

**DEPARTMENT OF HUMANITIES AND SOCIAL SCIENCES
INDIAN INSTITUTE OF TECHNOLOGY BOMBAY**

Teaching Assistance Duty Form

To be submitted to HSS Department Office by the 26th of every month.

Student Name (Category#) ----- Roll No. -----

Pls mention if TA duties have been accepted in lieu of waiver of tuition fees. Y N

Preferred mode of communication about TA duties: Mobile/Email

Mobile No. ----- Email id -----

Weekly TA Work Report

To be filled in by the Student			
Dates* from ----- to-----	Nature of Work Done (No. of hours worked)	Student's Signature	TA Supervisor's signature
TA Supervisor's remark (if any) on Monthly Duties			
Remark and signature of Invigilation In Charge, only if Invigilation duty assigned.			

*Dates pertain to various weeks of a month.

Proposed Leave (if any):

Reason for leave (if applicable):

Nature of arrangement made for TA duties while on leave:

Withhold stipend* (Y/N; if Y then No. of days):	
TA supervisor's Signature (at the end of the month)	Invigilation In Charge Signature* (only if invigilation duty assigned, and at the end of the month)

*Repeated unsatisfactory performance of TA duties may lead to withholding of assistantship.

<u>For HSS Dept Office only</u>	
No. of days attended -----	
No. of days on leave (paid/unpaid) -----	
No. of Days assistantship withheld -----	
No. of Days assistantship released -----	