considered.
9. Any type of direct or indirect benefit associated with the Teaching Assistants will be applicable only till the scholar is engaged in the Teaching Assistantship.